



Valley Consortium for Medical Education

POSITION DESCRIPTION

Pertinent Position Description Data	
Position Title: Residency Specialist	Date: May 15, 2011; Revised Mar 1, 2019
Sponsor: Valley Consortium for Medical Education	Reports to: Director of Finance & Administration

POSITION SUMMARY

Under the general direction of the Program Director and the direct supervision of the Director of Finance & Administration, the Residency Specialist works closely with the Residency Coordinator to perform specialized technical/clerical support. Duties may include developing and preparing a variety of correspondence, reports, and documents, training new employees, and gathering data and statistics required to support the Residency Program. Helps facilitate all major events within the department including graduation, retreats, orientation, continuum and resident recruitment. This position is subject to overtime, standby, and callback assignments

TYPICAL TASKS AND RESPONSIBILITIES

- Manages day-to-day data collection management which includes data input for resident personnel and training portfolios;
- Prepares reports and forms for residency use as it relates to designated functions;
- Manages a software program called New Innovations used to track information, create reports, and analyze program success based on confidential training records of residents;
- Analyzes and interprets statistical data and financial spreadsheets;
- Updates data to ensure all information is current and accurate (demographic, certificates/licenses, conference attendance, required resident documentation, etc.);
- Matches resident/rotation information so that the automated evaluation process can occur in New Innovations;
- Gathers data for H.O.P.E. Committee meetings which are held semi-annually for all residents and Ad-hoc meetings for specific resident(s);
- Monitors websites for common and program-specific regulatory changes, annual updates, resident/fellow program surveys, ACGME notifications of accreditation decisions, etc.;
- Gathers data for reports;
- Distributes evaluations of the residents to community physicians at the end of rotations and tracks their return for ACGME (Accreditation Council for Graduate Medical Education) compliance monthly;
- Provides administrative support to the Core Faculty;
- Provides back up administrative support to the Residency Coordinator and Residency Assistant as needed;
- Provides office support by maintaining documents, files, and policies or procedures;
- Accurately compose letters, notifications and communications having to do with program activities;
- Coordinates special events such as in-training examinations, retreats, seminars, lectures, award ceremonies and graduation events as assigned;

- Processes and tracks program expenditures, reimbursements, training certifications, residency credentialing, licensures, and renewals, etc.
 - Maintains Volunteer Clinical Faculty (VCF) database that tracks VCF members;
 - Other special projects and duties as assigned
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MINIMUM QUALIFICATIONS

Skills, Abilities and Knowledge

- Knowledge of data management and reporting including methods of gathering, researching, verifying and organizing information;
- Preparing a variety of reports; prioritizing work, performing multiple tasks simultaneously;
- Maintain various records and files electronically as well as physically;
- Professional oral and verbal communication skills;
- Exceptional customer service skills;
- Skilled in setting priorities which accurately reflect the relative importance of the job responsibilities;
- Ability to establish and maintain cooperative working relationships with staff members and program associates;
- Excellent computer skills, including MS Word, Excel, PowerPoint and Outlook and other software used in the Residency Program;
- Ability to assume other duties as assigned.

Education and Experience

- Bachelor's Degree or Equivalent combination of education and work-related experience is required.
- Prior medical related work experience is desirable.

Application/Resume

To obtain an application, go to <http://valleymed.org/jobs.shtml>

Mail application and resume to:

Alice Whang

Interim Business Manager

Valley Consortium for Medical Education

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