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| Job Title: | Accreditation Coordinator | Department: | Accreditation and Outcomes |
| Reports to: | Sr. Director, Educational Excellence | Effective Date: | June 2022 |
| Exempt Status: | Non-exempt | Location: | Remote |

Job Summary:

KnowFully Learning Group provides comprehensive and engaging continuing education for professionals at all experience levels and support those preparing for certification exams. Our employees are innovative and passionate about learning. We embrace each other's differences. through our learning initiatives and teambuilding, we have created a great place to work. If you love what you do and want to work in an environment where hard work is valued, please apply!

KnowFully Learning Group's division, CME Outfitters (CMEO) is a provider of continuing medical education for health care professionals. This includes various tasks to ensure we can execute activities successfully. The incumbent will be expected to work independently in a remote home office.

Supervisory Responsibilities: None

Duties/Responsibilities:

- Database Maintenance
 - Responsible for data entry and report extraction from CMEO Databases
 - 3rd party marketing vendors and collaborators (eg, ArcheMedX, myCME, EPocrates)
 - Maintains the CMEO Activity List
 - Responsible for collecting data related to social media metrics (Google Analytics, YouTube, etc.), website activity (by activity or educational hub), WordPress, and any other related sites or vendors.
 - Support preparation of reporting information to educational supporters
- Faculty Management
 - Responsible for compiling and sending faculty paperwork
 - Follow-up and confirmation of titles/affiliations/disclosures/bios/photo
 - Create and apply information to Planning Document (PD)
 - Assist with Activity Details Page (ADP) updates as needed
 - Process honoraria payment(s)
 - Faculty vCards and addresses
- Accrediting Bodies
 - Course registration in JA-PARS
 - UAN, MOC
 - Assist with reporting to accrediting bodies, including the PARS system

- Track activity data for various accreditors
- Complete outside accreditation applications as needed per activity (eg, AAFP Prescribed Credit)
- Identify potential issues or compliance concerns and work with Senior Director and/or Leadership to address and overcome any issues
- Data entry for certificates when needed
- Review of enduring materials
 - Review of final enduring materials prior to launch and communicating launch to team
 - Point of contact with third-party marketing organizations to post CMEO activities (myCME, ArcheMedX, ePocrates)
- Customer service
 - Point of contact for learners who have problems, certificate requests, or questions
- Performs other related duties as assigned

Required Skills/Abilities:

- Knowledge of CME/CE accreditation (Joint Accreditation/ACCME/ANCC/ACPE)
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to function well in a high-paced and at times stressful environment
- Ability to work remotely
- Proficient with Microsoft Office Suite, WordPress, Asana, SharePoint, HTML, and/or related software

Education and Experience:

Bachelor's Degree or equivalent years of experience, HCP CPD Associate Certificate or CHCP preferred

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Equal Opportunity Statement:

KnowFully Learning Group provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Apply using the link below:

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