

Director, Accreditation, Continuing Medical Education

Medical Learning Institute, Inc, Tarpon Springs, FL

One, full-time, work-from-home, position available

Medical Learning Institute, Inc (MLI) is seeking a qualified person to serve as a Director of Accreditation in continuing medical education. The candidate must have prior experience working for an ACCME, ACPE, and/or ANCC accredited provider and be knowledgeable, self-directed, detailed-oriented, and sufficiently disciplined to work independently. The candidate must have strong analytical skills and be able to work in a collegial way with peers and vendors.

Primary responsibilities include maintaining awareness of accreditation standards (ACCME, ACPE, ANCC and the Standards for Commercial Support) and policies/processes for OIG, FDA, and PhRMA Code. This successful candidate will manage accreditation workflows at the CE Program level and for each educational activity and will report to senior management on the status of the CE program(s) for physicians, nurses, and pharmacists.

The successful candidate will be an integral part of the activity planning teams, be able to audit, monitor and document compliance with established accreditation standards, policies, and processes, and recommend appropriate changes as accreditation standards and/or as business needs change.

This person will report to the Executive Director. Work travel is required.

Qualifications:

Required	Bachelor's Degree in Science or Adult Education or another related field
Required	5+ years of medical accreditation experience
Required	Knowledge of content appropriate for a healthcare audience including but not limited to physicians, nurses and pharmacists
Required	Knowledge in adult learning principles
Required	Proficient with Word, Excel, and PowerPoint and internet research
Required	Must be willing to travel to various industry meetings and educational events as needed
Preferred	Certification as a Certified Healthcare CPD Professional (CHCP)
Preferred	Healthcare Degree

- Salary requirements are correlated to work experience
- MLI offers a comprehensive benefits package, including: Health, Vision, Dental, and 401K with employer match

Please direct all questions to Kristin M. Gusack, RD, CHCP – kgusack@mlicme.org