**Administrative Director of GME**

**Job Summary and Qualifications**

**Readiness, Accreditation, and Program Development**

Supports and monitors all resident activities via the program directors and program coordinators

Duties include:

* Facilitate ongoing readiness for the Accreditation Council for Graduate Medical Education (ACGME) Annual Institutional Review by assisting in the submission of executive summaries that include action plans for oversight of and performance monitoring procedures for underperforming programs
* Assist the designated institutional official in all correspondence with ACGME at the institutional and program levels
* Oversight of resident work hours, resident supervision, and evaluation process that meets ACGME requirements
* Track residency program citations and program action plans to address ACGME citations
* Responsible for annual institutional WebADS program update to ACGME
* Facilitation of program letters of agreement for learners. Oversight of inter-institutional affiliation agreements
* Quarterly audits (internal program review) through the resident management suite (MedHub) of each specialty area as designated by the division or corporate leadership and/or program directors
* Development of mechanisms to ensure appropriate teaching of ACGME competencies
* Liaison between programs and division GME leadership
* Assist hospitals with the creation of new programs through the application building process which may include serving as the initial program support during the application and accreditation phase
* Facilitating onboarding and off boarding and necessary training and orientation logistics for residents/fellows and GME staff. Work closely with HR to coordinate facility orientation for incoming trainees. Supervision of GME program administrative staff

**Management Responsibilities**

* The position will work closely with the GME corporate leaders and collaboratively with the designated institutional official and C-Suite of the facility.
* Responsible for managing GME physician agreements with facility and division leadership
* Assist hospital to ensure a smooth transition for program directors, associate program directors, and core faculty into employment by HCA Healthcare
* Develop and manage operating and capital budgets for related programs, collaborating with division GME leadership and facility CFO
* Supervise the daily activities of the program coordinators to ensure institutional program guidelines are satisfied
* Responsible for performance appraisals (done in coordination with the program director), discipline, scheduling and any supervisory related duties. Perform all needed evaluations for program coordinators. While coordinators will support their individual program director(s), it is expected that the ADME serves as their supervisor for many HR and other systems responsibilities. Provide formal feedback to program coordinators. Identify and development opportunities and provide development training sessions on MedHub essentials, leadership essentials, annual program evaluations, and other compliance areas as they pertain to residency
* Assist in managing residents in coordination with the program director (Lawson, Kronos, eSAF, Concur, etc.). Identify opportunities for education in healthcare setting to ensure compliance with hospital and ACGME regulations
* Assist program directors with resident remediation and referrals to the employee assistance program (EAP) and/or other external assistance programs as necessary

**Program Leadership**

* Work in conjunction with GME leadership team to create or update affiliation agreements, aggregate agreements, assist program directors with departmental program letters of agreement between multiple institutions/departments, and also addresses legal and financial responsibilities related to residents, rotators, and medical students
* Identify financial support needed to maintain residency programs according to institutional requirements set forth by the ACGME
* Create/Streamline efficient pathways for entrance into the organization and for external resident rotators to acquire education training in the organization’s computer system
* Participate in strategic planning for the programs and hospital
* Assist with policy development
* Maintain documents relative to GMEC meetings and accreditation, and any sub-committees that may evolve