

Manager, Accreditation and Programs

National Jewish Health, located in Denver, Colorado has a full-time opportunity for a Manager of Accreditation and Programs to supervise the CME/CPE/CE Unit in the coordination, development, completion and implementation of educational activities by the Office of Professional Education. Responsible for ensuring compliance with all applicable CME/CPE/CE accrediting bodies and regulatory agencies, and enforcing compliance within the institution.

For consideration, please complete an application online in its entirety at <http://www.njcareers.org>

We are on facebook! Like us at www.facebook.com/NJHealthCareers

A Vision for the Future

For more than 111 years, National Jewish Health has been at the forefront of research and medicine. Today, we are pioneering the new era of preventive and personalized medicine by integrating the latest scientific discoveries and coordinated care for respiratory, cardiac and immune diseases. The Board of Directors and the medical and scientific leadership of National Jewish Health have embraced and invested heavily in a bold vision to expand and integrate care and research. Our phased plan entails adding new facilities for patient care and state-of-the-art research labs. With the commitment of the institution's leadership and philanthropic partnerships national in scope, National Jewish Health is poised to take the next steps for a brilliant future.

The Qualifications

Ability to multi-task effectively. Strong program management, mentoring and coaching skills, budgeting, negotiation, and contract skills required. Extensive computer skills: Excel, Word, and PowerPoint. Excellent oral, written and listening skills are mandatory. Supervisory experience needed. Must be able to work under pressure with accuracy. Deadlines common. Must be focused, able to problem solve and make decisions independently in a high-pressure environment. Efficient proofreading skills required.

Education

Bachelor's degree required. Bachelor's Degree in Business Administration or health care field preferred.

Certification and Licensure

CCMP and/or CMP preferred.

Work Experience

A minimum of five (5) years recent and related experience required. Experience working with physicians in a continuing medical education setting preferred.

- or - Any equivalent combination of Education and/or Experience

Person We Need

The spirit of innovation and a commitment to excellence are core values of the institution, and the person who joins our team must possess these attributes and work in tandem with faculty and staff.

The **Manager, Accreditation and Programs** will be responsible for the following:

- Supervises the Medical Education Project Specialists within Professional Education, overseeing the timely development and execution of high-quality, live and enduring educational activities.

- Develops and directs in-service and training on CME/CE/CPE processes, standards and regulations for Professional Education staff, program faculty, and the CME Committee.
- Determine the eligibility of external organizations and their activities for joint sponsorship and manage joint and co-sponsored activities for which NJH serves as the accredited provider.
- Oversees the CME/CE Unit within the department, including the CME application process, records tracking and management, circulation of CME materials to internal committees for review and approval, maintenance and tracking of the Conflict of Interest database.
- Stays current on legal, regulatory and policy changes affecting the field of CME/CPE/CE and implements new policies, procedures, and strategies within Professional Education to ensure the ACCME guidelines and other compliance requirements are met.

About National Jewish Health

National Jewish Health is one of the largest employers in Denver with 1,800 employees on campus and a total annual budget of \$204 million (FY 2011).

A cornerstone in the Denver healthcare community, National Jewish Health is a non-profit, non-sectarian institution.

National Jewish Health is an Affirmative Action/Equal Opportunity Employer, and we are committed to hiring a diverse and talented workforce. EOE/AA/M/F/Disabled/Vet/ Tobacco Free Campus.

Benefits

National Jewish offers a complete benefits package to eligible employees including: Medical, Dental and Vision Coverage; 403(b) Retirement Plan; Flexible Spending Accounts; Life Insurance; Long-Term Disability Coverage; Long-Term Care Coverage; Employee Assistance Program; Tuition Reimbursement (after 6 months of employment); Legal Plan; Free Parking