

CME Manager

Contact: Liz Heath

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Facility: St. Mary's Hospital and Medical Center, Grand Junction CO - <http://www.stmarygj.com/>

Shift: Part Time - 20hrs per week - Day shift

DUTIES & RESPONSIBILITIES

Responsible for overall management of program staff and the organization's accreditation status to ensure regulatory compliance of all CME activities within guidelines of ACCME, AMA and other regulatory agencies. o Reviews and approves all CME activities for certification – including live, jointly sponsored, and enduring materials and RSC activities. o Develops implements and monitors department budget, course budget and financial reports for all CME activities. Directs the internal operation of CME. o Responsible for hiring, training, annual review of all CME staff. o Management of CME Program's Conflict of Interest System o Management of quadrennial ACCME Self Study process and site visit. o Reviews and approves annual reports to the CMS and the AAFP o Oversight of regularly scheduled activities (RSC) system. o Coordinates jointly sponsored CME programs for compliance with ACCME Essential Areas and policies. o Administer CME Committee and planning for all CME meetings Develops, plans and implements CME activities in collaboration with department chairs and faculty members. Develops training manuals and annual training sessions for CME course directors and RSC coordinators. Oversee preparation and submission of the annual reports to the CMS and AAFP and other organizations as needed. Verify completion of all CME activity budgets, once the activity is over. Ensuring that a reconciled budget is in the files for every activity within 45 days of the event. Develop and maintain CME contacts in Colorado and around the country. Reviews and negotiates with outside organizations for CME sponsorships (includes commercial support). Maintain written guidelines for working with outside organizations for CME joint sponsorship agreements. Maintains oversight of course objectives and assist with maintaining proper CME language (refine objectives to meet CME requirements). Develops, edits, implements, disseminates and enforces all CME Policies and Procedures.

JOB REQUIREMENTS The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Bachelors Degree Required. Master's degree in relevant clinical area preferred. Experience in lieu of graduate education may be considered.

Experience: More than three years CME administrative and management experience in a hospital setting preferred as well as five years clinical background.

License / Certification / Registration Colorado clinical license or clinical certificate as appropriate for specialty.

Working Environment: Works in a well lit, heated and ventilated area. Position requires considerable mobility throughout the facilities. Potential exposure to routine, communicable diseases through regular contact with employees and the public at large.