

JOB TITLE – INSTITUTIONAL and PROGRAM COORDINATOR

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: President, Waco Family Medicine – Institute and Designated Institutional Official (DIO)

SALARY Commensurate with Experience

FULL TIME POSITION

JOB SUMMARY: Responsible for the day-to-day administration of all Waco Family Medicine (WFM) Graduate Medical Education (GME) programs under the guidance of the program directors (PDs) and the designated institutional official (DIO). Ensure resident and fellow physicians remain on track to meet all requirements for graduation and certification. Maintain critical files and information. Ensure all ACGME accreditation and applicable specialty board requirements are met.

POSITION DUTIES/RESPONSIBILITIES: Maintain program, resident, and fellow information updates to: website, ERAS, AAMC/FREIDA, ACGME, ABFM, TSBME, THECB, resident and fellow manual, and other resources as directed by the PDs and DIO. Oversee all aspects of onboarding for residents and fellows including (but not limited to): employment agreements, PITs, privileges, certifications; plan and coordinate resident and fellow orientations. Oversee and maintain compliance with requirements of the ACGME, applicable specialty boards, and the Texas State Board of Medical Examiners. Compile, analyze and report information for annual ACGME WebADS updates, in conjunction with PDs and DIO, as applicable. Oversee resident and fellow compliance with all regulations and remediation or probation requirements. Maintain all current and former resident and fellow educational files. Create, complete and submit graduate and resident privileging documentations, certification of training, TSBME documents, letters of recommendation. Coordinate annual resident MOHS training. Supervise all duties of: Recruiting and Alumni Coordinator, Scheduling Coordinator, and Regulations Coordinator. Oversee (including, but not limited to) creation of resident summative evaluations, educational tracks in partnership with track directors (e.g., global health, high/low-OB, Medical Spanish), creation and maintenance of annual resident rotation schedule, preparation of GME statistical reports, development of informational brochures, committee assignments and special projects such as retreats, social events and parties. Receive, review and address/reroute issues/complaints related to the operation of the residency and fellowships, engaging the PDs as appropriate. Manage program, resident, fellow, and faculty reimbursements and reporting. Attend, schedule, record and file minutes (or designate responsibility) for program-specific, GMEC and WFMI board meetings as necessary. Organize annual graduation. Act as liaison with MCMS, both hospitals and medical community at large. Other duties as directed by the DIO and dictated by program needs.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: Education: Associate degree in Business Administration, Public Health or related field (minimum). Bachelor's degree preferred.

REQUIRED EXPERIENCE OR SKILLS: Exceptional interpersonal skills. Demonstrated administrative skills (preferred: two years of administrative experience). Preferred: experience in graduate medical education. Detail-oriented and excellent written communication skills. Ability to work independently and proactively as well as collaboratively in team environments. Ability to work in stressful situations, meet deadlines and multitask. Excellent computer skills, fluency in Excel, Word, Outlook (including mail merges), web-based interfaces, file management systems (e.g., DropBox). High level of integrity, able to manage confidential information. Availability and ability to conduct planned travel as needed, including an annual five-day conference out of state. Ability to travel independently using personal vehicle. Maintain AFMA membership and attain TAGME certification. Able to meet productivity standards for all roles.

TO APPLY: Please visit our website at www.wacofamilymedicine.org and fill out an online application located under Careers.