

MEDICAL RESIDENCY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Residency Program Director, the incumbent of this class is responsible for coordinating the activities of the graduate medical education program to meet applicable program requirements. Work is performed in accordance with the policies of the Graduate Medical Education Committee at the Westchester Medical Center and the requirements of the Accreditation Council for Graduate Medical Education (ACGME). Responsibilities include organizing and managing the recruitment process, coordinating activities related to the accreditation of the graduate education program, preparing and submitting all required reports, and providing administrative support to the Program Director. Supervision is not normally a function of the position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and organizes all aspects of the recruitment process from downloading applications from the Electronic Residency Application Service, scheduling interviews, and inputting matches, through start date and orientations, ensuring all deadlines and documentation requirements are met;

Acts as the liaison with Chief Resident or Program Director regarding rotation schedules, call schedules, vacation and leave schedules, conference schedules, and resident meetings, as well as between attending physicians, residents, students and the Medical Education Department;

Prepares and submits monthly schedule to the Medical Center House Staff Office and Finance Department, as required for federal reimbursement;

Enters curriculum documents, accreditation documents, manuals, conference handouts, etc., into GME system;

Coordinates and maintains all paperwork for new house staff appointments, reappointments, and terminations as well as all resident and fellow personnel files including teaching and performance reviews, rotation schedules and other correspondence;

Assists residents in obtaining and maintaining visa documents pursuant to Educational Commission for Foreign Medical Graduates requirements;

Oversees preparations for program site visits by the Accreditation Council, obtains all information required for the site visit, and coordinates with all staff involved in the site visit;

Organizes the internal and external program accreditation process, such as setting up rotation schedules, coordinating reviews and evaluations, etc.;

Handles resident surveys for the ACGME fellowship programs, in-rotator residency and fellowship appointments and the ACGME track; Organizes various departmental activities such as: guest lecture series, annual farewell for departing residents and faculty, annual in-service training examinations, preparation for medical boards, etc.;

EXAMPLES OF WORK: (Cont'd)

Reviews internal procedures related to all house staff functions and implementation of new procedures as appropriate;

Notifies house officers of meetings and presents information regarding fellowship applications;

Composes, prepares and distributes correspondence, agendas, reports, schedules and calendars for residents and assists in or prepares letter of recommendation and assists in budget preparation as needed;

Prepares check requests, travel authorizations, expense reports, fund reimbursements, and prepares a balance sheet of all disbursements to Medical Education Office;

Prepares information packets for medical students, including their rotation schedules;

Serves as librarian and health information resource manager for the department's learning resource center/library and oversees the collection of learning materials including books, journals, computers and CD-ROMs and other audio visual materials;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e., incidental vs. extensive);

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of requirements of ACGME for graduate education programs; good knowledge of Westchester Medical Graduate Education Committee Rules and Policies; ability to maintain detailed and accurate records; ability to organize and independently prioritize work, ability to establish systems and procedures to ensure that deadlines are met, ability to communicate clearly both orally and in writing; ability to independently organize to meet requirements of program; ability to establish and maintain effective working relationships with a wide variety of people; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; initiative; courtesy, tact, dependability, good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and five years of experience where the primary function was administrative program support of a graduate medical education program.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to four years of the above stated experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C3233
Job Group: IX