

**Health Care Administration Internship
Education/Graduate Medical Education – Sports Medicine
Job Overview**

Educational Learning Objectives

- To understand the accreditation requirements to host educational courses and continuing education content (including home study courses)
- To acquire the skills necessary to develop and implement a continuing education learning course/conference
- To obtain experience developing course content learning objectives and descriptions for sport medicine topics
- To obtain experience creating content for marketing with social media and mailers
- To learn how to obtain commercial support/exhibitors for live conferences
- To learn what information is needed to publish a home study continuing education course on a learning management system

Graduate Medical Education (GME) Learning Objectives

- To understand Accreditation Council for Graduate Medical Education (ACGME) accreditation requirements and how to maintain compliance
- To learn Human Resources functions related to fellow onboarding and offboarding
- To enhance skills related to event planning and management

Administrative Learning Objectives

- To gain exposure to growth and development related to general Healthcare Administration
- To understand and learn about multi-department budgets
- To acquire knowledge required to run efficient, successful meetings
- Exposure to entry-level Human Resources functions

General Learning Objectives

- To gain experience working in a professional healthcare setting
- To obtain or enhance sports medicine knowledge
- To enhance the understanding of Microsoft Excel, Word, and Power Point
- To gain exposure to Project Management

Educational Overview of Responsibilities & Expectations

- Assist Education Manager (“EM”) in developing descriptions/objectives and quiz questions for continuing education content
- Assist EM with daily documentation for conferences and courses
- Gather potential user data to market upcoming live and home study courses
- Review course content before publishing and adding to learning management platform
- Support EM with live conferences and gathering supporting content documents as needed
- Assist EM with securing commercial support/exhibitors for upcoming education conferences
- File and fax course documents as necessary
- Assist with surgical skills lab administration tasks

GME Overview of Responsibilities & Expectations



- Assist GME Director with various ACGME compliance tasks, which may include drafting correspondence and exploring available trainings/education
- Assist GME Director with program growth and strategy, which may include benchmarking similar programs
- Assist GME Director with program social media and marketing
- Assist GME Director with event and meeting planning
 - Assist GME Director with planning professional development sessions
 - Assist GME Director with interview season preparation and organization
 - Assist GME Director with GMEC meeting preparation
- Assist GME Director with fellow and faculty correspondence
- Monitor and enter monthly hours worked submitted by the fellows and review for any violations

Time Commitment (Days/Hours)

- Recommended 2 consistent days per week for 6-7 hours each day.