



Experts in Orthopedic Care

MEDICAL EDUCATION COORDINATOR

POSITION SUMMARY

The Medical Education Coordinator is responsible for all operational aspects of TOC's Medical Education Program. The Medical Education Coordinator assists in all aspects of Continuing Medical Education (CME) / Continuing Education Unit (CEU) events, coordinates medical education activities at TOC facilities, including clinical rotations from external programs and internal education or training programs (e.g., fellowship or residency), and assists in the development and coordination of community education.

ESSENTIAL FUNCTIONS

- Coordinates all medical staff education initiatives
- Coordinates medical staff CME/CEU program tracking and auditing
- Coordinates educational initiatives established to promote and uphold standards of professional practice and best practices
- Coordinates medical student/resident/intern program initiatives in conjunction with educational institutions
- Coordinates internal medical student/resident/intern/fellowship education programs
- Reviews and screens applications
- Schedules and coordinates interviews
- Assists with on boarding and pre-on boarding processes, ensuring necessary paperwork has been completed and received
- Establishes and maintains compliance with accreditation requirements for accredited education programs
- Establishes and maintains affiliations with academic and medical institutions
- Serves as liaison for residency and fellowships programs
- In conjunction with Clinical Research Director and TOC Foundation Chair, directs the development of new training programs
- Identifies and initiates training/affiliation agreements with local, state, regional and national medical education programs
- Identifies opportunities to improve clinical services, while remaining consistent with goals and mission of the TOC Foundation
- Performs other responsibilities associated with this position as deemed appropriate

GENERAL COMPETENCIES DESIRED

- Highly self-motivated and the ability to work well both independently and with an interdisciplinary team
- Excellent oral and written communication skills
- Strong background in accreditation and compliance procedures
- Demonstrated understanding of medical terminology and HIPPA regulations
- Strong computer skills and experience with all Microsoft Office applications, including PowerPoint, Word, Outlook and Excel
- Documented history of previous education oversight and site coordination
- Ability to work remotely, as needed, without constant supervision and continue to meet the goals of the education programs
- Ability to host virtual and in-person events

PHYSICAL DEMANDS

Requires frequent standing or sitting for prolonged periods of time, some bending, stooping and stretching; requires eye-hand coordination and manual dexterity necessary for operation of basic office equipment such as computer and telephone; requires hearing and eyesight in normal acuity range; requires the ability to work under stressful conditions and/or irregular hours to meet deadlines.

CREDENTIALS DESIRED

- A minimum of Associates Degree with 2 years' experience in an academic and/or healthcare field required.
- A minimum of 3 years employment experience in the management of education/training programs is preferred.
- Experience in an academic healthcare setting or university graduate medical education is preferred.
- Familiarity with (ACGME) Accreditation Council for Graduate Medical Education requirements.
- TAGME (Training Administrators of Graduate Medical Education) Certification or working knowledge of certification requirements is beneficial but not required.