



Job Code: 6251

Grade: 18

HCWR: N

Job Title

Assistant Program Coordinator

Department

Emergency Medicine

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

This position helps, coordinates and provides administrative support to the Accreditation Council for Graduate Medical Education (ACGME) accredited programs: Emergency Medicine and Medical Toxicology Fellowship Program and other the non-ACGME accredited fellowship programs within the Department of Emergency Medicine. Under the guidance of the Residency Program Director and Fellowship Program Directors, the Assistant Program Coordinator works 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. This position acts as a liaison assisting residents and medical students throughout the residency/fellowship program. The Assistant Program Coordinator compiles and maintains records pertaining to resident, fellows, 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. This includes the processing of related licensure, visa processing, and creation of appropriate personnel records.
- Coordinates with the Medical Department Chair and Program Director to confirm rotations/schedules for the residents, fellows, and attending physicians. Create evaluations using New Innovations software and utilizes scheduling software to update schedules on an ongoing basis.
- Collects, enters, and assigns evaluations to respective residents, fellows, and attending physicians through New Innovations.
- Follows evaluation compliance reports for House staff in New Innovations.
- Notifies Medical Department Chair and Program Director when residents, fellows, or attending physicians are within sub- standard compliance. Conveying notification and associate remedial action to residents or attending physicians per direction of the respective Program Director or Department Chairman.
- Tracks duty hours through New Innovations and submitting reports regarding this to the GMCC on a regular basis or as requested.
- Prepares and tracks payroll and expenses for the physician staff.
- Maintains physician files.
- Supports the department coordinating events and prepares special reports.
- Performs other duties as assigned.



Minimum Qualifications

- Bachelor's degree from an accredited college or university with two (2) years of experience in an administrative capacity within medical education, healthcare administration, or within an institution of higher learning
- OR
- High School diploma with five (5) years of experience in an administrative capacity within medical education, healthcare administration, or within an institution of higher learning
- One (1) year of experience using databases to create and maintain records and extract information from other software
- Experience creating reports and working with numbers, including preparation of budgets, tracking payroll, and data analysis
- Experience in program management; establishing timelines, tracking completion of phases
- Knowledge of medical terminology
- Intermediate skills in Microsoft Office Word and Excel.

Preferred Qualifications

- One (1) year prior experience with Graduate Medical Education software such as ERAS or New Innovations
- One (1) year of current experience as Residency Program Coordinator or Assistant Program Coordinator within healthcare
- Demonstrated proficiency in New Innovations or ERAS software
- Thorough knowledge of Graduate Medical Education administrative practices

Knowledge, Skills, Abilities and Other Characteristics

- Excellent written and verbal communication skills
- Demonstrated ability to keep accurate records and data bases
- Strong organizational skills
- Ability to multi-task
- Excellent problem solving skills and ability to analyze and negotiate complicated situations

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.