



**Job Code:** 6250

**Grade:** 19

**HCWR:** N

**Job Title**

Residency Program Coordinator

**Department**

Cook County Health

**Job Summary**

The Residency Program Coordinator functions in a management capacity to oversee and coordinate the non-physician aspects of a designated residency program. Under general guidance, the Residency Program Coordinator works independently to ensure required programs for the education of assigned residents and medical students are properly organized, coordinated, monitored and evaluated by the assigned medical Staff, and in compliance with requirements set by Cook County Health (CCH) and by all organizations and agencies that are involved with the process of determining accreditation of post-graduate medical education programs. Acts as a liaison assisting residents and medical students throughout the residency program responding to all inquiries relative to the program. Compiles and maintains all records pertaining to resident and medical student personnel information, records of program completion, and performance evaluations from CCH medical staff.

**Typical Duties**

- Manages the intake process and exiting process for all new House Staff which includes the processing of related licensure, visa processing, and creation of appropriate personnel records.
- Coordinates with the Chair as well as other supervisory medical staff to confirm schedules for the residents and attending physicians. Creates the schedules using New Innovations software and updates schedules on an ongoing basis.
- Collects, enters, and assigns evaluations to respective residents and attending physicians through New Innovations.
- Follows evaluation compliance reports for House staff in New Innovations.
- Notifies the Chair when residents or attending physicians are within sub-standard compliance. Conveys notification and associate remedial action to residents or attending physicians per direction of the Chair.
- Tracks duty hours through New Innovations and submitting reports regarding this to the Graduate Medical Education Committee (GMEC) on a regular basis or as requested.
- Prepares required documents for regulating or accrediting agencies.
- Represents the Residency Program on select departmental and institutional committees and at meetings.
- Performs other duties as assigned.

**Minimum Qualifications**

- Bachelor's Degree from an accredited college or university
- Four (4) years of experience in an administrative capacity within medical education and healthcare administration
- OR
- Two (2) years of experience as a Residency Program Coordinator within healthcare
- Two (2) years of prior experience with Graduate Medical Education software such as



### **Minimum Qualifications**

Electronic Residency Application Services or New Innovations or Two (2) years full-time experience using a similar database to create and maintain records and extract information to other software

- Prior experience in program management; establishing timelines, tracking completion of phases
- Prior experience managing personnel or training records
- Prior experience creating reports and working with numbers, including preparation of budgets, tracking payroll, and data analysis
- Intermediate skills in Microsoft Office (Word, Excel)

### **Preferred Qualifications**

- Demonstrated proficiency in New Innovations or Electronic Residency Application Services software
- Thorough knowledge of Graduate Medical Education administrative practices
- Knowledge of medical terminology
- Prior supervisory experience

### **Knowledge, Skills, Abilities and Other Characteristics**

- Excellent interpersonal skills and the ability to interact positively with management, and clerical and support staff within the division, throughout the Bureau of Health, and at outside agencies
- Excellent written and verbal communication skills
- Excellent problem-solving skills and ability to analyze and negotiate complicated situations
- Strong organizational skills
- Demonstrated ability to keep accurate records and databases
- Demonstrated ability to complete tasks within a specified timeframe
- Ability to multi-task

### **Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

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

**For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.**