

## UW HEALTH JOB DESCRIPTION

### Graduate Medical Education (GME) Institutional Coordinator

<b>Job Code:</b> 350057	<b>FLSA Status:</b> Exempt	<b>Mgt. Approval:</b> L. Larson	<b>Date:</b> November 2023
<b>Department:</b> Graduate Medical Education Administration		<b>HR Approval:</b> M. Grayson	<b>Date:</b> November 2023

### JOB SUMMARY

The Graduate Medical Education (GME) Institutional Coordinator is responsible for coordinating all activities and responsibilities of the Graduate Medical Education Committee (GMEC) as required by the Accreditation Council for Graduate Medical Education (ACGME). The GME Institutional Coordinator oversees the administration of all internal special and focused program reviews, staffs the GMEC Program Review Subcommittee, and is responsible for the systematic management and retention of all institutional and program accreditation files.

The GME Institutional Coordinator is also the lead technical expert on the ACGME Annual Data System (ADS) and provides counsel to programs on required ADS filings and submissions. The GME Institutional Coordinator must stay abreast of ever-changing ACGME institutional and common program requirements, institutional policies and procedures, and other regulatory requirements.

### MAJOR RESPONSIBILITIES

- Manages the virtual monthly GMEC agenda and meetings, ensuring coverage of all GMEC responsibilities, pursuant to ACGME requirements and institutional policies and procedures.
- Maintains accurate and complete meeting minutes with annotations referencing specific ACGME institutional requirements for each GMEC action that fulfills that requirement and attendance of all GMEC meetings.
- Prepares, administers, records, and communicates each vote outcome to all program and GME stakeholders.
- Oversees the administrative processes and provides counsel to faculty and staff related to GMEC responsibilities including new program requests, changes in GME physician complement, program structure/duration, new program directors, and participating sites pursuant to ACGME requirements and institutional policies and procedures.
- Ensures complete and accurate GMEC membership, pursuant to ACGME sponsoring institution requirements.
- Verifies invoice/billing for annual ACGME program fees, collaborates with GME Finance Program Manager for annual payment for all ACGME-accredited programs.
- Prepare annual budget projection for ACGME annual fees for new and existing programs.
- Manages the administration of all internal special and focused reviews, pursuant to ACGME institutional requirements and protocols, as approved by the GMEC Program Review Subcommittee.
- Counsels resident and staff reviewers on process for conducting program special reviews, pursuant to ACGME institutional requirements.
- Performs administrative reviews to ensure programs are meeting ACGME, Joint Commission, and institutional requirements.
- Creates and manages the schedule of all reviews and ensures timely communications to programs being reviewed and review team members.
- Oversees the compilation of all internal review programs' documentation and facilitates dissemination to review team members.
- Monitors corrective actions and any required review report follow-up, pursuant to GMEC direction.
- Staffs the GMEC Program Review Subcommittee.
- Prepares and facilitates institutional agreements between University of Wisconsin Hospitals and Clinics Authority (UWHCA) and participating sites to support program letters of agreements (PLAs).
- Counsels programs on ACGME required PLAs between programs and participating sites.
- Reviews and ensures all IAs and PLAs meet ACGME requirements and institutional policies and procedures.
- Obtains institutional signatures and maintains records of most recent IA and PLA within tracking system.
- Oversees ACGME Annual Data System (ADS) for the institution and provides technical assistance to programs completing program and resident submissions and updates pursuant to ACGME requirements.
- Maintains and updates GME office ACGME accreditation and GMEC records for accredited programs.
- Maintains records of all accreditation communications and actions.
- Provides counsel to programs and assures program compliance with ACGME annual ADS updates, ACGME resident/faculty surveys, mid-year and end of year milestone reporting, and Annual Program Evaluations (APEs) by required deadlines.
- Analyzes and compiles institutional and program statistical data for the Annual Institutional Review (AIR).

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- Oversees GME Track Program and Resident Survey submission, provides technical assistance to programs completing program and resident submissions.
- Verifies invoice/billing for AAMC FRIEDA listings, collaborates with GME Finance Program Manager for annual payment for all ACGME-accredited programs.
- Establishes strong working relationships with leaders and peers.
- Provide relevant content around ACGME institutional and program requirements for monthly GME Connection
- Manage all administrative aspects of the UWH Workforce Planning Committee for each new GME position request in collaboration with GME leadership
- Manages all aspects of the UW Health GME completion of training and chief certificates
- Assists with ACGME program site visits and Clinical Learning Environment Review (CLER) site visits.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Business or relevant field. Four (4) years of relevant GME experience and TAGME Certification may be considered in lieu of degree in addition to experience below.
	Preferred	
Work Experience	Minimum	Two (2) years of project or work experience in a healthcare, education or accreditation organization in a coordination or management role responsible for system and process development
	Preferred	Five (5) years of work experience in a healthcare, education or accreditation organization in a coordination or management role responsible for system and process development
Licenses & Certifications	Minimum	None
	Preferred	Training Administrators of Graduate Medical Education (TAGME) Certification
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Demonstrated ability to maintain and convey a positive attitude and customer service approach.</li> <li>• Established record of facilitating and working in multidisciplinary teams and of collaborating with a wide variety of professionals</li> <li>• Effective verbal (in-person and telephone) and written communication skills</li> <li>• Training and knowledge of the principles and practices of office administration.</li> <li>• Excellent organizational and process management skills in addition to being detail oriented.</li> <li>• Knowledge of and ability to effectively use various computer programs such as word processing, spreadsheets, and databases. Experience with MedHub highly valued.</li> <li>• Ability to maintain the confidentiality of highly sensitive information.</li> <li>• Flexibility in work style. Ability to adapt successfully to changing work environment and needs.</li> <li>• Effective project management skills.</li> <li>• Ability to manage and prioritize competing workflows.</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

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<b>PHYSICAL REQUIREMENTS</b>				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
<b>x</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.