



**APPROVED**

**Valley Consortium for Medical Education  
POSITION DESCRIPTION**

<b>Pertinent Position Description Data</b>	
<b>Position Title:</b> Residency Coordinator - Orthopedic Surgery	<b>Date:</b> October 1, 2014
<b>FLSA:</b> Exempt - Administrative	
<b>Sponsor:</b> Valley Consortium for Medical Education (VCME)	<b>Reports to:</b> Program Director

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**POSITION SUMMARY:** Under direct supervision of the Program Director, oversees day to day administrative/clerical operations of the Valley Orthopedic Surgery Residency. This position is responsible for the overall administrative/clerical operations of the program including scheduling, labor hours and time off reporting. Other responsibilities include project development and implementation, marketing and communication. Position ensures that the program is maximizing the educational experience by supporting faculty and staff in the management and coordination of the program. This position coordinates all aspects of residency recruitment as well as ensures compliance with the Accreditation Council for Graduate Medical Education (ACGME) and/or American Osteopathic Association (AOA) requirements, National Residency Matching Program (NRMP) and the Electronic Resident Application Service (ERAS). The Residency Coordinator is designated as Management, exempt from provisions of the Fair Labor Standards Act and other applicable state laws and regulations governing overtime and shall serve as an “at will” employee.

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**REPORTING RELATIONSHIPS:** Works under direct supervision of the Program Director.

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**QUANTIFIABLE DIMENSIONS:** General supervision of the Residency Assistant and Residency Specialist operations and other support positions when assigned and provides administrative/clerical oversight for the entire program.

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**WORKING RELATIONSHIPS/CONTACTS:** Frequent contacts will include members of the Valley Consortium Board, members of the Graduate Medical Education Committee, Doctors Medical Center, Stanislaus County Health Services Agency and Memorial Medical Center staff and many community physicians. Contacts will also include professional organizations such as the American Osteopathic Association of Orthopedics, the Accreditation Council for Graduate Medical Education, American Osteopathic Association, the Midwestern University/Arizona College of Osteopathic Medicine, OPTI and their associates. In addition, this position will work closely with residents and residency candidates. The incumbent must possess a strong guest relations attitude and promote a positive and professional image at all times.

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## **PRINCIPAL ACCOUNTABILITIES:**

### **I. Program Administration:**

- Manages day-to-day administrative/clerical functions of the Residency Program.
- Ensures the accurate and timely reporting of Orthopedic Surgery Residency payroll time to the Business Manager.
- Recommends short and long-range residency program goals to the Program Director by assessing program needs. .
- Provides problem solving solutions to varied types of issues.
- Participates in regular meetings with the Program Director and Business Manager to discuss residency related operational issues.
- Represents the residency program on special projects, as requested.
- Coordinates recruitment function for new residents yearly, ensuring annual contracts for all residents are completed, signed, and approved.
- Functions as the primary contact for residency accrediting organizations such as the Accreditation Council for Graduate Medical Education (ACGME), the American Osteopathic Association, the American Osteopathic Board of Orthopedic Surgery/American Board of Orthopedic Surgery (AOBOS/ABOS) for the coordination of accreditation site visits and with all affiliated hospitals.
- Participates in bi-weekly residency faculty and quarterly Graduate Medical Education Committee meetings to discuss curriculum development, recruitment and approval for program changes.
- Selects site, negotiates contracts and oversees all aspects of two-day annual residency retreat and oversees all aspects of the residency graduation celebration each year.
- Participates in in Midwestern University network activities and coordinates annual MWU Volunteer Clinical Faculty (VCF) reappointment/promotion process.
- Completes annual reports/surveys by accreditation or Orthopedic Surgery agencies, as well as sponsoring institutions.
- Assists in developing policy and procedures and ensures implementation of administration guidelines involving or affecting residents. .
- Oversees assessment of evaluations on residents as support staff to the H.O.P.E. Committee (House Officers Promotion and Evaluation Committee)
- Supervises the production/distribution of annual and monthly call schedules.

### **II. Personnel Management**

- Directs program staff on residency related assignments and monitors productivity, quality of work and timely completion of residency related assignments.
- Assists in determining staff needs, work allocation and supervises projects to completion.
- Assists with interviews, orientation and training of administrative staff working in the Orthopedic Surgery residency department.
- Coordinates all aspects of residency program recruitment including identifying medical students based on the Electronic Residency Application Service (ERAS) system.
- Attends national residency recruitment fairs to market the residency program as needed.
- Screens all applications, either selecting or rejecting candidates for interviews.
- Manages the application process and serves as primary contact for residency applicants.

- Participates in the recruitment/ selection process and provides candidates with information on benefits and other pertinent program information. Responds to follow up questions from interviewed applicants and schedules “second visit” when requested.
- Coordinates the interview process by ensuring critiques/evaluations of candidates are turned in by interviewers in a timely manner. Summarizes evaluations of all interviewed candidates in preparation for ranking candidates.
- Ensures electronic rank list for submission to National Resident Matching Program is prepared and accurate.
- Ensures contracts, congratulations letters, benefit packages and other materials are sent to match residents within one week of notification. Follow up on any residency related employment issues.
- Oversees tracking of medical students rotating through the program, ensuring appropriate paperwork for rotating residents is complete and received in a timely manner.
- Provides counseling and resource information regarding residency training and curricular programs to affiliated hospitals and other programs.
- In conjunction with Program Director and Business Manager, develops plans for resolution of various confidential resident issues.
- Serves as communication link between faculty and staff on projects assigned.
- Identifies and coordinates training of staff in residency related responsibilities.

### **III. Program Compliance**

- Under direction of the Program Director, oversees/develops master resident rotation schedule using AMION program, coordinating residents required periods to assure residents receive the required rotations while ensuring inpatient services are covered. Approve all necessary changes during the year.
- Oversees/develops the clinic schedules for all residents ensuring each resident is scheduled for the correct number of clinics and that hospital services are covered.
- Notifies resident advisors/faculty related to operational performance issues for a resident.
- Acts as liaison between the residency and hospital operations, and residents and faculty, facilitating problem resolution when possible.
- In conjunction with the Director, manages the Residency Review Committee accreditation process, ensuring required Program Information Form is accurately completed and reflects the residency functions and meets requirements, including timing. Coordinates all aspects of the accreditation site visit.
- Audits tracking of ACGME/AOA Resident Duty Hours to ensure residents work within established guidelines.
- Facilitates the discussion between faculty and resident annual curriculum review.

### **IV. Fiscal Management**

- Tracks payroll hours and time off for resident physicians.
- Reviews and authorizes purchase requests for program and monitors orders to insure proper follow-up.
- Monitors requests for use of program funds. Updates Program Director on the status of education accounts.
- Oversees submissions of any loan paperwork for residents.

## **MINIMUM POSITION REQUIREMENTS:**

- **Education:** Bachelor's Degree or an equivalent combination of education and work-related experience is required. (Related experience may substitute on a year-for-year basis for up to two years of the required education.)
- **Experience:** Three years of supervisory/lead experience one year of which must have been in a medical setting. Experience demonstrating the ability to effectively manage detailed projects from concept to implementation is required.
- **Desirable Experience:** Prior knowledge and experience with a residency program.

## **SKILLS, KNOWLEDGE, AND ABILITIES**

- Experience with initiating and developing programs including setting priorities, building staff and effective evaluation of opportunities.
- Motivational and managerial leadership skills to foster and create a dynamic environment.
- Proven ability to transition between projects and multi task while managing multiple short term and long term projects.
- Presentation skills and prior experience in creating and presenting complex information to diverse audiences.
- Ability to adapt to all management styles.
- Ability to deal with new issues, proposals and programs, and consider many complex variables and interrelationships; ability to develop partnerships.
- Ability to construct and write reports, correspondence in a professional and comprehensive organized manner demonstrating excellent oral and written communications skills.
- Ability to direct, motivate and supervise staff.
- Demonstrate good judgment and a practical decision making process to solve problems and set appropriate priorities.
- Must have excellent organizational, interpersonal, written and verbal communication skills. Supervisory skills are essential. Must have strong prioritization, analytical and project management skills.
- Knowledge of effective interview techniques including applicable State and Federal laws.
- Well-developed problem-solving skills.
- Exceptional computer skills, including Microsoft Office Suite.
- Ability to assume other duties as assigned

## **DESIRABLE KNOWLEDGE**

- Knowledge of graduate medical education including residency training and requirements and ACGME (Accreditation Council of Graduate Medical Education)/AOA requirements and knowledge of applicable computer programs/applications is strongly preferred.
- Knowledge of National Match requirements.
- Knowledge of Medicare Graduate Medical Education (GME)-related requirements helpful.
- Knowledge of common contract terms.