

MEDICAL EDUCATION PROGRAM SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
4769	Medical Education Program Specialist	04	078	6 mo.	00/00/00
4770	Medical Education Program Coordinator	03	078	6 mo.	00/00/00

Promotional Line: 327

Series Narrative

Employees in this series provide specialized support and assistance to faculty and/or administrators of medical education programs (residency, clerkships, fellowships). At the lower level they provide the clerical and coordination support functions of the program and at the upper level serve as the assistant to the medical education program director and coordinate and/or provide the support functions necessary for the efficient operation of the program(s).

DESCRIPTIONS OF LEVELS OF WORK

Level I: Medical Education Program Specialist

4769

Employees at this level assist in the coordination of a medical education program providing support to the program director and/or Medical Education Program Coordinator. They perform duties following established guidelines for the program(s).

A Medical Education Program Specialist typically—

1. serves as a contact for residents/students/fellows concerning medical education program requirements and guidelines, financial assistance, work opportunities, absence and vacation scheduling
2. organizes medical education activities and prepares, develops, and/or maintains schedules
3. determines eligibility of applicants for programs using established guidelines; refers eligible applicants to faculty for interview determination; establishes interview itineraries for selected candidates; and establishes official record of application materials, ranking information, evaluations, etc.
4. establishes formal record for varied categories of medical education program participants, with responsibility for accuracy and completeness of record in accordance with accreditation standards
5. schedules preceptorships, subspecialties, and educational blocks based on participant interest and faculty/clinical associate availability, with responsibility for recommending alternatives
6. compiles, organizes, and prepares examination materials as directed by clinical faculty
7. coordinates and may assist in conducting portions of an orientation for medical education program participants
8. assist in the monitoring of expenditures for program participants
9. ensures completion of employment contracts for compensated medical education programs and may explain contract terms to participants

10. performs related duties as assigned

Level II: Medical Education Program Coordinator

4770

Employees at this level serve as the primary assistant to a medical education program director in the planning, development, coordination, and implementation of a program(s). They assist in the efficient administration of the program's day-to-day operations as well as assisting in long-range planning for program growth and academic requirement revisions.

A Medical Education Program Coordinator typically—

1. conducts the non-clinical segment of the formal orientation for medical education program participants with responsibility for content of orientation materials
2. reviews Accreditation Council of Graduate Medical Education (ACGME) general and academic requirements and alerts and assists the Program Director in developing and implementing changes to the medical education program as required
3. prepares medical education program information and determines non-medical content of such materials
4. prepares documents requiring compilation of information from multiple units/sources (such as accreditation documents)
5. participates in ranking meetings and provides input to faculty regarding program applicants
6. assists in the development of program eligibility criteria and screening of applicants and referral to interviewers
7. conducts interviews of applicants when appropriate
8. coordinates the evaluation process for program participants
9. supervise designated departmental staff
10. prepares and/or supervises the preparation and maintenance of a rotation master schedule that incorporates multiple specialty medical units
11. serves on committees both internal and external to the university that involve the educational program(s) and represents the department at meetings external to the university
12. performs duties delineated at Level I as required
13. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Medical Education Program Specialist****4769**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High School Graduation or equivalent
2. Any one or any combination of the following, totaling four years (48 months), from the categories below:
 - (a) progressively more responsible clerical or secretarial experience, including background in electronic word processing and database management systems
 - (b) college course work leading to a major in medical education, education, communications, public relations or similar area of study
 - 30 semester hours equals 12 months
 - 60 semester hours equals 24 months
 - 90 semester hours equals 36 months
 - 120 semester hours or a Bachelor Degree equals 48 months

Please Note: Completion of the Training Administrators of Graduate Medical Education Programs Certification (TAGME) from the National Board for Certification of Training Administrators qualifies applicants for each level of this series.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of a variety of accreditation standards for medical education programs
2. knowledge of basic accounting
3. organizational skills
4. ability to deal effectively with a variety of people

Level II: Medical Education Program Coordinator**4770**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High School Graduation or equivalent
2. Any one or any combination of the following, totaling four years (48 months), from the categories below:
 - (a) progressively more responsible clerical or secretarial experience, including background in electronic word processing and database management systems
 - (b) college course work leading to a major in medical education, education, communications, public relations or similar area of study
 - 30 semester hours equals 12 months
 - 60 semester hours equals 24 months
 - 90 semester hours equals 36 months
 - 120 semester hours or a Bachelor Degree equals 48 months
3. Work experience totaling 12 months comparable to that gained at the Medical Education Program Specialist level or similar experience within a medical education program

Please Note: Completion of the Training Administrators of Graduate Medical Education Programs Certification (TAGME) from the National Board for Certification of Training Administrators qualifies applicants for each level of this series.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of complex accreditation standards and requirements
2. knowledge of basic accounting sufficient to develop a program operating budget
3. organizational skills
4. clear and concise writing skills
5. analytical ability
6. ability to supervise effectively
7. ability to deal effectively with a variety of people