

**SIU School of Medicine
Position Description**

Name:

Position #

Classification: Medical Education Program Coordinator

Department: Neurology

FUNCTION:

The Medical Education Program Coordinator performs the day-to-day managerial duties related to planning, directing, and coordinating the academic and operational activities associated with the administration of the Neurology residency program. The Program Coordinator reports to the Program Director and Department Chair.

ORGANIZATIONAL RELATIONSHIPS:

The incumbent in this position reports to the Neurology Residency Program Director, Department Chairman, and Assistant to the Chairman.

DUTIES AND RESPONSIBILITIES:

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Recruitment Responsibilities (35%)

- Coordinates all duties relative to the resident recruitment and selection process utilizing the computerized Electronic Resident Application System (ERAS).
- Oversees the entire interview process:
 - Reviews applications, corresponds with applicants, answers questions, provides information, invites candidates, schedules interviews, arranges and confirms accommodations, prepares itineraries, develops, disseminates & updates interview schedules, receives candidates, responds to questions, escorts candidates to interviews, organizes luncheons & tours, collects evaluations, maintains files.
 - Schedules, organizes & staffs departmental ranking meetings. Submits candidates' credentials for approval by SIU Office of Residency Affairs and our affiliated hospitals.

- Prepares and submits the resident Rank Order List to the National Resident Matching Program (NRMP) prior to the designated deadline.
- Receives match results, notifies Program Director and SIU Office of Residency Affairs, welcomes matched candidates to the residency program and begins employment process.
- Assists residents in obtaining and maintaining valid licensure and ECFMG sponsorship status.
- Generates contracts for new and continuing residents
- Processes new hire paperwork for incoming residents

Information and Data Management (25%)

- Updates information on residency program web sites.
- Establishes and maintains a systematic file system with proper security measures for confidential documents.
- Performs data management, tracking, and reporting functions utilizing various graduate medical education software programs including New Innovations, GME Track, ACGME Web ADS, AMA FREIDA, and ABPN PreCert.
- Ensures that information important for hospital reimbursement and demographics is provided as needed, to the SIU Office of Residency Affairs.
- Tracks resident evaluations and conference attendance.
- Maintains resident evaluation system and provides feedback to Program Director.
- Manages confidential resident performance evaluations as well as evaluations of faculty and the educational program. Prepares reports and correspondence related to highly confidential materials.

Accreditation Issues

- Assists the Program Director in maintaining compliance with the Accreditation Committee for Graduate Medical Education's (ACGME) Residency Review Committee requirements, as well as the requirements of the American Board of Psychiatry & Neurology (ABPN).
- Maintains program records.

- Assists in preparation of Program Information Forms (PIF) for site visits, and for Internal Reviews.

Resident Workload (20%)

- Prepares, distributes, and updates resident rotation schedules, conference schedules, call schedules, clinic schedules, schedules for on -and/or off-site rotations in consultation with the Program Director, supervising physician faculty and Chief residents.
- Coordinates multiple teaching programs. Assigns speakers, prepares schedules, reserves conference room space, arranges for audio visuals, etc. Regularly scheduled conferences include: Grand Rounds, Clinical Pathology, Morbidity/Mortality, Journal Club, Brain Cuttings, Neuroradiology, EEG/Evoked Potential, EMG/NCS, etc. Works with pharmaceutical representatives to obtain guest speakers.
- Maintains records files.
- Works with the Program Director to ensure the accuracy of resident training records. Maintains documentation for program accreditation, specialty board requirements, and annual reports.
- Prepares Final Summary of residents' training program.
- Organizes residency program workload; monitors status of work in progress and keeps the program director informed of activity priorities and deadlines.

Administrative Responsibilities (20%)

- Coordinates and proctors yearly in-service training examinations - RITE, ACNS, AANEM
- Provides information, support, and problem solving for residents and program faculty on a wide range of residency personnel and program issues.
- Advises Program Director and assists in responding to and resolving resident issues and program administrative problems.

Relationships with other organizations

- Acts as liaison between residency program and off-site rotation staff, affiliated hospitals, and medical schools.
- Acts as liaison to the Graduate Medical Education (GME), office and various other agencies, organizations, and groups including education commissions, accreditation councils, licensing organizations, and medical specialty boards. Prepares documentation

associated with residency program operations; distributes documentation and retains records as appropriate.

Knowledge, Skills and Abilities

- Ability to plan for and manage the multiple administrative activities associated with operating a residency education program through the application of prescribed standards, policies, and procedures.
- Ability to use computer systems and software; knowledge of information data systems needed to support a residency education program.
- Knowledge of basic licensing regulations & requirements for acquiring temporary and/or permanent physician licensure in the State of Illinois.
- Knowledge and basic understanding of the Educational Commission for Foreign Medical Graduates' (ECFMG) J-1 sponsorship requirements for candidates requiring J-1 visa sponsorship.
- Skill in communicating effectively both orally and in writing.
- Skill in exercising independent judgment, flexibility, and discretion when setting priorities, implementing procedures, maintaining standards, and resolving problems.
- Ability to gain comprehensive knowledge of the terminology, principles, and methods utilized in the residency program.
- Skill in prioritizing, planning, working independently, and organizing projects and assignments effectively.
- Ability to demonstrate tact and diplomacy when dealing with others and relaying confidential information. Recruitment activities require that the coordinator be sensitive to many races and cultures and their traditions.
- Ability to exercise good judgment and decision-making skills.
- Ability to establish and maintain effective working relationships with a multitude of organizations and individuals associated with the administration and ongoing operation of a residency program.

Level of Difficulty:

High level of difficulty. Multiple responsibilities and tasks must be completed simultaneously on a continuing basis. Many are time-sensitive. Phone calls and interruptions by students, residents, faculty and staff are routine. The position requires the incumbent to possess very strong organizational skills, and extensive problem solving, decision-making and prioritizing

abilities. Creativity, patience, cooperation and professionalism must always be exhibited. Sound judgment, discretion, and confidentiality must be maintained at all times.

Personal Contacts:

Personal contacts are extensive and consist of in-person, email, telephone and written contact with full-time and volunteer faculty, visiting professors, departmental and hospital administrators, legal counsel, residency program directors and support staff, residents, fellows, medical students, allied health care professionals, patients, peers and subordinates.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Medical Education Program Coordinator

Position No. (If applicable): _____ Department: Neurology-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Twisting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Kneeling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Pushing or pulling					<input checked="" type="radio"/>
Carrying	Less than 5 lbs.				<input type="radio"/>
Lifting	5 - 10 lbs.				<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.