

UW HEALTH JOB DESCRIPTION

Graduate Medical Education (GME) Program Liaison

Job Code: 350056	FLSA Status: Exempt	Mgt. Approval: L. Larson	Date: November 2023
Department: Graduate Medical Education Administration		HR Approval: M. Grayson	Date: November 2023

JOB SUMMARY

The Graduate Medical Education (GME) Program Liaison is responsible for supporting GME program performance excellence on accreditation and other regulatory matters, including audits and reporting of compliance with institutional and program policies and procedures. The Program Liaison reviews Accreditation Council for Graduate Medical Education (ACGME) required submissions and monitors program accreditation and other activity to ensure all ACGME requirements and institutional policies and procedures are met or exceeded. The Program Liaison is responsible for collaboratively assessing, organizing, and facilitating formal, initial, and ongoing professional development for GME program coordinators/managers, identifying best practices, and providing counsel to programs. The Program Liaison tracks and aggregates program performance data, runs reports for GME Leadership, and helps identify improvement opportunities and monitor trends. The Program Liaison also helps programs prepare for ACGME 10-year and new program accreditation site visits. In-depth and broad knowledge of ACGME accreditation, regulatory, and policy requirements to advise program administration is essential.

MAJOR RESPONSIBILITIES

- Stays abreast of ever-changing ACGME requirements, institutional policies and procedures, and other regulatory requirements.
- Provides counsel to GME programs on accreditation and other regulatory matters and actively audits program activities to ensure compliance and continuous quality improvement.
- Assists in the review of ACGME new program applications, Annual ACGME Accreditation Data System (ADS) updates, annual program evaluations, self-study submissions, and other accreditation-related documents for accuracy, completeness, and effectiveness.
- Helps programs prepare for ACGME 10-year and new program site visits, with a focus on ensuring complete and accurate program documentation.
- Provides oversight of programs on regulatory matters to ensure compliance with ACGME, The Joint Commission, Centers for Medicare & Medicaid Services (CMS) rules and regulations and institutional policies and procedures.
- Advises and oversees program recruitment activities. Coordinates institutional responsibilities related to the National Resident Matching Program (NRMP), the Electronic Residency Application System, (ERAS), and related activities.
- Reviews program policies and procedures to ensure compliance with institutional policies and procedures.
- Aggregates institutional and program performance data, runs reports, and creates data visualizations to proactively identify meaningful improvement opportunities; monitor progress and trends.
- Analyzes and compiles program data for the Annual Institutional Review (AIR), as prescribed by the ACGME.
- Participates in internal Special and Focused reviews of GME programs.
- Develops and provides initial and ongoing education to all program coordinators/managers on accreditation and other program matters.
- Staffs the Annual Designated Institutional Official (DIO) core residency program meetings. Prepares meeting materials, documents progress and assigned goals, and monitors progress towards goals completion.
- Assists with institutional orientation for new residents and fellows, institutional Patient Safety Orientations, and ACGME Clinical Learning Environment Review (CLER) and accreditation site visits.
- Staffs Graduate Medical Education Committee (GMEC) and its related subcommittees as needed.
- Acts as program coordinator for the global health and CARES (Creating Access for Rural and Underserved Populations through Education and Service) rotations.
- Monitors and assists with sleep room access issues.
- Works with UWH Safety and Emergency Management regarding building safety and parking (including the VAH).
- Monitors institutional GME policies for needed updates, collaborating with GME leadership to update policies.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Education, Healthcare Management, Business Administration or related field
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	Preferred	Master's Degree in Education, Healthcare Management, Business Administration or related field
Work Experience	Minimum	Two (2) years of 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"> • Demonstrated analytical and complex project management skills and close attention to detail. • Demonstrated ability to prioritize competing workflows. • Strong technical skills, including advanced knowledge of Excel, database querying, data analytics, including the ability to create meaningful data visualizations (dashboards, charts, and infographics). • Ability to be a self-starter and proactively problem-solve. • Ability to work collaboratively with diverse program partners and as part of multidisciplinary teams. • Exceptional interpersonal and communication skills, including listening, written, team and facilitation skills. • Demonstrated ability to adapt successfully to changing work environment, goals, and priorities. • High standard of professionalism.

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.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x	Sedentary: 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.	Up to 10#	Negligible	Negligible
	Light: 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.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#

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	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - 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.