

RAD Accomplishment Statements

Accreditation

Define and initiate ACGME Accreditation requirements in collaboration with Institutional Departments.

Create and implement project timeline to meet deadline for final submission of ACGME application.

Synthesize data, using proprietary software, to advise GME and hospital leadership as to ACGME accreditation compliance and standards for a 10-10-10 family medicine residency.

Initiate and maintain program letters of agreement between program and 13 rotation sites to meet program requirements. (You could also use EXECUTE instead of INITIATE for a more powerful statement)

Collaborate with legal and executive administration to maintain institutional affiliation agreements in compliance with ACGME requirements.

Develop system processes that streamline a strategic approach to track and analyze (TYPE OF DATA) data helping the Organization promote efficiency, reduce errors, and promote growth in(## PROGRAM) Medical Education Department.

Execute Program Letters of Agreements, legal document between teaching sites, to adhere to accreditation standards for 12 plus teaching sites

Co-authored 4 program applications that led to successful ACGME accreditation (this could also be used for Osteopathic recognition)

Navigated 4 ACGME new program accreditation site visits resulting in all programs receiving continued accreditation

Analyze data from 10 residency/fellowship programs, including surveys, annual updates, and action plans to identify any variances that may impact accreditation

Spearhead the ongoing evaluation, planning and execution of continuous improvement processes to ensure accreditation by the ACGME for a 10-10-10 Family Medicine Program

HR:

Facilitate graduate medical education and initiatives that provide internal development opportunities for ## future independent Physicians.

Lead onboarding process for ## residents in cooperation with HR, IT, (add departments) annually

Manage the orientation process for ## programs (or residents) in collaboration with talent acquisition personnel to ensure education in responsibilities, requirements, and expectations.

Analyze resident patient data trends and evaluations to make recommendations to program leadership

Manage talent acquisition process which includes, recruitment, interviewing and matching of qualified applicants in collaboration with program director to evaluate for desired skills and competencies and fill 11 positions annually.

Budget

Forecasted yearly and multi-year budget and expenditures for ##x residents in collaboration with finance.

Develop and manage, in collaboration with finance, a \$8.6 million medical education budget

Policy Writing

Evaluate policies and procedures on an annual basis through collaboration with multiple institutional stakeholders to update, develop and implement new and existing policies for ##X residencies

Evaluate and implement over 50 policies from 4 organizations annually across ##X GME program to maintain compliance for successful program accreditation.

Integrate and streamline requirements from [## number] of organizations over multiple platforms to obtain and/or maintain successful accreditation and provide clear expectations for residents

Recruitment:

Implemented a strategic mission-driven marketing campaign, including streamlining online/social media presences, recruitment fairs, and promotional materials.

Implemented recruitment campaign for the 2024 recruitment cycle to successfully filter over 1,000 received applications to match all available positions with mission-aligned applicants.

Orchestrate and facilitate ##x candidate interviews using a multi-tier interview structured including collaboration with key leadership stake holders.

Event Planning/Marketing:

Create and distribute marketing material to promote event engagement through the medical education community.

Conceptualize and design seasonal events to meet Program vision, needs, and requirements including budgetary parameters, health and safety standards, and legal regulations

Spearheaded implementation of centralized GME programming across 12 participating learning sites, resulting in significant improvements in data integrity analysis and reporting.

Produce multi-media educational events with both inside and outside speakers for XX attendees weekly (daily if you have daily didactics)

Lead the design, content, and production of all marketing materials for residency program to include web development and attendance at recruitment events both regionally and nationally.

Scheduling:

Created and implemented over 20 rotation-based templates to schedule residents in continuity clinic, reducing scheduling errors by 90%

Analyze patient data for XX residents to make recommendations and collaborate with the FMP Clinic Manager: ensuring all residents graduate with the minimum required patient panel

Other:

Directed medical education growth to 45 residents and fellows during CMS CAP build in a new teaching hospital

Ensure streamline communication across multiple hospital departments for over ### medical student onboarding processes (if you also manage the med students)

Develop, coordinate and implement the annual medical student education rotation schedule through all communication channels with over 10 universities; establishing coherent internal and external messaging (if you manage med students, but could also apply to resident scheduling!)

The one everyone should have on their CV/Resume:

Collaborate with key leadership stakeholders as subject matter expert in ACGME Family Medicine Residency program accreditation standards