SIXTEENTH STREET COMMUNITY HEALTH CENTERS

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| POSITION: Family Medicine Residency Program Coordinator  | DEPT: Medical |
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**JOB RESPONSIBILITIES:**

1. Assist with the development and implementation of the SSCHC Family Medicine Residency Program.
2. Participate in various learning opportunities to build professional development and knowledge base of residency programming and its educational requirements, better positioning SSCHC to implement such programming. Includes but is not limited to development of the unique knowledge of the ACGME and the Family Medicine program requirements.
3. Assist the Program Director with the development of policies and procedures necessary for the residency program.
4. Assist the Program Director in accreditation efforts.
5. Assist in the design and operationalization of resident recruitment.
6. Serve as a support resource for Family Medicine residents.
7. Develop knowledge of the software that will be used to manage resident rotations, evaluations, schedules, etc., using that software to manage these processes including the tracking of resident attendance.
8. Track resident and faculty involvement in research and quality improvement projects.
9. Organize and schedule resident education sessions.
10. Maintain records specific to the Family Medicine residency program including but not limited to personnel records, curriculum documentation, accreditation documentation, conference presentations, procedure documentation, and any other required documentation for resident rotations.
11. Serve as a liaison to faculty, staff, residents, and other learners.
12. Comply with all SSCHC policies.
13. Performs related work in support of the Family Medicine residency program and SSCHC as required.

**QUALIFICATIONS:**

1. Associates Degree or advanced required.
2. Training Administrators for Graduate Medical Education (TAGME) certification preferred.
3. Administrative experience preferred.
4. Must possess skills in leadership and personnel management.
5. Working knowledge of the socio-cultural factors associated with the community’s use of social and health care services necessary.
6. Ability to establish and maintain effective working relations with co-workers, officials, the public, patients, other private and public health organizational representatives, health care personnel and community groups and organizations.
7. Ability to work under pressure and high stress, maintain personal composure, evaluate situations, and act/react appropriately, and use tact in dealing with visitors, patients, and difficult situations.
8. Ability to identify and maintain confidential material.
9. Ability to communicate orally and in writing and oral information/presentations to a wide variety of staff.
10. Ability to interpret and conform program operations to applicable laws, rules, regulations, and funding source requirements and according to acceptable standards.

**MENTAL AND PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, crouch, or kneel. The employee must occasionally lift and/or move up to 25

pounds. Good hearing is necessary to receive detailed information through oral communication and to make fine discriminations in sound. Visual acuity is needed to assess color changes, to verify accuracy of written materials, and to administer and accurately prepare medications.

**WORKING CONDITIONS:** The employee must understand and accept the possibility of exposure to inside environmental conditions such as communicable diseases, noise, blood, and blood borne diseases, and physical injury/verbal abuse from an out-of-control patient. The employee must be able to comply with the Centers for Disease Control Universal Precautions when indicated. The employee must be able to comply with the Sixteenth Street Community Health Center TB Control Plan including PPD skin testing if required.

**LINES OF SUPERVISION:** The Family Medicine Residency Coordinator reports directly to the Family Medicine Residency Program Director.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this job class. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Review/Approvals

Name and Title of Supervisor Date

VP of Human Resources Date

Employee Signature Date