



Coordinator, Neurology Residency Program

The Neurology Residency Program Coordinator manages the residency program's day-to-day administrative activities and ensures ACGME residency program goals and objectives are accomplished. This position works closely with the Neurology Residency Program Director and faculty in program planning and in the development of residency program academic and clinical requirements to ensure accreditation standards are maintained. Prepares documents and reports for various agencies, organizations and groups. This position reports for day-to-day operations to the Neurology Residency Program Director and reports on ACGME administrative compliance to the Director of Graduate Medical Education.

ESSENTIAL: Manages residency program operational activities and ensures residency program goals and objectives are accomplished. Provides management support to residency program personnel (faculty, resident & staff) by interpreting organizational and departmental policies, standards, operational procedures and guidelines. Composes confidential, complex and substantive residency program correspondence; reads current media sources to keep apprised of changes and current trends within the specialty residency program; applies current information to daily work routine; provides feedback to faculty regarding new information.

Manages the residency recruitment and selection process and manages the details for newly arriving residents including appointments, orientation and information technology access.

Participates with the Program Director and faculty in program planning and in the development of residency program academic and clinical requirements to ensure accreditation standards are maintained and met. Assists the residency Program Director on pertinent issues concerning resident selection, appointment and reappointment to the program. Assists the Program Director in responding to and resolving resident issues and program administrative problems.

Provides administrative support for the program director, associate program directors and resident physicians. Balances the diverse demands of residents in training while maintaining equity and reasonable resource use.

Demonstrates knowledge of HIPAA and other federal/state regulatory agencies guiding healthcare. Ensures that confidential files and records of current residents and graduates are maintained. Assists in the preparation of appropriate letters of recommendation for graduates. Coordinates credential requests.

Serves as residency program ACGME administrator and receives direction from the GME Director and various other agencies, organizations and groups. Attends monthly GME coordinator meetings. Prepares a variety of documentation associated with residency program operations; distributes documentation or retains records as appropriate.

Develops and manages residency program block rotation schedules along with the residency program director, faculty and chief residents. Monitors resident schedules to ensure compliance with ACGME work hours rules. Brings discrepancies to the attention of all affected parties for correction.

Manages and monitors resident procedures and monitors such to ensure compliance with ACGME requirements.

May supervise program administrative personnel. Reviews work to ensure all programmatic functions are within guidelines and regulations; completes standard reports and forms for submittal; keeps office personnel informed of changes in regulations or policies. Prepares annual program agreements with participating institutions.

Manages and updates computerized information systems related to collecting and storing program data, generating management reports and documentation to include ACGME Web Ads, American Board of Neurology tracking, ERAS, NRMP, and GME Track/National GME Census. Ensures ACGME site reflects accurate program and trainee data. Creates and manages appropriate evaluations for the program, faculty and trainees. Tracks and alerts the program director to any evaluations of concern.

Perform other related duties and complete special projects as assigned.

Qualifications:

Bachelor's degree and two years of appropriate experience in graduate medical education is required. Significant experience as a residency program coordinator in graduate medical education is highly preferred. TAGME (Training Administrators of Graduate Medical Education) certification is also preferred. Proficiency in Microsoft Word, Excel and PowerPoint is required. The ideal candidate demonstrates the ability to lead and work independently, plan and organize efficiently and accurately, communicate effectively and professionally in a multi-disciplinary and multi-cultural educational environment. The ideal candidate will have the ability to effectively manage multiple relationships at various levels and to prioritize and complete various tasks in a timely fashion. Additionally, the selected candidate will demonstrate the genuine desire to create a truly excellent academic program in Neurology that will achieve national recognition. Valid Driver's License required.

Salary: \$55,000 - \$75,000

Instructions to the Applicants:

For more information and to apply, visit: <https://jobs.fau.edu> and reference Position # 01007919.

Florida Atlantic University is an equal opportunity/affirmative action/equal access institution and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veterans status or other protected status. Individuals with disabilities requiring accommodation, please call 561-297-3057. 711.

FAU is committed to the principles of engaged teaching, research and service. All persons aspiring to achieve excellence in the practice of these principles are encouraged to apply.

Final candidate will be required to have official, sealed transcripts and original NACES evaluation, if applicable, sent from their educational institution to Human Resources prior to the start of employment.

Successful completion of a background, motor vehicle, and credit check is required for the selected candidate prior to the start date.