

CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT: CSN: SMS.CS.N9653.005 **FLSA STATUS:** Exempt
PRESENT CLASSIFICATION: Medical Education Program Coordinator **DATE:**
DEPARTMENT/DIVISION: Obstetrics & Gynecology

FUNCTION

This individual is to assist with the coordination of the Department of Obstetrics and Gynecology Residency Program and provides administrative assistance to the Residency Program Director of this major medical education program. This includes ensuring and monitoring compliance of academic and accreditation requirements by all program participants and the program itself.

ORGANIZATIONAL RELATIONSHIPS

This individual will be directly responsible to Dr. Erica Nelson, Associate Professor and Director, Obstetrics and Gynecology Residency Program, who in turn reports to the Chairman of the Department of Obstetrics and Gynecology. The Medical Education Program Coordinator has administrative supervision over clerical staff support and assigns designative duties to such personnel.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

Residency Program

30%

1. Process all incoming correspondence related to the Obstetrics and Gynecology Residency Application.
2. Have letters of inquiry concerning the Obstetrics and Gynecology Residency Program responded to by staff support.
3. Personally review all applications sent through ERAS (Electronic Residency Application Service) from September 1 through February 1st. Make determination of applications that will require additional review by faculty.
4. Establish an official record on each accepted application, which includes the application material and evaluation results. Insure development of program eligibility criteria. Provide each faculty interviewer with candidate application, test scores, CV and letters of recommendation.
5. Coordinate and assign the faculty that will review applicant files as part of the Stage I Selection Process. Personally complete the academic profile form on each of the applicant files reviewed by faculty. Coordinate the evaluation process for faculty participants.
6. Complete the pre-ranking spreadsheet and send invitation letters to qualified candidates.
7. Send letters to all candidates denied an interview with the program.

8. Personally follow up on applicants granted interviews with an additional letter(s) and/or personal phone call, if necessary.
9. Coordinate selected faculty from our Obstetrics & Gynecology panel members to conduct personal interviews with invited candidates. Assign faculty the appropriate interview date and time slots. Develop itineraries and prepare interview evaluations forms. Arrange lodging and personal transportation to and from interviews.
10. Develop a "Residency Applicant Packet" booklet containing pertinent information for each resident applicant to receive on the day of the interview. Conduct interviews of applicants when appropriate.
11. Set up luncheon and tour of facilities for applicants with our residents on the day of their interview.
12. Prepare credentialing materials on each applicant interviewed and send electronically to the Office Of Residency Affairs.
13. After interviews are complete, review all evaluation forms, enter scores on spreadsheet and calculate the mean to obtain a total score for the pre-ranking sheet on the interviewed applicants.
14. Organize the Ranking Meeting, prepare all necessary documentation and attend this meeting to assist the Program Director. Participate in the ranking meetings and provide input to faculty regarding program applicants.
15. Confirm the final rank list with the Program Director and enter on the secure NRMP website for the National Match.
16. Coordinate the orientation process for all incoming Obstetrics and Gynecology residents. Schedule and attend the Obstetrics and Gynecology orientation session. Conduct the non-clinical segment of the formal orientation for with responsibility for content of orientation materials.
17. Work with the Office of Residency Affairs on credentialing of new residents.
18. Respond daily via email to the residency information requests.
19. Periodically assist in recruitment of open residency position. Send position opening announcement to the list serve, review applications, and pre-screen qualified candidates for the Program Director.
20. Annually load the new ERAS (Electronic Residency Application Service) software for Obstetrics and Gynecology residency program. Maintain, review, and process all correspondence through this software.
21. Assist with the preparation of the Mortality Morbidity and Op Log weekly report and maintain official documentation of this report.
22. Update and maintain residency website with pertinent information for potential applicants as needed. Attend website and social media trainings provided to coordinators by SIU Medicine.
23. Regularly update residency Instagram. Participate in social media showcases, including ACOG Residence Showcase and CREOG Wellness Week.

Other Residency Related Duties

30%

1. Answer and manage all telephone calls regarding the Division of Obstetrics and Gynecology Residency Program.
2. Complete the Annual Survey of Graduate Medical Education Programs for the American Medical Association (AMA FREIDA) on their secure software program.
3. Complete the annual Surgical Operative Log System report for the Resident Review Committee/Accreditation Council of Graduate Medical Education (RRC ACGME) on their secure software program.
4. Have staff post and inform the residents of nationwide education meetings available and SIU education sessions.
5. Verify residency credentials of past residents upon official request.
6. Process all requests for deferment forms for the residents.
7. Notify residents of late time sheets and prepare periodically reports for tracking compliance of the 80 hour workweek.
8. Have staff enter required information on Agreement with Physicians Contracts for each new and present resident. Personally review all completed contracts and send on to the Office of Residency Affairs. Distribute signed contracts to residents and maintain a copy of each contract in resident's personal file.

9. Attend the Residency Coordinators meetings held through the Residency Affairs office and attend Obstetrics and Gynecology Faculty meetings.
10. Schedule and attend the Resident Quarterly Meetings (Goals and Objectives Meetings).
11. Order the annual Council on Resident Education in Obstetrics and Gynecology In-training exam (CREOG). Upon delivery review for accurate material and keep in secure locked area until test day. Schedule a room for the CREOG, order refreshments, and send out all appropriate memos to the residents, faculty and medical staff. Cancel all clinics and rounds as needed.
12. Serve as proctor for the CREOG, which is given annually two consecutive days in January. Review the completed test forms for correct identification specifications and organize all test forms and booklets according to specific instructions for return. Collect material to voucher for the In Training (CREOG) Resident Education in Obstetrics and Gynecology Exam Test material and the refreshments.
13. Annually collect appropriate material for the AMA FREIDA (American Medical Association Fellowship and Residency Electronic Interactive Database Access) listing fee to be submitted for payment.
14. Attend the annual American College of Obstetrics and Gynecology meeting of Program Directors in Obstetrics and Gynecology /Association of Residency Coordinators in Obstetrics and Gynecology Meeting, as requested. Maintain membership in the Association of Resident Coordinators in Obstetrics and Gynecology (ARCOG). Serve on committees, both internal and external to the university, which involve the educational program. Represent the department at meetings external to the university.
15. Maintain all files and documentation related to the Obstetrics and Gynecology Residency Program.
16. Assist with the preparation of the Obstetrics and Gynecology Residency Program Internal Review Report for the Graduate Medical Education Committee.
17. Prepare forms and documentation for the hospitals "Letter of Agreement" with all requested attachments.
18. Work with the Program Director on the ACGME Outcome Project General Competencies. Prepare documents requiring compilation of information from multiple units/sources, such as accreditation documents.
19. Assist with the quarterly Resident Mentor Meetings, with the Resident Mid-Year Evaluation Meeting and the Annual Resident Evaluation Meeting. Prepare and calculate ALL material (a dossier on each resident containing their conference attendance percentage, medical record performance, CREOG scores, rotation evaluations summaries, teaching evaluation summaries, presentation evaluation if applicable, and research experience). Some of this information will now be obtained from New Innovations software we have implemented this academic year.
20. Work with Residency Affairs on the New Innovations software program for tracking resident rotation evaluations, conference attendance, and faculty evaluations via a web site. Work with all appropriate faculty/attending physicians, and residents for accessing the system and instructions on completing evaluations.
21. Personally review resident evaluations and bring any strong positive or negative scores/comments to the attention of the Program Director.
22. Following the Core Competency Committee Meeting record "Recommendation for Advancement" and summary on "Discussion/Statement of Deficiencies" for each resident., have each "Summary of Performance" form reviewed and signed by the Program Director and the Resident. Maintain a permanent file of all residents signed "Summary of Performance" forms.
23. Schedule and coordinate the annual Resident Banquet. Send out invitations to previous attending physicians, as well as past residents. Work with the banquet facility to prepare menu, AV equipment, etc. Send out voting forms for Best Resident of the Year, Best Volunteer Faculty, etc. Contact Spinner Plastics to have plaques made to reflect the votes.
24. Prepare the Continuing Medical Education (CME) Activities Application for Designation of Category Credit for our teaching faculty. Collect and prepare necessary documentation so the application fee can be submitted for payment.

25. Monitor the attendance; update addresses for residents, faculty and medical staff at conferences, during the academic year obtain a signed Faculty Disclosure form from all presenters at the Obstetrics and Gynecology Grand Rounds to meet the CME requirements. Keep continuous report of this information and forward at the end of each academic year to CME for the Accreditation Council for Continuing Medical Education (ACCME).
26. Assign Faculty Advisors for each resident, monitor meetings and report summaries. Maintain files and keep the returned summary from the advisors as part of the resident permanent file.
27. Approve, maintain and monitor vacation and education leave for 16-17 residents. Set up the academic year for the vacation schedule, review final form listing all vacation/education requests and make sure all are within our Obstetrics and Gynecology Residency Vacation Policy. Maintain accurate records when any change or adjustment is made for this schedule. Notify the appropriate faculty and chief of service of residents scheduled vacation/education approved dates.
28. Track all resident sick days and send Monthly Absence Report to the Residency Affairs Office.
29. Have the Chief residents schedule their photo session, pick out photo to be matted and framed for the Department of Obstetrics and Gynecology, and arrange to have the expenses submitted for payment.
30. Encourage residents to complete the "Evaluation of Faculty" forms on a monthly basis. These evaluations are used as a basis for choosing the faculty teaching education award winner.
31. Prepare, disperse, and monitor 'evaluation of Rotations' forms by residents through MyTIP/New Innovations.
32. Maintain a personal file on each resident in the Obstetrics and Gynecology Residency Program.
33. Format, prepare, and have printed the Obstetrics and Gynecology Resident Manual per the Program Directors content guidelines.
34. Work with the Program Director in preparation for the site visit of the Accreditation Council for Graduate Medical Education (ACGME) with the Residency Review Committee. Review ACGME general and academic requirements and notify the Program Director in developing and implementing changes to the medical education program as required. Complete the Program Information Form (PIF) ten days prior the site visit and send to the field representative. Have all required documentation and ACGME required PIF form completed and available on day of site visit. Organize and prepare the itinerary for day of the visit. Prepare material to voucher the assessed charge for the site visit and review of the obstetrics and gynecology training program, a massive and responsible project. Attend meeting with Program Director and Site Visitor to provide information needed during review as well as answer any questions he/she may have.
35. Serve as a resource for residents with regard to counseling and advising them on personal as well educational matters.
36. Send faculty reminders to fill out resident milestone evaluations on MyTIP Report at the end of every resident rotation period.
37. Assist Program Director in submitting mid-year and end-of-year Milestones to ACGME.
38. Send monthly resident ACGME case numbers to faculty.
39. Understand and maintain all online programs the residency program uses (MyTIP, Truelearn).
40. Serve as member of the Core Competency Committee (CCC). Schedule, attend, and record all meetings.
41. Serve as member of the Program Evaluation Committee (PEC). Schedule, attend, and record all meetings. Work with the Assistant Program Director to develop the Annual Program Evaluation (APE).
42. Work with Wellness Chief to coordinate all wellness activities throughout the year including the annual Resident Retreat.
43. Convert all past residency records into a digital form.

Scheduling

30%

1. Prepare the Monthly Conference Schedule for the office staff to distribute to the appropriate parties.
2. Work with the Program Director and 4th year residents on preparing Obstetrics and Gynecology Resident Yearly Rotation Schedule. Preparation, distribution and maintenance of the rotation master schedule that incorporates multiple specialty medical units.

3. After the Program Director develops list of desired presenters, coordinate the schedule with faculty. This includes the Ethics Curriculum required by the ACGME/Obstetrics & Gynecology RRC Competencies for all Ob/Gyn residents. Personally make decisions for rescheduled conferences and adjustments for presenters when necessary to accommodate conflicts and cancellations. Attend the weekly conference to assist with any problems and take attendance. Have staff support copy and distribute any advanced reading material to residents each week.
4. Coordinate the Obstetrics and Gynecology Grand Rounds yearly schedule from the Program Directors list of presenters; which includes sending request for presenters and obtaining confirmations; prepare medical education program information and determine non-medical content of such materials; distributing the schedule, obtaining personnel to assist with requested \ audio/visual needs and have weekly poster/flyer announcement distributed. Personally reschedule and make the adjustments for presenters when necessary to accommodate conflicts and cancellations. Collect all resident pagers. Answer pages and respond appropriately.
5. Assign faculty and residents to host the monthly Journal Club conference. Have staff copy the assigned Journal Club articles and distribute to the residents and faculty in advance. See to it that food is ordered and delivered.
6. Assign and schedule all rooms for resident conferences. Order and gather material to voucher the catering for selected conferences during the academic year. Arrange for catering and housekeeping for conferences.

Case Tracking Data Coordinator

10%

1. Teach new residents how to access and use the ACGME web based system for case tracking and assist present residents with any issues they might encounter.
2. Update yearly the resident's name; social security number; medical school information; residency year; and present year rotation schedule.
3. Track residents reporting the case data for delinquencies.
4. Collect and prepare Resident expense vouchers for submission to accounting for reimbursement to Resident.
5. Compile various reports for the Program Director from the data entered into the case tracking data system.
6. Compile end of year Resident Record data for each Obstetrics and Gynecology resident and 4 year Resident Record for the out-going Chief Residents. Review each Resident Record (Op Log) and make the necessary corrections on coding to comply with the Resident Review Committee guidelines.
7. Work with the ACGME on all related updated software for tracking cases.

SKILLS AND ABILITIES NEEDED FOR THE JOB

Sensitive to the needs of underrepresented minority populations.

This position requires organizational abilities to coordinate and control a large, complex workload with varying priorities. A working knowledge of the organization, scheduling, policies and procedures of the Obstetrics and Gynecology Residency Program is necessary. Maximum independence is granted and must be assumed. The individual must be self-directed in completing residency responsibilities and demonstrate attention to detail. Decisions must be made using sound judgment and discretion, while working under pressure. Proficiency in the use of word processing and good oral and written communications skills are essential. This job will require independent problem solving, precision and accuracy in the performance of duties, and the ability to be flexible and work well in a variety of medical school environments.

RESPONSIBILITY

- A. Supervisory Controls** - The individual in this position is expected to function and perform duties with minimal supervision. Maximum independence is granted and must be assumed.
- B. Guidelines** - Deadlines and general instructions may be established for certain projects by the Director of the Obstetrics and Gynecology Residency Program, Office of Residency Affairs, American Medical Association (AMA FREIDA), Resident Review Committee & Accreditation Council for Graduate Medical Education (RRC ACGME); however, it will be the employee's responsibility to organize and complete the projects by utilizing his/her own initiative, creativity and judgment.

DIFFICULTY

- A. Complexity** - Many tasks depend on the knowledge, skill and inventiveness of the person in this position. This position must represent the director, division, department and School of Medicine to the public, in a helpful and acceptable manner. The ability to relate to residents, students, faculty, as well as peers, are a requirement for success.
- B. Scope and Effect** - This job affects the smooth operation of the Department of Obstetrics and Gynecology Residency Program. Accurate and timely decision making and preparations on the part of this individual will insure a well-run unit.

PERSONAL CONTACTS

Personal contact is a major aspect of the position in order to organize, as well as monitor the residency office operations. The individual in this position interacts with residents, faculty physicians, nurses, secretaries, students, personnel from other departments within the School, community physicians and their office staff, students from various areas of the United States and World, and hospital personnel; therefore, a friendly and courteous attitude is required.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

WORKING CONDITIONS

This individual works in an office area, in a location easily accessible to the residents, residency applicants interviewing and other personnel that need contact with the Obstetrics and Gynecology Residency Program.

See Attached Physical and Environmental Requirements form.

Medical Education Coordinator
Department of Obstetrics and Gynecology

Date

Erica Nelson, M.D.
Associate Professor of Clinical Obstetrics & Gynecology
Department of Obstetrics and Gynecology

Date

J. Ricardo Loret de Mola, M.D.
Professor and Chairman
Department of Obstetrics and Gynecology

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Medical Education Program Coordinator**

Position No. (If applicable): **SMS.CS.N9653.005** Department: **Obstetrics and Gynecology Clinic-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	10 - 20 lbs.	5 - 10 lbs.	Less than 5 lbs.	Less than 5 lbs.	<input checked="" type="radio"/>
Carrying	10 - 20 lbs.	5 - 10 lbs.	Less than 5 lbs.	Less than 5 lbs.	<input checked="" type="radio"/>
Lifting	10 - 20 lbs.	5 - 10 lbs.	Less than 5 lbs.	Less than 5 lbs.	<input checked="" type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Erica Nelson, M.D.

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date