

## ADMINISTRATIVE DIRECTOR - MEDICAL EDUCATION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the Administrative Director - Medical Education directs the operations of the Graduate Medical Education (GME) residency/fellowship training program at Westchester Medical Center. An individual in this position is also responsible for the strategy, development and implementation of educational initiatives, curricular design, and competency assessment, and works collaboratively with the Director Graduate Medical Education to ensure the educational quality of the graduate and undergraduate medical education programs. Supervision is exercised over a number of administrative and support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs and develops the day to day operations of the residency/fellowship program, including the coordination of educational initiatives and conference schedules, and ensures compliance with accreditation standards and regulatory requirements;

Analyzes and maintains accuracy of GME data, including resident/fellow demographics, schedules, program and rotation goals and objectives, and duty hour reports, and communicates recommendations to the Medical Director;

Leads, implements, maintains and updates the GME Information Management System and tailors components to meet program's needs;

Develops continuing medical education courses and tracks faculty attendance;

Provides leadership and guidance to the program coordinators and program directors and other Westchester Medical Center staff regarding all aspects of the GME information management software;

Oversees the planning and implementation of faculty development tools to assist faculty in effectively integrating Accreditation Council for Graduate Medical Education (ACGME) policies, procedures, New Accreditation System, and Clinical Learning Environment Review (CLER) as well as resident/fellow and medical student core competencies and milestones into program curriculum;

Identifies areas for programmatic improvements and develops initiatives to address weaknesses;

Develops, organizes, and schedules program specific new resident/fellow orientation;

Serves as a liaison between the Director of Graduate Medical Education and a full range of internal and external offices and individuals including program directors, program coordinators, affiliated medical and undergraduate schools, residents/fellows, Graduate Medical Education Office, participating sites, and other departments;

Prepares annual clinical rotations and call schedules and communicates schedule information to hospitals, clinics, and paging operators as needed;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Assists the Director of Medical Education in the creation and implementation of GME program policies and advises residents/fellows on non-clinical aspects of the program;

Oversees the appointment process for incoming house staff and ensures compliance with program specific credentialing requirements;

Recommends strategies for recruitment and retention of residents and fellows, including managing website and developing recruitment initiatives;

Oversees supply purchases for the program, including general office supplies and educational materials;

Develops and manages the GME operational budget;

Monitors resident/fellow payroll, tracks leaves, and processes reimbursement requests;

Evaluates house staff morale, responds to resident/fellow concerns, and assists in remediation;

Plans, develops, and implements residency/fellowship program quality improvement projects;

Directs the preparation of Inter-Institutional Agreements and Program Letters of Agreement with participating institutions and training sites, and submits training grant applications and renewals;

Assists Director Graduate Medical Education in the development of program evaluations that measure resident/fellow performance, faculty performance, and educational content of programs, ensuring these are written in competency based language;

Manages Westchester Medical Center GME website, and develops brochures related to program content and recruitment;

Attends local, state, and national GME conferences;

Staffs various committees, including residency management meetings, faculty curriculum committee meetings, departmental meetings, program directors and residents/fellows meetings, and follows up on action items as needed;

Manages and coordinates ACGME site visits and CLER visits.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of accreditation and regulatory requirements for graduate medical educational programs; demonstrated ability to utilize specialized GME software programs; ability to establish efficient working relationships with all levels of staff; demonstrated

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd) capacity for self-direction, independent functioning and project management skills; ability to research and resolve problems and follow through on assignments with minimal direction; ability to communicate effectively with all levels of management, both verbally and in writing; excellent organizational skills; ability to work independently and set priorities; good attention to detail; initiative; resourcefulness; good judgment; integrity, physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree\* and five years of experience in the oversight and management of a GME program at a tertiary care or academic hospital/health care facility which included the development of educational plans.

SUBSTITUTION: A Master's degree\* in a health care related field may be substituted for one year of the above 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: E6039  
Job Group: Flat Rate