UNIVERSITY OF SOUTHERN CALIFORNIA

Continuing Medical Education Specialist

Job Code: 133102

Grade: I
OT Eligible: Yes
Comp Approval: 4/23/2012

JOB SUMMARY:
Plans, coordinates and implements continuing medical education events and activities of varied duration and locations that provide medical knowledge and techniques to help practicing physicians and allied health personnel keep abreast of developments in medicine with the goal of enabling them to provide optimal patient care. Adheres to procedures and practices in accordance with Accreditation Council for Continuing Medical Education (ACCME) guidelines. Serves as a community liaison and key resource for event and activity information.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

______ Plans and implements continuing medical education events and activities. Oversees all aspects of continuing medical education events and activities from inception to completion such as program planning and scheduling, coordinating registration, venue and hotel services management, coordinating and managing local and guest faculty, solicitation and management of commercial supporters, instructional aids, billing, honoraria payments, expenses, audiovisual needs, appropriate course evaluation and data collection, and maintenance of records, etc. Establishes and communicates program priorities and deadlines. Resolves problems as needed.

______ Researches and analyzes sources of funding and matches best funding sources to the specific educational event and/or activity; produces an information packet for educational grant requests and completes funding applications and budgets for submission to funding agencies; prepares responses to Requests for Proposals, reviews agreements, maintains proper educational grant documents for ACCME finance and accounting.

______ Provides guidance to others for educational events and activities and participates in the compilation and analysis of needs assessment data, development of description and program objectives for the educational events and/or activity and ensures that information presented is evidence-based and designed to advance optimal patient care. Researches and identifies trends and needs on an ongoing basis. Conducts formalized needs assessments related to each activity.

______ develops and maintains information systems and procedures to facilitate the operations of continuing medical education activities.

______ Interprets and ensures adherence to state laws, federal guidelines and other rules, regulations, and guidelines of related organizations.

______ Develops and/or recommends strategies to ensure acquisition of appropriate venue, faculty, course materials and instructional aids for educational events and activities and/or marketing strategies and selection of promotional methods that will target the appropriate audience. Prepares course descriptions and write-ups that promote outstanding physicians and cutting-edge contributions in healthcare. Determines size, layout, number and distribution of marketing pieces, as needed. Designs and typesets marketing pieces in preparation for printing.
Administers budget(s). Gathers, analyzes and reports data. Monitors assigned budget lines and reports variances. Provides projections and recommendations, as requested. Provides financial reports, as required.

Ensures continuous accreditation with the Accreditation Council for Continuing Medical Education (ACCME), American Medical Association (AMA), and other organizations, as appropriate, that regulate physician education. Maintains processes and procedures for tracking and reporting of required elements for all accredited programs. Coordinates continuing medical education (CME) credit functionality across all activities to ensure seamless tracking and reporting of credits.

Coordinates grand rounds. Develop schedules, invite speakers, manage reimbursements and facilitate all aspects of weekly presentation (e.g., audiovisual supporting, posting weekly announcements, coordinate CME credit, etc.).

Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

3 years

Minimum Field of Expertise:

Possess practical and administrative accredited medical education experience. Experience in soliciting continuing medical education grant funds from specified industry accounts. Experience with current ACCME accreditation criteria. Possesses working knowledge of the U.S. healthcare system, particularly regulations governing physician education, the pharmaceutical and device industry and the physician practice environment. Demonstrated strong skills pertinent to team work, communication, analytic problem solving and education advocacy. Demonstrated strong interpersonal, critical thinking and communication skills. Knowledge of and functional competency with computers, software, data systems and other electronic devices and methods used to deliver educational programs.
Preferred Experience:
5 years

Preferred Field of Expertise:
Practical and administrative accredited medical education experience in a university or independent academic medical center with sizeable medical student, resident/Fellow and CME education operation. Experience with regularly scheduled series (ground rounds).

Skills: Administrative:
Communicate with others to gather information
Compute totals
Coordinate events
Establish filing systems
Gather data
Input data
Maintain filing systems
Prioritize different projects
Research information
Understand and apply policies and procedures
Understand and enforce regulatory guidelines
Use database and/or word processing software
Verify calculations

Skills: Other:
Analysis
Assessment/evaluation
Budget control
Budget development
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Marketing
Organization
Planning
Problem identification and resolution
Scheduling

Skills: Machine/Equipment:
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or resource workers.

Comments:
Must have reliable form of transportation and valid California driver's license.
SIGNATURES:

Employee: ___________________________ Date: __________________________
Supervisor: __________________________ Date: __________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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