LOCATION: Negotiable

DEPARTMENT: Population Health or other department, as appropriate

REPORTS TO: Associate Dean for Medicine

STATUS: Full-time; Assistant Professor-Professor

SALARY: $80-100K

JOB SUMMARY:
The Graduate Medical Education (GME) Director operates under the supervision of the Associate Dean for Medicine (Associate Dean) at the University of North Dakota School of Medicine and Health Sciences (the School). This person, however, utilizes independent judgment in administrative functions, preparation of administrative reports; production and monitoring of GME budgets; coordination of institutional GME functions i.e. documentation: of Accreditation Council for Graduate Medical Education (ACGME) compliance; direction to residency program coordinators and interaction with key hospital staff and other physicians. This person is responsible for most decisions regarding the actual execution of projects; this includes managing and coordinating all facets of GME. In addition, this person should work with residency program directors and other School faculty in efforts toward innovative practices in resident education and facilitate scholarly activity in resident education. Depending upon experience and interests, faculty appointment at an appropriate academic rank in an appropriate department in the School is available.

QUALIFICATIONS:
1. Doctoral level training in education, business administration, or healthcare professions or equivalent. Masters level training with substantial experience will also be considered.
2. 3-5 years previous experience in GME administration and/or in innovative education in other applied settings preferred.
3. The analytical ability to:
   a. perform complicated data acquisition,
   b. monitor compliance with program and institutional accreditation standards,
   c. develop operational procedures and budgets.
4. Attention to detail and strong capacities in data analytics
5. Excitement at working in new academic and educational areas outside of previous experience in collaboration with subject matter experts in the various disciplines.
6. A creative and innovative approach to education, tempered by the willingness to continually assess the efficacy of such approaches.
7. Strong interpersonal and oral and written communication skills in order to communicate effectively with various levels of university, residency program, and hospital personnel and engage in scholarly productivity.
8. The ability to use independent judgment to solve problems and gain support of GME programs.
9. The ability to use the internet and to utilize interconnectivity systems within the School. Extensive experience with computers and software applications, including spread word processing, spreadsheets, and email.
PRINCIPAL RESPONSIBILITIES:

1. Ensures institutional and program compliance with ACGME rules, regulations and accreditation standards in collaboration with the GME committee, residency program leadership, departmental chairs, and the Associate Dean.

2. Manages all activities of the GME Committee. This will include scheduling of meetings, development of agendas, and maintenance of minutes and other records.

3. Conducts an Annual Institutional Review (as defined in the ACGME Institutional Requirements) of the School's GME enterprise in collaboration with the GME Committee and the Associate Dean.

4. Monitors and audits programs to ensure Institutional and Program compliance with the ACGME standards. Develops and/or implements dashboards and other tools needed to accomplish this task.

5. Collaborates with the GME Committee in the planning and conduct of Special Reviews (as defined in the ACGME Institutional Requirements) of residency programs including scheduling, organizing, and completing necessary meetings, interviews and documentation.

6. Collaborates with the Associate Dean and residency program leadership in the preparation for and conduct of ACGME self-study visits, Clinical Learning Environment Review (CLER) visits, and other ACGME site visits as required for the maintenance of institutional and program accreditation.

7. Serves as a major liaison with residents, residency program leaders, School administration, and leaders of affiliated hospitals to ensure an effectively integrated GME operation.

8. Assists in the development, submission and/or monitoring of several budgets or operating accounts. Routinely monitors expenses and analyzes expenditures.

9. Provides sound guidance, support, and problem solving for program leaders and residents on a wide range of residency personnel and program issues. Responds to concerns or inquiries about the activities and operation of residency programs in a manner requiring considerable knowledge about policies and procedures.

10. Organizes day to day administrative detail and establishes priorities for the GME office. Maintains record of decisions made and/or actions taken, initiates follow-up with other concerned parties and prepares summaries and reports for review.

11. Engages in a variety of contacts outside of the GME office in order to obtain needed information, develop needed resident educational support, etc.

12. Develops short and long-term administrative goals for the GME office and the residency programs.

13. Reads current literature and attends regional and national professional meetings to keep apprised of the changes and current trends within GME; applies information to daily work routine; provides feedback to program administrators regarding new information.

14. Acts as ombudsman for resident complaints and concerns outside the chain of command.

15. Performs meritorious scholarly activity in the area of resident education or other as appropriate in collaboration with the Associate Dean for Medicine and/or other SMHS faculty.

16. Teaches residents and medical students in the appropriate discipline.
ESSENTIAL FUNCTIONS:

1. Updates the GME Policy and Procedure manual annually or as appropriate.
2. Composes new policies and procedures as deemed necessary by the GME Committees.
3. Monitors ACGME duty hours and reports violations to the appropriate program and the GME Committee.
4. Maintains master affiliation agreements with teaching hospitals and non-hospital teaching sites.
5. Manages the annual new resident orientation program in collaboration with the GME Committee and Associate Dean.
6. Manages monthly GME Committee meetings.
7. Manages computerized information systems (eValue, NRMP, GME Track, WebADS, FREIDA) related to collecting and storing program data, generating management reports and documentation.
8. Manages the distribution and collection of annual resident surveys. Compiles, analyzes and makes recommendations for improvement in resident education from data obtained, as well as ensures the resident's confidentiality.
9. Serves as a member on various committees, as needed.
10. Collaborates with the Associate Dean and residency program leadership with special projects as needed.
11. Supervises GME office administrative staff.