



Program Coordinator

Primary Job Functions

- Coordinate all aspects of faculty selection, agreements, training, travel, onsite performance, and expenses
- Preparation and transport of meeting materials
- Coordinate onsite technology, as needed (i.e. AV, ARS)
- Coordinate with educational partners to determine/manage roles
- Communicate deliverables & deadlines from/to educational partners
- Support and ensure HCME staff travel arrangements
- Ensure HCME onsite staff are aware of program details & have meeting materials, as needed
- Assist learners with navigating registration for proprietary conferences/meetings, as needed
- Participate in planning calls for all proprietary conferences/meetings
- Participate in weekly check-in meeting with Program Director

Duties

- Obtain 1st, 2nd, and 3rd choice faculty suggestions from planning conference calls
- Research appropriate healthcare professionals in the local area to provide to Brian for approval, if suggestions from Brian/planning committee are not forthcoming
 - Find faculty by researching authors of published authors in that topic area
- Invite faculty are invited within 2 days of obtaining suggestion
- Send check-in email to faculty, if no response to invitation within 4 days
- Invite next faculty choice, if no response to check-in email within 2 days
- Send faculty paperwork within 48 hours of receiving confirmation of participation
- Review returned paperwork for logical completeness (if incomplete or answers do not make sense, reach out to faculty for clarification)
- Initiate disclosure statement review process with Cara
- Receive and upload all faculty profile items to basecamp and highrise by 2 weeks prior to proprietary conference/meeting or other program

- Procure extra items requested by faculty (e.g. podium, table/chairs for faculty panels, etc.)
- Obtain approval from Program Director prior to arranging
- Ensure faculty travel & accommodations are confirmed 2 months prior to proprietary conference/meeting or other program
- Ensure basecamp calendar event has all conference/program information (i.e. date, time, expected arrival time, location, room name, onsite staff contact info, travel/lodging info, travel expense form)
- Send pre-meeting letter to faculty 2 weeks prior to conference/program using basecamp
- Ensure faculty have the opportunity to review slides prior to conference/program
- Bring faculty into session room 10 mins prior to presentation time
- Thank faculty and remind them about the travel reimbursement form prior to leaving
- Process faculty thank you letter and honorarium for reimbursement within 2 weeks of the conference/program
- Obtain faculty reimbursement forms & receipts within 1 month of conference/program
- Prepare faculty expense packets for Administrative Assistant
 - Faculty Expense Packet includes:
 - Receipts submitted by faculty
 - Travel reimbursement form submitted by faculty
 - Honorarium form signed by faculty
 - All receipts from expenses managed by HCME (airfare, accommodations, ground transportation, etc.)
 - Faculty thank you letter (signed by Program Coordinator)
- Preparation and transport of meeting materials
- Determine needs & manage AV for each conference/program
 - multiple speakers? concurrent sessions?
 - Provide estimates to Program Director for approval
- Determine needs & manage ARS for each conference/program
 - If expected attendance is <200, use HCME ARS system
 - If expected attendance is >200, contract ARS company
 - provide estimates to Program Director approval
- Communicate with educational partners to determine/manage roles & responsibilities
- Notify appropriate HCME team members of deliverables & deadlines on basecamp (content review deadlines, ARS programming deadlines, evaluation question review, promotional opportunities, etc.)
- Forward email communication with educational partner into the basecamp project

- Assign to-do items to individual team members for deliverables
- Utilize internal messages for items that need discussion
- Provide travel & accommodation arrangement assistance to HCME staff, as needed
- Ensure onsite staff travel & accommodation info is included in the basecamp schedule event for onsite staff reference (ask the team member to input)
- Ensure onsite staff are aware & have materials for conference/program
- Ensure HCME onsite staff are aware of program details & have meeting materials, as needed
- Assist learners with navigating registration for proprietary conferences/meetings, as needed