



## Tampa, FL Inaugural Family Medicine Residency Program -

### Associate Program Director opportunity

AdventHealth Wesley Chapel – Wesley Chapel, FL – 169 private beds  
[www.AdventHealthWestFloridaphysicianjobs.com](http://www.AdventHealthWestFloridaphysicianjobs.com)

#### APD Primary Job Responsibilities:

- The Associate Program Director assists the Program Director in all facets of the program and will be a strong partner to create and establish our new residency training program!
- Provide effective leadership, communication and coordination across the organization in support of graduate medical education, including developing and maintaining strong working relationships with clinical leadership and administration at Advent Health.
- Oversees resident evaluation processes as part of the Clinical Competency Committee and works with the PD to determine strategies for helping residents who are experiencing difficulties and when appropriate, assist in developing remediation plans.
- Build leadership abilities while organizing faculty and resident educational experiences and rotations of the residency curriculum by assisting the oversight provided by the program director.
- Engage in providing quality education in a clinical environment, serving diverse patients including the medically underserved.
- Role model the Core Competencies for all faculty members and residents with leadership, clinical and teaching activities including inpatient adult/pediatric/obstetric care
- Assist in administration of continuous development and evaluation of the graduate education curriculum while staying current on the latest developments in education to assure the most effective and progressive educational methods are used in the Family Medicine and GME programs.
- Contribute to peer reviewed journals and work with residents to foster their interest in scholarly activity and research.
- Time will be distributed at Advent Health, administrative duties and supervision and teaching of residents.

#### Qualifications:

- Education: Must be a licensed physician in the State of Florida with a MD or DO Degree and a board certification in family medicine.
- Experience: Strong preference for three years as an active core faculty member in an ACGME accredited family medicine residency program with graduate medical education administrative experience. Will consider candidates in other leadership roles if experience and interests match the needs for the program.

Contact Kirsten Quinlan, AVP Physician Recruitment, [Kirsten.Quinlan@AdventHealth.com](mailto:Kirsten.Quinlan@AdventHealth.com) 813-924-4828

## Tampa, FL Inaugural Family Medicine Residency Program – Program Coordinator opportunity

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### Program Coordinator:

**Job Summary:** The Program Coordinator (PC) for GME programs works in partnership with the program director by ensuring that regulatory and accreditation standards are met, educational activities that support the curriculum are established, departmental policies are created and enforced, and recruitment strategies are implemented so that a highly successful residency program is created and maintained. The PC supports the accreditation processes, including coordinating and actively participating in site visits. The PC demonstrates problem solving, decision-making skills, organizational skills, attention to detail, and ability to maintain confidentiality. The PC requires highly developed communication and interpersonal skills. The coordinator is the front-line representative of the program and must represent the program effectively and professionally. Requires independent judgement and ability to handle stressful situations and highly confidential information. Occasional after hours, evening and/or weekend work required.

### Minimum Job Qualifications:

- Bachelors Degree or equivalent experience in GME or adult education; 6 years of administrative support experience in a healthcare system may be considered in lieu of GME or adult education experience.
- TAGME Certification preferred

### Job Specific and Unique Knowledge, Skills and Abilities:

- Ability to use critical thinking skills and independent judgement; take initiative in implementation of the program as part of the program leadership decision-making team; show professionalism and integrity in confidential situations
- Ability to design routine reports, gather data and prepare and correspondence
- Medical Terminology
- Must be able to organize workload and prioritize activities
- Ability to speak effectively before groups
- Good listening skills and positive attitude
- Ability to work out problems of medium difficulty without much direction; solve problems independently or determine need for escalation
- Enhances growth and development through membership and participation in professional local and national associations
- Computer technology and modern information services including on-line databases, internet communication and teleconferencing to fulfill the requirements of a modern academically oriented department

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