

POSITION: Medical Director, Medical Education

DATE:

REPORTS TO: Vice President Academic Clinics

ANALYST:

DEPARTMENT: Medical Education

REVISED:

JOB CODE:

REVISED BY:

AREA #:

DOC #:

POSITION PURPOSE:

Responsible for administrative oversight, strategic direction, implementation, and evaluation of the Medical Education programs. This includes system-wide continuing medical education (CME), medical student education, and the graduate medical education programs (residencies and fellowships). Ensures high quality teaching programs, high quality clinical care provided by learners, service orientation, sound fiscal operation, and the development and maintenance of a quality teaching staff.

REPORTING RELATIONSHIP:

- Reports to the Vice President, who in turn reports to the Senior Clinical Vice President, Chief Medical Officer
- Reporting to this position are physician leaders/medical directors/program directors for CME, student education and residency education, the Director of Medical Education and the Director of Curriculum & Evaluation.

ESSENTIAL FUNCTIONS:

GENERAL

- Responsible for the development and implementation of the long-term strategic direction of medical education, assuring that it is consistent with the overall needs and direction of the corporation.
- Develops, recommends and implements the annual education plan and programs necessary to meet the strategic direction established by the academic board of directors.
- Oversees annual budgets for medical education programs. Is informed and involved in the reimbursement challenges facing medical education. Demonstrates effective use of resources and systems to maximize the educational experience in the most cost-efficient methods.
- Develops, reviews, evaluates and enforces policies and procedures relating to learners. Develops, implements and enforces additional rules and regulations related to the medical education programs.
- Responsible for integrating the values and priorities of the center into the teaching curricula, e.g. Care Management Initiatives, Planetree/service, etc.
- Functions as the Chair of the Education Committee for the academic medical group and as such, functions as a member of the corporation's board of directors.

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- Oversees the Graduate Medical Education Committee for the Center.
- Functions as the lead in developing new educational sites throughout the Center.
- Functions as a clinical provider 20% of the time.

CONTINUING MEDICAL EDUCATION

- Responsible for the administration, organization, implementation, and evaluation of Center's Continuing Medical Education (CME). Reviews and approves all CME policies and procedures.
- Responsible for regulatory compliance and accreditation of CME programs.

UNDERGRADUATE MEDICAL EDUCATION (UGME)

- Oversees all medical student teaching activities at the Center.
- Functions as the liaison between the Center and teaching institutions:
- Negotiates capacity for students with faculty and administration.
- Allocates resources appropriately according to teaching needs and volumes.
- Makes arrangements for any contractual necessities for student education.
- Develops, implements and monitors the budget for medical student education including faculty compensation, housing/food costs, capital resources, etc. Responsible for meeting budget expectations.
- Participates in the appointment of, provides direction and supervises physician student coordinators in each discipline (OB/GYN, Internal Medicine, Family Medicine). Serves as a resource for planning, problem solving, and evaluation.
- Responsible for assuring that curricular resources are utilized effectively.
- Responsible for strategically planning medical student teaching innovations and activities with UWMS and the Center.
- Recruits preceptors, sites and facilities not currently used for medical student education.
- Directs faculty development for community preceptors and provides the connection that assures a quality medical student educational experience.
- Responsible for creating and maintaining an evaluation mechanism where teaching quality and student satisfaction can be regularly assessed.

GRADUATE MEDICAL EDUCATION (GME)

- Responsible for implementation of the long-term strategic direction of all Graduate Medical Education (resident and fellowship) teaching programs and activities at the Center.

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- Assures that graduate medical education activities are perceived and work as a component of the Center.
- Responsible for achieving and maintaining institutional compliance/accreditation and program excellence of all graduate teaching programs at the Center in accordance with American College of Graduate Medical Education (ACGME) requirements. Ensures that all teaching programs/activities and the institution(s) meet and exceed existing and new ACGME requirements.
- Serves as the ACGME "designated institutional official" (DIO) and chairs, or designates the chair, of the Center's Graduate Medical Education Committee.
- Develops, recommends and implements the annual education plan and programs necessary to meet the strategic plan and direction established by the academic board of directors.
- Develops, implements and monitors the annual budget for graduate medical education and demonstrates expected outcomes.
- Appoints, provides direction and supervises residency and fellowship directors, the Director of Medical Education and the Director of Curriculum and Evaluation. Serves as a resource for problem solving, strategic planning and innovation.
- Works with program directors, the board of directors and other leadership to assess full and part-time faculty needs. Conducts, with relevant program directors, negotiations with private physicians to provide resident and fellow teaching (i.e. specialty rotations, ambulatory clinical experiences, etc.)
- Works with program directors and senior leadership to recruit preceptors, sites, and other facilities of the Center not currently used for education.
- Encourages and supports (through financial and personnel resources) appropriate program and faculty participation in local, regional and national demonstration projects related to graduate medical education and curricular development.
- Reviews, revises and makes recommendations to the board for the appropriate number of residents in each residency to ensure supply meets demand

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NON-ESSENTIAL FUNCTIONS:

The following non-essential job functions are listed to inform you of significant duties and/or skills that form some of the bases for evaluation for merit increases of employees in this position. This does not exclude consideration of applicants who do not possess the ability to perform those skills or duties upon application:

- Performs other duties as assigned or as necessity dictates.

SPECIALIZED KNOW-HOW & REQUIREMENTS:

- Doctor of Medicine (M.D.) or Doctor of Osteopathy (D.O.) from an accredited medical school.
- Current license to practice medicine granted by the State of Wisconsin.
- Minimum of 5 years experience as a practicing physician.
- Minimum of 5 years experience in academic medicine.
- Thorough knowledge and understanding of current trends in health care delivery and medical education.
- Advanced business knowledge and understanding.
- Excellent written and oral communication skills.
- Excellent skills in problem solving, conflict resolution, negotiation and diplomacy.
- The ability to work cohesively with physicians, community leaders and board of directors.

MENTAL/PHYSICAL REQUIREMENTS:

- Will generally be exposed to a normal office environment.
- This position requires travel so will be exposed to weather and road conditions.
- Must be able to operate all equipment essentials in performing the job
- Exposure to hazardous materials or potentially infectious body fluid is possible