



DATE: 2/2023

<b>TITLE: Fellowship Coordinator</b>		
<b>HUMAN RESOURCES USE ONLY:</b>	<b>SALARY TABLE: AP</b>	<b>CLASS CODE: PN395</b>
<b>UNION: P&amp;A Local 1979 U.A.W.</b>	<b>SALARY GRADE: 11</b>	<b>EEO CODE: 30</b>
<b>JOB GROUPING:</b>	<b>FLSA: Non-Exempt</b>	<b>EMPLOYEE CLASS: PN</b>

**POSITION PURPOSE**

The Fellowship Coordinator is responsible for coordinating all operational aspects and overseeing the day-to-day operations of the assigned fellowship program in the Wayne State University Graduate Medical Education (GME) Office. Ensures compliance with Accreditation Council for Graduate Medical Education (ACGME) program guidelines and ensures program objectives are met, while identifying gaps and making recommendations for program improvement

<b>Essential Job Functions</b> (Group similar job duties together).	<b>Estimate % of time Performing Job Duties</b>
Coordinate all aspects of fellowship program processes and practices, including participation in the fellowship recruitment and selection process.	40
Oversee day-to-day program reporting. Maintain and update case logs; coordinate fellowship evaluations, duty hours, conference attendance, etc. Evaluate successful completion of medical fellows requirements. Serve as a member of Clinical Competency Committee, participating in remediation process when there is non-compliance, determining fellow's ability to continue medical training. Evaluate medical fellows' self-reporting compliance requirements. Follow up with medical fellows, holding them accountable to meet requirements and participate in the remediation process when necessary. Counsel and advise medical fellows in paperwork and medical fellowship training matters.	30
Serve as a liaison between the GME Office Leadership and Program Directors, Fellows and Departmental Program Coordinators. Interpret program certification guidelines, identify gaps in program operations and makes recommendations for improvement. Create and submit reports that maintain program certification with GME and ACGME offices.	10
Create communication plans detailing how and when information will be shared with clients, stakeholders and team members. Manage the marketing function of the fellowship program, including the development and updates to web-site content, monthly newsletters and other recruitment program materials. Prepare presentations and slides for training or marketing purposes.	5
Lead department special projects, apply project management methodology to ensure effective project progression and completion, and to identify continual upgrades and enhancements.	5

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Schedule training, work with vendors and presenters, oversee implementation, create course evaluations, collate results, etc. Assess overall training, and identify new ways to enhance fellowship experience and success. Provides input and recommendations to Chair and Director.	5
Other duties as assigned. ( Standard. Do not remove.)	5

**WORK CONTEXT**

*This grid characterizes the position scope.*

Job Reports to:	Director
Leadership Accountability:	Implements operating plans
Supervisory Accountability:	None
Organizational Accountability:	None
Financial Accountability:	Monitors expenditures
Customer Accountability:	Interfaces with customers inside the S/C/D
Freedom to Act:	Subject to regular review by supervisor

**MINIMUM QUALIFICATIONS**

**Education** Bachelor's degree

Bachelor’s degree in health care administration or related field from an accredited college/university. An equivalent combination of education and/or experience may be accepted.

**Experience** Experienced (minimum 2 years of job-related experience)

Two years’ experience in an academic healthcare environment required. Experience in the operational activities of GME office environments including computing technology, recruitment and Association of American Medical Colleges (AAMC) and Liaison Committee on Medical Education (LCME) regulations. Experience in leading projects preferred.

**Knowledge, Skills and Abilities**

Considerable knowledge of University Graduate Medical Education (GME) and Accreditation Council for Graduate Medical Education (ACGME) policies and procedures desired.

Ability to be self-motivated, working independently. Demonstrated decision-making skills, in adherence with university and departmental procedure. Ability to prioritize and plan work activities, adapting to changing conditions. Can perform work with close attention to detail. Strong organizational skills and ability work with established deadlines and under pressure. Flexible and willing to adjust schedule for departmental needs.

Must be an effective communicator, both written and verbal, capable of communicating to both subordinates, peers and management as required. Good interpersonal skills required and strong customer service skills. Must be able to handle pressure situations, including dealing with sensitive and confidential human relations situations.

Ability to compare, contrast and quality check work with a keen attention to detail. Strong analytical skills required including critical thinking, problem-solving skills. Must be able to work independently. Analyze and interpret data in hard copy or electronic form; detect errors and discrepancies. Must be able to demonstrate a good use of judgment.

Proficient in Microsoft Office and Website software. Demonstrated ability to generate complex spreadsheets and manage databases. Working knowledge of database systems.

**Working Conditions**

Works in a normal office environment.

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