

UW HEALTH JOB DESCRIPTION

GRADUATE MEDICAL EDUCATION (GME) SPECIALIST

Job Code: 350055	FLSA Status: Non-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) Specialist participates in an array of administrative oversight functions as part of the GME Operations Team. The GME Specialist supports GME programs sponsored by UW Health and GME physicians (residents and fellows). Under the direction of department leadership, the Specialist could be involved in the administration and support of any service the GME office provides, generally under established accreditation and regulatory requirements, policies, and processes. The Specialist is also required to attain/maintain specialized knowledge of GME, as applicable to business operation functions and dictated by: ACGME accreditation, regulatory bodies, State and Federal law, UW Health policies and systems and affiliate clinical locations.

MAJOR RESPONSIBILITIES

- Administers onboarding logistics and hiring requirements for new residents and fellows, delivered through an online portal, including requirements for visiting, GME physicians, international medical graduates, and J-1 visa holders.
- Interfaces with affiliate partners to coordinate preparation and delivery of onboarding requirements.
- Maintains GME physician profiles by training program in centralized residency management system (i.e., MedHub) and UW Health's human resource system (i.e., Oracle) over the course of the training program.
- Administers changes in applicable systems and databases as GME physicians progress through training years (e.g., training year promotion, annual contractual appointment, stipend level updates, training completion, and alumni information).
- Maintains training history within GME physician profile per regulatory requirements (i.e., to maintain CMS reimbursement eligibility).
- Processes leave requests, ensuring compliance with time off policy and other institutional policies.
- Serves as knowledge expert to program administration and GME physicians related to ACGME, Board, Joint Commission, ECFMG, and Institutional requirements and policies related to GME Operations.
- Monitors and audits employment and regulatory requirements to confirm they are maintained and supported by documentation.
- Reviews existing policies for needed revisions as requirements and related processes change.
- Advises GME physicians, program directors and coordinators, other departments, and affiliate partners in response to inquiries and support requests.
- Prepares and delivers communications, status reporting, instructional documentation, and process training on applicable GME administration topics.
- Collaborates with ongoing workgroups to optimize process workflows and systems as operational efficiency and compliance changes may require.
- Completes other duties as assigned to balance work volume across staff especially during peak on-boarding period.

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

JOB REQUIREMENTS

Education	Minimum	Associate's degree in business, systems management, human resources or related field. Two (2) years of relevant work experience or TAGME certification may be considered in lieu of degree, in addition to work experience below.
	Preferred	Bachelor's degree in education, business administration, systems management, human resources, communications, or related field.
Work Experience	Minimum	Two (2) years of experience working in a business office environment.
	Preferred	Two (2) years of experience as a GME program coordinator or accreditation, regulatory, or human resources experience.
Licenses & Certifications	Minimum	None
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of principles and practices of office administration. • Excellent oral and written communication skills. • Excellent writing skills with attention to detail. • Demonstrated ability to use Microsoft Office Suite and complex database systems. Experience with MedHub Residency Management and PeopleSoft HR system is highly desirable. • Excellent organizational skills. • Treats others in a respectful and supportive manner. • Ability to work in a team environment and to collaborate with a variety of professionals. • Ability to maintain and convey a positive attitude and customer service approach. • Ability to plan and prepare comprehensive and accurate instructions for use in teaching an individual or group a new process or requirement.

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	<ul style="list-style-type: none"> Ability to balance a variety of tasks and assignments in an active office environment prone to disruptions that often require immediate attention.
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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,

Infants (Birth – 11 months)	Adolescent (13 – 19 years)
Toddlers (1 – 3 years)	Young Adult (20 – 40 years)
Preschool (4 – 5 years)	Middle Adult (41 – 65 years)
School Age (6 – 12 years)	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 dockets, 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#
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#
List any other physical requirements or bona fide occupational qualifications:			

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.