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| <b>Title:</b>  | Medical Education Coordinator  |  |
| <b>Facility:</b>   | ELMC & ESJH  |  |
| <b>Dept. Name/#</b>  | Medical Education 100-8620 & 102-7960  |  |
| <b>Effective Date:</b>                                     | 01/01/ 10  |  |
| <b>Job Summary Overview:</b>                               | 1. Medical Education: Develops plans, organizes, coordinates, and implements an accredited Continuing Medical Education (CME) program that is consistent with the Accreditation Council for Continuing Medical Education's (ACCME) Essentials for Continuing Medical Education and accredited by the Colorado Medical Society.   |  |
| <b>Job Duties:</b>   | <ul style="list-style-type: none"> <li>• Develop, plan, implement, and evaluate the CME programs at ELMC and ESJH to ensure continued reaccreditation.</li> <li>• Develop, plan, and present continuing medical education programs that are based on identified needs at ELMC &amp; ESJH.</li> <li>• Maintain CME records for all attendees.</li> <li>• Works with hospital quality departments to assist in the education of physicians on identified quality projects</li> <li>• Collaborate with Medical Staff Members and hospital departments to design CME programs that meet assessed needs.</li> </ul> |  |
|  | <b>MINIMUM REQUIRED QUALIFICATIONS</b>   | <b>PREFERRED QUALIFICATIONS</b>  |
| <b>Education/ Experience</b>                               | <ul style="list-style-type: none"> <li>• High School Diploma or equivalent.</li> <li>• Excellent written/interpersonal skills.</li> <li>• Must be able to use personal vehicle to travel to/from various Exempla locations.</li> <li>• Computer proficiency in Windows and the internet.</li> </ul>  | <ul style="list-style-type: none"> <li>• Associate or Bachelor's degree in relevant professional field (e.g., nursing, healthcare-related, statistics, or computer science) preferred.</li> <li>• Two years Continuing Medical Education experience preferred.</li> <li>• Computer proficiency in Excel, Access, and PowerPoint preferred.</li> <li>• Experience in a healthcare delivery system preferred.</li> </ul> |
| <b>Other</b>   | In addition to the responsibilities described above, the role may include such other responsibilities and duties as assigned from time to time, based upon Medical Staff and Exempla Healthcare needs or requirements.   |  |
| <b>Working Conditions, Material and Equipment Involved</b> | Computers, telephones, pagers, fax machines, audio-visual equipment, office equipment, and dictation equipment.  |  |
| <b>Licensure / Certification</b>                           |  | <ul style="list-style-type: none"> <li>• NCCME Certification</li> </ul>  |
| <b>Work Environment / Physical Activities</b>              |  |  |
| <b>Hazardous Exposure Category</b>                         | <u>II</u> . Involves no exposure to blood, body fluids, or tissues, although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids.   |  |
| <b>Lifting Requirements</b>                                | <u>Sedentary work</u> . Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.   |  |

**PHYSICAL REQUIREMENTS: ADMINISTRATIVE POSITION  
FREQUENCY**

| Never (N)  | Occasionally(O) |  |   |   | Frequently(F)   |   |                           |  | Constantly(C) |   |   |   |   |
|--|-----------------|--|---|---|---|---|---------------------------|--|---------------|---|---|---|---|
| 0%   | 1 - 33%         |  |   |   | 34 - 66%  |   |                           |  | 67 - 100%     |   |   |   |   |
| To be moved: Include weight of object and distance carried                                     |                 |  |   |   | <u>Description of movement:</u> lift/lower, push/pull, carry, reach above |   |                           |  |               | N | O | F | C |
| Patients:  |                 |  |   |   |   |   |                           |  |               | X |   |   |   |
| Supplies: bottles of water-50 lbs., misc. paper/supply boxes up to 50 lbs. up to 10 yds.       |                 |  |   |   | lift/lower, carry, reach above, with assistance                           |   |                           |  |               |   | X |   |   |
| Equipment: computer equipment, typewriters, misc. office equipment up to 50 lbs. up to 10 yds. |                 |  |   |   | lift/lower, carry   |   |                           |  |               |   | X |   |   |
| Physical   |                 |  | N | O | F   | C | Physical                  |  |               | N | O | F | C |
| Standing:  |                 |  |   | X |   |   | Fingering:                |  |               |   |   | X |   |
| Walking:   |                 |  |   | X |   |   | Handling:                 |  |               |   | X |   |   |
| Sitting:   |                 |  |   |   | X   |   | Feeling:                  |  |               |   | X |   |   |
| Stooping:  |                 |  |   | X |   |   | Visual acuity: near       |  |               |   | X |   |   |
| Kneeling:  |                 |  |   | X |   |   | Visual acuity: far        |  |               |   | X |   |   |
| Squatting:   |                 |  |   | X |   |   | Depth perception:         |  |               |   | X |   |   |
| Climbing:  |                 |  |   | X |   |   | Color discrimination:     |  |               |   | X |   |   |
| Balancing:   |                 |  |   | X |   |   | Peripheral vision:        |  |               |   | X |   |   |
| Other:   |                 |  |   |   |   |   | Talking:                  |  |               |   |   |   | X |
| Reaching-above shoulder:   |                 |  |   | X |   |   | Hearing:                  |  |               |   |   |   | X |
| Reaching-at or below shoulder:   |                 |  |   | X |   |   | Running:                  |  |               | X |   |   |   |
| Grasping:  |                 |  |   | X |   |   | Other:                    |  |               |   |   |   |   |
| Physical surroundings:   |                 |  | N | O | F   | C | Environmental conditions: |  |               | N | O | F | C |
| Cold(50f or less):   |                 |  | X |   |   |   | Chemicals:                |  |               |   | X |   |   |
| Heat(90f or more):   |                 |  |   | X |   |   | Gases/Fumes:              |  |               |   | X |   |   |
| Dampness:  |                 |  |   | X |   |   | Dust:                     |  |               |   | X |   |   |
| Inside work:   |                 |  |   |   | X   |   | Radiation:                |  |               |   | X |   |   |
| Outside work:  |                 |  |   | X |   |   | Other: CRT                |  |               |   | X |   |   |
| Walking surface: carpet/tile, cement/asphalt, various  |                 |  |   |   | X   |   | Vibration:                |  |               |   | X |   |   |
| Heights: step stool  |                 |  |   | X |   |   | Noise: low to moderate    |  |               |   | X |   |   |

**JOB APPRAISAL SUMMARY AND SKILLS INVENTORY  
ASSESSMENT**

**Medical Education Coordinator JOB EXPECTATIONS CRITERIA AND PERFORMANCE SHEET**

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| <p><b>TECHNICAL SKILLS</b></p> | <p>Ability to:</p> <ul style="list-style-type: none"> <li>• Collaborate with Medical Staff Members and hospital departments to design CME programs that meet assessed needs.</li> <li>• Query multiple databases and electronic formats for data relative to CME functions.</li> <li>• Coordinate assigned projects,.</li> <li>• Manage systematic collection and reporting of relative regulatory and accreditation requirements.</li> <li>• Prepare clear, concise, understandable tables, graphs and reports.</li> <li>• Identify and incorporate comparative and benchmark practices into reporting.</li> <li>• Evaluate projects and make recommendations based on the success of the implementation process and the significance of the outcomes measures.</li> <li>• Participate in interdisciplinary task forces, committees, and councils as appropriate.</li> <li>• Assist in CME Committee Member's education in the applicable principles and methodologies relative to their roles.</li> <li>• Ensure compliance with applicable regulatory guidelines and requirements, state and federal statutes, Medical Staff Bylaws, Rules, and policies.</li> <li>• Support CME functions including but not limited to the coordination, communication, and reporting of committee meetings,</li> <li>• Aggregate, analyze, display, present, and maintain physician specific data.</li> <li>• Maintain software applications specific to the Medical Staff Services Department.</li> <li>• Develop and implement an initial and ongoing training programs for staff members using the software applications</li> <li>• Complete identified department specific competencies/skills.</li> <li>• Interfaces with third party vendors, creates reports to be used by end and monitors applications to ensure data security and integrity.</li> <li>• Demonstrate ongoing competency and skill in department specific competencies/skills.</li> <li>• Supports Medical Staff Leadership and Service, Department, Section, and Committee Leadership as requested.</li> <li>• Supports, coordinates, maintain books/minutes for assigned Medical Staff and Hospital Committees.</li> <li>• Assists other Medical Staff leaders in maintaining and supporting task forces when needed.</li> <li>• Schedules appointments, arranges meetings and maintains minutes as requested.</li> <li>• Enters data, collates information, creates and generates reports as needed.</li> <li>• Composes professional correspondence as requested by Medical Staff Leadership or other Medical Affairs management team.</li> <li>• Serves as a liaison between other hospital departments ensuring customer requests and needs are referred appropriately in a seamless, coordinated fashion.</li> <li>• Performs administrative task such as mailings, copying of jobs and other special clerical projects as requested.</li> <li>• Promotes the quality of work provided by the Department by reviewing reports, letters, memos, and other correspondence for accuracy before signatures and distribution.</li> <li>• Represents and adheres to the mission, philosophy, vision and objectives of the organization.</li> </ul> |
| <p><b>SERVICE-FOCUS</b></p>    | <ul style="list-style-type: none"> <li>• Meets the expectations and requirements of internal and external customers.</li> <li>• Acts with customers in mind.</li> <li>• Establishes and maintains effective relationships and gains customers' trust and respect.</li> <li>• Develops positive working relationships with customers through responsiveness and delivery of accurate, timely and effective services.</li> <li>• Exhibits effort and follow-through in resolving customer problems and needs in a timely manner or keeps customer frequently abreast of developments and the status of issue(s).</li> <li>• Brings resolution to issues on a timely basis and within policies or established standards.</li> <li>• Facilitates meetings (CME and other) and the flow of information to Medical staff groups and hospital departments.</li> <li>• Collaborates with CME Leadership to define, evaluate, and revise applicable policies and procedures.</li> <li>• Assists with and supports committee education regarding the regulatory requirements and other applicable accreditation standards applicable to CME and IRB functions.</li> <li>• Represents and adheres to the mission, philosophy, vision and objectives of the organization.</li> <li>• Demonstrates the Service Behaviors consistently.</li> <li>• Promotes the satisfaction of physicians who practice at ELMC.</li> </ul>  |
| <p><b>JOB KNOWLEDGE</b></p>    | <ul style="list-style-type: none"> <li>• Able to understand and apply information, policies, procedures and skills required by the position.</li> <li>• Is adept with qualitative, quantitative or technical tools needed to perform the job.</li> <li>• Computer proficient with applicable hardware and software.</li> <li>• Able to identify and seek out self-learning opportunities and other education when indicated.</li> <li>• Collaborates effectively, efficiently, and appropriately with Medical Staff Members and Committee Leadership and Members.</li> </ul>   |

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| <b>QUALITY OF WORK PRODUCED</b>        | <ul style="list-style-type: none"> <li>• Role functions are performed with accuracy, neatness and thoroughness.</li> <li>• Tasks are performed to completion and errors are minimized.</li> <li>• Employee anticipates needs of user and ensures these needs are taken into consideration when completing assignments.</li> <li>• Does not always take the quick and easy way, rather ensures quality outcomes and timely work delivery.</li> </ul>   |
| <b>PRODUCTIVITY / QUANTITY OF WORK</b> | <ul style="list-style-type: none"> <li>• Amount and extent to which work produced consistently meets requirements.</li> <li>• Able to complete assigned tasks within a specific time frame.</li> <li>• Seeks additional tasks when assigned tasks are completed.</li> </ul>   |
| <b>PLANNING AND ORGANIZING</b>         | <ul style="list-style-type: none"> <li>• Able to plan and effectively organize work recognizing all parties needs.</li> <li>• Establishes appropriate priorities and meets deadlines.</li> <li>• Anticipates issues so as to improve the quality of products/services produced or delivered.</li> <li>• Is viewed by customers and peers as producing quality work with highest level of productivity and efficiency.</li> </ul>  |
| <b>COMMUNICATIONS</b>                  | <ul style="list-style-type: none"> <li>• Expresses thoughts clearly and concisely (verbal and written).</li> <li>• Listens attentively to understand information provided by others.</li> <li>• Keeps necessary people informed and up-to-date.</li> <li>• Demonstrates effective presentation skills.</li> <li>• Projects poise and credibility in meetings.</li> <li>• Develops all materials with target audience in mind.</li> <li>• Maintains the confidentiality of all business/work and Medical Staff information.</li> <li>• Support and promotes the Mission and Vision of Exempla Healthcare.</li> </ul> |
| <b>TEAMWORK / INTERPERSONAL SKILLS</b> | <ul style="list-style-type: none"> <li>• Cooperates with Medical Staff Members and co-workers to participate productively in a group environment</li> <li>• Promotes unity and offers support within the group, between functions, and across departments to accomplish objectives</li> <li>• Is sought out by Medical Staff Members and peers to seek resolutions to issues and is thought of as a key contributor to the team</li> <li>• Contributes to a positive work environment that is supportive of coworkers and patients' needs</li> </ul>  |
| <b>SUPERVISION REQUIRED</b>            | <ul style="list-style-type: none"> <li>• Independently carries out instructions and responsibilities and follows through with impacted parties/areas.</li> <li>• Seeks assistance appropriately.</li> <li>• Utilizes resources in an appropriate and cost-effective manner.</li> <li>• Works constructively with the CME Medical Director, Medical Staff Members, and Medical Staff Services Director.</li> </ul>   |
| <b>RELIABILITY</b>                     | <ul style="list-style-type: none"> <li>• The employee's dependability in reporting for work as scheduled and on-time</li> <li>• Review impact of any unplanned absences, lateness, or leaving work before the end of the regularly scheduled shift. Also take into account the accurate and timely reporting of time worked, breaks, lunch periods, paid time off, etc.</li> </ul>  |
| <b>MANAGING CHANGE (ADAPTABILITY)</b>  | <ul style="list-style-type: none"> <li>• Able to understand and adjust to change in priorities, direction, operation, and willing to try new ideas.</li> <li>• Assist and support Medical Staff and other adapt and adjust to changes in priorities, direction, operation, and willingness to try new ideas.</li> </ul>   |

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| <b>MANAGING DIVERSITY</b> | <ul style="list-style-type: none"><li>• Deals effectively with all races, nationalities, cultures, disabilities, ages, gender and sexual orientation.</li><li>• Supports equal and fair treatment of employees, co-workers, patients and visitors.</li></ul> |
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