

Position: Family Medicine Residency Program Coordinator (FMRPC)

POSITION SUMMARY

Under direction of the Chief Medical Officer /Family Medicine Residency Program Director, the Family Medicine Residency Program Coordinator (FMRPC) maintains daily operation of the HMS Family Medicine Residency Program including but not limited to resident recruitment, resident ranking, the National Residency Matching Program selection process, orientation, coordination of educational training to meet ACGME requirements, and all other departmental activities, including professional support for the Family Medicine Residency Program Director. The FMRPC acts as a resource to HMS staff and leadership, demonstrating initiative, resourcefulness and problem-solving skills in applying detailed knowledge ACGME program and institutional requirements, as well as functions and structure of the HMS FMRP Department. The FMRPC will support the daily activities of and serves as a liaison between the Family Medicine Residency Program Director, faculty, attending physicians, residents, applicants, institutional and regulatory bodies and licensing boards. Facilitates coordination of all residency activities, all aspects of the office that supports the residency program, such as planning, organizing and covering meetings, and maintenance of departmental calendar(s). The FMRPC will coordinate all aspects of the office and work in conjunction with, and under the supervision of the Family Medicine Residency Program Director.

The FMRPC is responsible for the delivery of quality service and positive interactions with all faculty, staff, community stakeholders and patients. The FMRPC is responsible for establishing and maintaining interpersonal relationships with patients, visitors, HMS faculty, staff and community faculty in a courteous, respectful and professional manner.

POSITION ACCOUNTABILITIES

1. Manages the day-to-day administrative functions of the HMS Family Medicine Residency Program (HMS FMRP) including but not limited to:
 - Supporting the program director, faculty, and residents
 - Overseeing the budget and payroll
 - Responding to communications
 - Schedules training, events, and other various functions
2. Coordinates the application, ranking, resident match process of new residents to the program.
3. Assists the Associate Program Director complete all tasks associated with the role of Evaluation Coordinator for the program.
3. Prepares various meeting agenda and minutes
4. Responsible for meeting applicable time frames and deadlines
5. Manages and oversees new resident orientation process including securing temporary physician licenses, scheduling necessary compliance certification courses and monitors documentation requirements.
6. Collects and maintains confidential evaluation data into the department data base. Continually monitors and maintains database for upgrades and enhancements, providing recommendations to the program director as needed.

7. In coordination with and the direction of HMS Human Resources responsible for maintaining the personnel file for residents.
8. Serves as a liaison and provides support to medical students, applicants, residents, faculty, hospital staff, administration, clinical departments, and other academic institutions.
9. Complies with and has the ability to interpret, apply, and facilitate the applicable policies and procedures, rules and regulations, bylaws, ACGME requirements and standards to ensure that quality healthcare and education is delivered.
10. Develops and maintains clinical rotation schedules, adjusting rotations as needed. Develops and maintains call schedules, vacation and leave schedules, travel, conference schedules, and board reviews when needed.
11. Tracks duty hours, identifies and reports deficiencies for compliance.
12. Prepares confidential reports and presentations for staff, departments committees, and peer review panels and the governing body as well as for internal evaluation.
13. In conjunction with the program director, prepares required documents and participates in ACGME survey process with regards to GME and residency interviews.
14. Develops and distributes monthly HMS FMRP meeting calendar.
15. Maintains bulletin board, places posters, flyers, and other pertinent residency information throughout the facility ensuring current and correct information at all times.
16. Schedules rooms, dietary needs, materials, audio visual needs, places reminder calls and tracks attendance of residency meetings and conferences.
17. Participates in early morning and evening meetings as required.
18. Attends educational conferences and seminars in assigned area to stay current in accreditation and other GME related standards.
19. Oversees the scheduling and quality assurance of residents' areas including but not limited to: classroom (s), break room(s), and sleep room (s)
20. Coordinated and participate in residency graduation.
21. Receives and addresses all HMS FMRP related inquires in person, writing or via phone.
22. Effectively interacts and communicates with hospital employees, medical students, residents, medical staff members, Academic Institutions and Universities, societies and organizations, patients, and visitors.
23. Non-clinical supervision of resident physicians (e.g. scheduling clinical rotations, placing residents on call schedules, obtaining resident and faculty rotation evaluations).
24. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Minimum of 2 – 3 years experience in a health care setting
Demonstrated knowledge of the ACGME program requirements

REQUIRED SKILLS

Demonstrated knowledge of medical terminology
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

Strong Team Player
Excellent interpersonal and presentation skills

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or
Dropped off or mailed:
1105 N. Pope Street, Building C, Silver City, NM 88061
or
530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788