

JOB DESCRIPTION:	HIDALGO MEDICAL SERVICES
Position Classification:	Exempt
Position:	Associate Program Director/Core Faculty Member
Department:	Family Medicine Residency Program
Reports To:	Family Medicine Residency Program Director
EHR Access Level:	Expanded
Date Issued:	09/2013
Revision/Review Date:	
Authorized By:	HMS Board of Directors

POSITION SUMMARY:

This position is responsible for assisting in developing, directing, and managing the Family Medicine Residency Program. The Associate Program Director/Core Faculty Member position maintains appropriate oversight and stability of the residency training program, including compliance with accrediting and regulatory agencies, financial and human resources management, and contract development and review.

POSITION ACCOUNTABILITIES:

1. Devote sufficient time to the education program to fulfill supervisory and teaching responsibilities; and to demonstrate a strong interest in the education of residents
2. Administer and maintain an educational environment conducive to educating residents in each of the ACGME competency areas
3. Establish and maintain an environment of inquiry and scholarship with active research component.
4. Regularly participate in organized clinical discussions, rounds. Journal clubs and conferences
5. Demonstrate scholarship by one or more of the following:
 - Peer-reviewed funding
 - Publication of original research or review articles in peer reviewed journals, or chapters in textbooks
 - Publication or presentation of case reports or clinical series at local, regional, or national professional and scientific society meetings
 - Participation in national committees or educational organizations
6. Encourage and support residents in scholarly activities
7. Devote at least 24 hours per week to the program; exclusive of patient care without residents

8. Minimum of 10 hours per week devoted to administrative activities including curriculum development, resident advising evaluation and didactics exclusive of patient care and precepting averaged over the academic year
9. Devote the majority of professional effort to teaching administration, scholarly activity and patient care within the program
10. Structure a program of faculty development that involves regularly scheduled faculty development activities designed to enhance the effectiveness of teaching administration, leadership, scholarship, clinical and behavioral components of faculty performance.

COMPLIANCE:

The position of Associate Program Director /Core Faculty Member requires compliance with Hidalgo Medical Services written standards, including its Compliance Program and Standards of Conduct and policies and procedures. Such compliance will be an element considered as part of the Associate Program Director/Core Faculty Member's regular performance evaluation.

Failure to comply with Hidalgo Medical Services Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Hidalgo Medical Services Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with Hidalgo Medical Services Compliance Program Policy and Procedure.

Patient Centered Medical Home

- Prepares for, attends and participates in team meetings and huddle (s)
- Collaborates in developing team priorities and patient goals and care plans
- Keeps problem list, medication list and patient care plan updated for team members
- Approves orders and referrals for health insurance

Minimum Qualifications

Education and Required Credentials:

M.D. or D.O degree

Current board certification in Family Medicine

Family medicine physician faculty who are not certified by the American Board of Family Medicine must demonstrate ongoing learning activities equivalent to ABFM maintenance of

certification process including demonstration of professionalism, cognitive expertise, self-assessment and life-long learning, and assessment of performance in practice.

Employed Full-Time 40 hours per week

Current, or eligible, medical licensure in New Mexico

Eligible for successful appointment to GRMC



Required Skills:

Demonstrated advanced knowledge of modern office practices, procedures, and equipment operations

Able to maintain high level of confidentiality and be diplomatic

Excellent customer service, organization, planning and time management skills

Effective professional business written and verbal communication skills required

PC Skills, word processing, spreadsheets, data base programs

Desired Abilities:

Enthusiastic, creative and experienced teacher

Strong Team Player

Excellent interpersonal and presentation skills

Physical Demands:

Standing	May require standing for periods of time and on an intermitted basis
Sitting	Requires sitting for long periods of time
Walking	Requires walking on a on intermittent basis
Pushing/Pulling	Push carts with materials, etc. from time to time
Squatting/Kneeling	Kneels or squats to plug/unplug various equipment intermittently
Lifting	Lifts necessary supplies and equipment utilized for job function
Carrying	Carries materials, etc. from time to time
Vision	Ability to read correspondence, reports, books, periodicals, and computer screen etc.
Hearing	Ability to perceive speech at normal loudness levels and to be able to respond to alarms, answering phone, and overhead page
Psychological	Ability to respond appropriately to stressful work and multiple

demands. Resolves conflicts effectively, prioritizes task, responds to emergencies and reacts calmly. Knowledge or relevant office equipment. Knowledge of common safety hazards and precautions to establish a safe work environment.

Physiological

Work is primarily performed indoors in a controlled environment



Working Conditions:

May be exposed to infectious or contagious diseases

Exposure to unpleasant elements (accidents, injuries, and illnesses)

May be exposed to risk of blood borne diseases

Occasional pressure due to deadlines and working with the public

The above statements reflects the general details and considered necessary to describe the principal functions of the job as identified and should not be considered as a detailed job description of all work requirements that may be inherent in the job.



**HMS JOB DESCRIPTION
Acknowledgement Form**

I have read the attached position description for Associate Program Director/ Core Faculty Member fully understand the requirements set forth therein. I am able to perform the essential functions listed under Position Accountabilities with or without accommodations. I agree to abide by the requirements set forth and will perform all duties and responsibilities outlined therein.

Employee Signature

Date

Supervisor Signature

Date