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

**SALARY:** Commensurate with Experience

**FULL TIME POSITION**

**Summary Role**
1. Responsible for the day-to-day administration of all Waco Family Medicine GME programs under the guidance of the program directors (PDs) and the designated institutional official (DIO).
2. Ensure resident and fellow physicians remain on track to meet all requirements for graduation and certification.
4. Ensure all ACGME accreditation and applicable specialty board requirements are met.

**Essential Duties**
1. Maintain program, resident, and fellow information updates to:
   a. Website
   b. ERAS
   c. AAMC/FREIDA
   d. ACGME
   e. ABFM
   f. TSBME
   g. THECB
   h. Resident and fellow manual (annually every April–May and PRN)
   i. Other resources as directed by the PDs and DIO
2. New resident and fellow onboarding
   a. Oversee all aspects of onboarding including (but not limited to): employment agreements, PITs, privileges, certifications
   b. Plan and coordinate resident and fellow orientations
3. Oversee and maintain compliance with requirements of the ACGME, applicable specialty boards and the Texas State Board of Medical Examiners
4. Compile, analyze and report information for annual ACGME ADS reporting updates, in conjunction with PDs and DIO, as applicable
5. Oversee resident and fellow compliance with all regulations and remediation or probation requirements
6. Maintain all current and former resident and fellow educational files
7. Create, complete and submit graduate and resident privileging documentations, certification of training, TSBME documents, letters of recommendation
8. Coordinate annual resident MOHS training
9. Supervise all duties of:
   a. Recruiting and Alumni Coordinator
   b. Scheduling Coordinator
   c. Regulations Coordinator
10. Oversee (including, but not limited to):
    a. Creation of resident summative evaluations
    b. Educational tracks in partnership with track directors (e.g., global health, high/low-OB, Medical Spanish)
    c. Creation and maintenance of annual resident rotation schedule
    d. Preparation of GME statistical reports
    e. Development of informational brochures
    f. Committee assignments
    g. Special projects such as retreats, social events and parties
11. Receive, review and address/reroute issues/complaints related to the operation of the residency and fellowships, engaging the PDs as appropriate
12. Manage program, resident, fellow, and faculty reimbursements and reporting

13. Meetings
    a. Program-specific, GMEC, and WFMI board
    b. Schedule and attend as necessary
    c. Record and file minutes (or designate responsibility)
14. Organize annual graduation
15. Act as liaison with MCMS, both hospitals and medical community at large
16. Other duties as directed by the DIO and dictated by program needs

**Requirements**

1. Education: Associate’s degree in Business Administration, Public Health or related field (minimum). Bachelor’s degree preferred.
2. Exceptional interpersonal skills
3. Demonstrated administrative skills (preferred: two years of administrative experience)
4. Preferred: experience in graduate medical education
5. Detail-oriented
6. Excellent written communication skills
7. Ability to work independently and proactively as well as collaboratively in team environments
8. Ability to work in stressful situations, meet deadlines and multitask
9. Excellent computer skills, fluency in Excel, Word, Outlook (including mail merges), web-based interfaces, file management systems (e.g., Dropbox)
10. High level of integrity, able to manage confidential information
11. Availability and ability to conduct planned travel as needed, including an annual five-day conference out of state
12. Ability to travel independently using personal vehicle
13. Maintain AFMA membership and attain TAGME certification
14. Able to meet productivity standards for all roles

**PHYSICAL AND MENTAL REQUIREMENTS:**
• possess a valid Texas driver’s license and appropriate liability insurance
• visual and auditory accuracy
• shift length - 8 hours
• indoor setting
• continuous use of computer and calculator
• long periods of sitting
• frequent use of telephone
• continuous repetitive grasping and manipulation of both hands
• continuous conversational communication
• occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
• occasionally carrying, lifting, pushing and pulling of up to 25 lbs
• occasionally working in confined, noisy, dusty areas
• frequent use of personal car
• understand/carry out simple/detailed, oral/written instructions
• memorize and retain instructions
• read and interpret detailed specifications

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

REVIEWED WITH EMPLOYEE:

______________________________  ________________________________
Employee                                      Supervisor

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Date

7/13/2023