



JOB TITLE - WACO FAMILY MEDICINE RESIDENCY PROGRAM DIRECTOR

HOURS: M-F: 8:00 AM – 5:00 PM

REPORTS TO: Chief Clinical Officer (CCO), Waco Family Medicine (WFM) and Designated Institutional Official (DIO), WFM – Institute

FULL TIME POSITION

EDUCATION:

- MD or DO degree from accredited medical school
- satisfactory completion of an ACGME accredited family medicine residency training program

LICENSURE AND CERTIFICATION:

- current American Board of Family Medicine (ABFM) certification
- current, unrestricted Texas medical license with TSBME and DPS (or Texas-eligible at the time of application)
- current, unrestricted DEA license

EXPERIENCE:

- at least three years of educational and/or administrative experience in an ACGME/American Osteopathic Association (AOA) accredited family medicine residency program

SKILLS:

- high degree of personal integrity, professionalism, initiative, judgment, discretion, and decision-making to achieve WFM's mission
- capacity for effective and active innovation and accurate situational analysis
- ability to organize and delegate work necessary to achieving program goals and objectives
- ability to exercise judgment and discretion in developing, applying, and interpreting clinical policies and procedures
- demonstrated capacity to organize and lead effective teams and facilitate individual personnel development
- experience serving diverse or underrepresented populations is preferred; health equity is a key strategic vision for the organization
- Spanish-language skills desirable but not required
- obstetrical skills desirable but not required

PROFESSIONAL AND GROWTH DEVELOPMENT REQUIREMENTS:

- maintain clinical competency in family medicine
- serve on various hospital, center, and other medical staff committees
- enhance clinical research among faculty, residents, and self
- set short- and long-term goals for professional growth

- actively participate in regional and national organizations that enhance both personal growth and the image of WFM
- complete, or have already completed, fellowship with National Institute for Program Director Development (NIPDD)

PRIMARY DUTIES:

- supervision, direction, evaluation, and administration of Waco Family Medicine Residency (WFM-R), including:
 - maintaining the residency's full accreditation with the ACGME Family Medicine Residency Review Committee (FMRRC); and
 - conducting ongoing review of the residency as required by the FMRCC
- monitor faculty appointments, assignments, and outcomes, and the proper conduct of educational activities
- recruit, retain, and promote a high-caliber, diverse, and equitable resident and faculty cohort that exhibits interest and commitment to excellence in patient care, medical education, and population health; demonstrated competency in clinical research; high integrity; and a commitment to a high order of professionalism
- establish and/or maintain relationships with outside organizations such as hospitals and major academic institutions
- participate in the budgeting process relative to the residency program and work for the successful financial operation of WFM
- under the direction of the CCO, work collaboratively with Center administration to implement the organization's strategic initiatives:
 - equity
 - financial stability
 - facilities planning
 - advancement
 - clinical enhancement
- ensure and advocate for both the academic and financial success of the program and the provision of the highest quality patient care

OTHER DUTIES/SKILLS:

- lead the development and continual improvement of WFM-R to be a leading program, as compared with peer programs nationally
- lead by example with conduct at all times in accordance with the highest standards of professional ethics
- provide an annual written program evaluation to the WFM – Institute with SMART goals for program development and enhancement
- attend assigned faculty, departmental, and committee conferences/meetings
- participate in ongoing quality improvement projects
- participate in faculty development activities
- other duties as assigned

TO APPLY: Please visit our website at www.wacofamilymedicine.org and fill out an online application located under Careers. Please forward a copy of your CV to amy.maddox@wacofamilymedicine.org