

DANNEMILLER

Job Description Form

Division/Department:	CME
Job Title:	Director Medical Education
Reports to:	Linda Alvers Title Owner

Level/Grade	Type of position:	Hours <u>40</u> / week
	Full-time <input checked="" type="checkbox"/>	
	Part-time	FLSA <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/>

GENERAL DESCRIPTION

KEY JOB DUTIES/RESPONSIBILITIES

- Executes the complete management and control of Continuing Medical Education/Continuing Education (CME/CE) activities to include planning, implementation, evaluation and documentation, in accordance with Dannemiller policies/procedures, ACCME Essential Areas, Standards, Elements, Criteria and other accrediting body standards and requirements
- Submits, manages and reconciles associated Educational Grants for assigned Continuing Medical Education/Continuing Education (CME/CE) activities
- Provides oversight for the development, direction, coordination and compliance of all continuing medical education activities.
- Leads the Education Committee(s) to achieve an integrated continuing education program and serves as the liaison to the committee in the instructional design of those activities
- Directly supervises the Medical Education Department's Project Managers and Data Scientist
- Updates and maintains all Medical Education policies, procedures and forms
- Represents the organization at all National/State/Local continuing medical education conferences
- Performs other duties as assigned

Major Responsibilities/Tasks

- Oversee new and renewed accreditation application(s)
- Responsible for the planning, development, management, and documentation of educational activities in coordination with educational joint providers
- Responsible for completing any audit requests.
- Ensures Compliance with (but not limited to):
 - The Joint (ACCME, ACPE, ANCC), AAPA, CDR, and other accreditations as needed
 - ACCME, ABA, ABIM, AMA, OIG, FDA Guidelines
 - Reporting bodies—ACCME PARS, ABA MOC, ABIM MOC, AANA, etc

Education Requirements

- Bachelor's Degree in Education, Communications or other related field. Master's Degree is preferred

Knowledge, Skills, & Abilities

- Knowledge in adult learning theory, accreditation standards, computers, software, data systems, learning management systems and other platforms used to deliver educational programs
- Strong skills pertinent to teamwork, communication, and staff management and supervision are required
- Manage multiple projects simultaneously, work independently and meet deadlines
- Strong organization with attention to detail
- Word processing, database (Admin System) development/maintenance

Job Requirements

- A minimum of 3 years experience in a CME/CE organization is required. Similar experience will be considered.
- The Director will hold at a minimum the Associate Certificate Healthcare CPD Associate credential and be actively working to obtain the Certified Healthcare CPD Professional (CHCP™, formerly CCMEP™) credential.
- Travel is ~20%