**Residency Coordinator**

**AtlantiCare Regional Medical Center**

**Atlantic City, NJ 08401**

**4-4-4 Program (first graduating class this year)**

**Full time, 37.5 hours/week**

**Medical Education Department**

**POSITION SUMMARY**

The Residency Program Coordinator is responsible for the day to day administration of the ACGME residency/fellowship training program. The Coordinator assists the Program Director in developing and maintains the educational quality of the training program and ensures compliance with ACGME accreditation standards and other regulatory requirements.

The Program Coordinator functions as a liaison, between the Program Director, residents/fellows, faculty, GME Office, participating sites, and other departments as needed.

The Program Coordinator should be knowledgeable about compliance and regulatory requirements at the various training sites in which their residents/fellows rotate.

This position supports organizational goals by providing quality customer service, participating in performance improvement efforts and demonstrating a commitment to teamwork and cooperation.

**QUALIFICATIONS**

**EDUCATION:**High School diploma or equivalent required.

**LICENSE/CERTIFICATION:**

**EXPERIENCE:**2-4 years prior work experience with related office/clerical experience required, preferably within the medical field. Basic computer skills and knowledge of software required.

**PERFORMANCE EXPECTATIONS**

Demonstrates the competencies as established on the Assessment and Evaluation Tool for this position.

**WORK ENVIRONMENT**

Potential for exposure to the hazards and risk of the hospital environment, including exposure to infectious disease, hazardous substances, and potential injury. This position requires sitting, standing, walking, stooping and crouching a majority of the workday. Works with such equipment as computer terminal, fax machine, printer and copier.

**REPORTING RELATIONSHIP**

 This position reports to department leadership.

**The above statement reflect the general details considered necessary to describe the principle functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the position.**