

Job Description: Fellowship Manager – Andrews Research and Education Foundation

SUMMARY OF MAJOR FUNCTIONS: Summary of major functions performed, reason for the position and responsibilities.

This position manages all aspects of the 4 Fellowship programs (Orthopaedic Sports Medicine, Primary Care Sports Medicine, Orthopedic Foot & Ankle, and Athletic Trainer Certified (ATC)). Ensures compliance with Accreditation Council for Graduate Medical Education (ACGME) requirements for accredited fellowship programs. Provides administrative support to the Medical Director and Designated Institutional Official (DIO) of the Sports Medicine Fellowship program and acts as a conduit between attending physicians, fellow(s), institutional, and regulatory administrative offices. He/she is required to demonstrate initiative, resourcefulness, and problem-solving skills in applying a detailed knowledge of the responsibilities, functions and management structure of The Andrews Research and Education Foundation (AREF). Coordinates and administers human resource functions and payroll administration for all AREF employees. Participates in budget review and financial processes.

- Initiate and write policies and procedures for all Fellowship and Residency Program(s), ensuring compliance with ACGME requirements and other regulations as necessary
- Manages ACGME application(s) and re-application(s), and site inspections
- Collaborate with Program Director of Primary Care Sports Medicine program on the Electronic Residency Application Service Electronic Residency Application Service (ERAS) and National Residency Match Program (NRMP) systems for fellowship recruitment compliance
- Collaborate with Program Director of Orthopaedic Surgery Sports Medicine program on the San Francisco Match (SF Match) systems for fellowship recruitment compliance
- Manage ACGME web-based program including demographic information ensuring residents and ACGME approved fellows are accurately reflected in the ERAS annual sponsor reports
- Initiate and coordinate appointment of Graduate Medical Education Committee Members; set-up and manage Graduate Medical Education Committee (GMEC) bi-annual meetings that adhere to ACGME requirements
- Compile bi-annual evaluation reports regarding fellows'/residents' and faculty members' performance for GMEC
- Assist with application for Florida and Alabama Medical Licensure and hospital/surgery center credentialing for incoming fellows/residents
- Collaborate with the Directors of the Sports Medicine Fellowship, the Primary Care Sports Medicine Fellowship, Foot & Ankle Fellowship, and ATC Fellowship in the management of each fellowship program(s) ensuring compliance with the laws and/or regulations of the Graduate Medical Education (GME) regulatory agencies
- Maintain GME Track (on-line American Medical Association [AMA] database)
- Collaborate with the Program Director(s) to ensure fellow/residents' compliance with ACGME work-hour requirements
- Gather physician evaluation and compile summary for post-program review(s)
- Collaborate with Program Director(s) and Hospital Administration in facilitating fellow/resident disciplinary actions and/or remediation
- Collaborate with Program Director(s) in submission of AREF's contract and information to the SF Match Program for multiple programs
- Coordinate interviewing, fellow recruitment and selection process, as well as act as the liaison to internal/external contacts for all 4 fellowship programs
- Responsible for applications and acquisition of commercially-funded fellowship grants
- Coordinate Fellow's Sports Medicine outreach coverage responsibilities for both weekly High School and Collegiate football coverage
- Organize and conduct annual July orientation/welcome and graduation dinner/ceremony for Fellows
- Complete all credentialing forms for graduated fellows new practice locations
- Prepare Continuing Medical Education (CME) documentation, pre and post educational conferences (objectives, disclosure, sign-in and evaluations)
- Manage/update AREF Fellowship website pages
- Manage Fellows' reimbursement expenses
- Initiation and projection of Fellowship/resident budget needs
- Manage relationships with fellowship donors

- Serve as a contact for acquisition of support monies to include applying for and obtaining commercial grants for Fellowship CME programs; while adhering to the Accreditation Council for Continuing Medical Education (ACCME) Essentials and Guidelines for Commercial Support of CME
- Maintain effective working relationships with pharmaceutical representatives, and other product vendors to provide existing resources and services available
- Assist with planning of weekly Sports Medicine Fellowship Program Conferences (SMFC)
- Schedule and coordinate quarterly Orthopaedic Case Study Conferences (OCSC); Sports Medicine (SM) monthly evening Journal Club(s); and quarterly Grand Rounds. Assist with travel arrangements for Grand Rounds speakers
- Responsible for management of administrative support to AREF executive staff as assigned regarding their organizational responsibilities
- Serve as administrative assistant to AREF's Board of Directors by coordinating and scheduling meeting, distribution of information, and note taking at board meetings
- Coordinates and administers human resource functions and payroll administration for all AREF employees
- Adheres to the behaviors of AREF's Standards of Performance and Code of Conduct as presented during employee orientation, in the department and throughout the organization

QUALIFICATIONS FOR JOB: Summary of required and preferred: Registrations, certifications, and licensures, education, experience, knowledge skills and abilities.

- Bachelor's or higher degree preferred but experience considered in lieu of education
- 5-7 years experience in executive administrative medical office setting with 3-5 years supervisory experience. Experience in clinical office management desired.
- Highly skilled in Word, PowerPoint, Excel, database administration, and website administration
- Excellent verbal and written communication skills
- Ability to handle several tasks at once, function well as a team-player, use discretion in handling confidential material, work with little supervision and be extremely flexible
- Willingness to assume other responsibilities and learn new tasks as appropriate

TO APPLY: email letter of application, current resume and list of three (3) references with address, email and phone number to info@andrewsref.org. To ensure consideration applications must be received by July 29, 2016. Only complete applications will be considered. Position will remain open until filled.