Position: Fellowship Manager

Status: Open  Type: Full Time  FLSA: Salaried Exempt
City: Gulf Breeze  State: FL  Country: United States

Reports to:
Executive Director

General Summary:

This position oversees all aspects of the Fellowship Program (which includes all 4 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 Directors and Designated Institutional Official (DIO) of the 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. Responsible for the financial viability of the fellowship program.

Essential Job Responsibilities:

Program Management
- 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
- 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
- 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
• Collaborate with the Medical Directors to develop a clinic schedule for the fellows.

Research
• Ensure fellows are aware of expectations for research
• Collaborate with faculty and research team to provide support for fellows to ensure research is complete prior to graduation
• Routinely communicate with fellows re: deadlines for research

Education
• 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
• 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)
• Prepare travel arrangements for Grand Rounds speakers

Outreach
• Coordinate Fellow’s Sports Medicine outreach schedule for both weekly High School and Collegiate football coverage, as well as Saturday clinics
• Collaborate with Sports Med Outreach Team to ensure outreach and clinic coverage is seamless

Finance
• Collaborate with Executive Director and Finance Director to develop and oversee budget for fellowship department
• Manage expenses for overall fellowship program.
• Manage Fellows’ reimbursement expenses. Ensure reimbursement documents are completed thoroughly.
• Initiation and projection of Fellowship/resident budget needs
• Manage relationships with fellowship donors
• Responsible for applications and acquisition of commercially-funded fellowship grants
• 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
School Affiliations
- Manage process for applicants to shadow the clinical team.
- Work with the Executive Director to ensure appropriate agreements are in place.

Other
- Manage/update AREF Fellowship website pages
- Maintain effective working relationships with pharmaceutical representatives, and other product vendors to provide existing resources and services available
- Assists team as needed with organizing community outreach events, conferences, and in-house education seminars
- Performs other duties as assigned to support the essential functions of the job and operational needs of the department and Foundation.

The person in this position may be subject to over 40 hours per week. This is a Monday-Friday (daytime) position and may be subject to occasional weekend travel for study related training and community outreach opportunities. Adheres to the essential functions of Andrews Research and Education Foundation’s Standard of Performance and Code of Conduct.

QUALIFICATIONS FOR POSITION: (Summary of required and preferred education, experience, knowledge skills and abilities.)

Minimal Qualifications:
- Bachelor’s or higher degree preferred but experience considered in lieu of education
- 3-5 years experience in executive administrative medical office or health care setting
- Highly skilled in Word, PowerPoint, Excel, and database administration
- Excellent verbal and written communication skills
- Experience in project management
- 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
- Experience in GME or residency program coordination a plus

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision; distance vision and ability to adjust focus.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. There are times when the employee is required to perform work outdoors. Most of the time the employee is required to work in an office environment.
Compensation: Competitive Salary & Benefits (based on experience)

Interested in this opportunity?
Please email your resume to hong.potomski@andrewsref.org