

# Job Description



**DENVER HEALTH™**

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FOR LIFE'S JOURNEY

## Job Title: Residency Coordinator

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**Job Code:** DZZA5061

**FLSA Status:** Non-Exempt

**Job Class:** APT - Admin Professional/Technical

**EEO Code:** 02 - Professional

**Reports To:** Residency Program Manager

**Department:** ED Administration

**HR Approval:** Shaina Kumar

**Approval Date:** 2/11/2019

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### Summary

The Residency Coordinator, under the direction and supervision of the Residency Program Manager is responsible for assisting in the administration of the residency program as outlined in the Accreditation Council of Graduate Medical Education (ACGME) Program Requirements. The Residency Coordinator provides administrative support to the Residency Program Manager and Program Director of the residency, Chief Residents, and provides support to faculty, residents, and fellows. The Residency Coordinator additionally will interact with faculty, residents, fellow(s), medical students and institutional and regulatory administrative offices as directed by the Program Administrator.

### Essential Duties and Responsibilities

1. Coordinates the Emergency Medicine Residency Program (consisting of 68 residents) to include:
  - a. Coordinate the daily operations and logistics for the program.
  - b. Adhere to procedures and systems that ensure orderly and timely workflow.
  - c. Maintain knowledge of current medical licensure requirements, immigration policies, ACGME accreditation and institutional requirements.
  - d. Implement and updates program databases.
  - e. Coordinate with Chief Residents to maintain and distribute resident rotation schedules, call schedules, vacation/leave schedules, and meeting schedules.
  - f. Coordinate outside electives which include applications to hospital(s), malpractice coverage confirmation, and evaluation forms.
  - g. Process resident and faculty professional organization memberships
  - h. Prepare and distributes the yearly and monthly assignment schedules of the residents.
  - i. Distribute, collect, and tabulate all evaluation forms regarding residents, rotations and faculty and compiles and generates feedback for appropriate follow-up and reporting.
  - j. Maintain confidential resident and fellow files.
  - k. Coordinate Grand Rounds to include scheduling speakers, arranging speaker's travel and accommodations, and coordinating Grand Rounds presentation.
  - l. Arrange BCLS, ACLS, PALS, and ATLS and re-certification training courses.
  - m. Assist with resident travel and accommodations for national conferences.
  - n. Serve as liaison with other departments and affiliated institutions.

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- o. Maintain residency committee meeting minutes and develops reports as requested.
  - p. Prepares check requests, travel authorizations, fund reimbursements and expense reports. Maintains necessary records for Medical Education and/or Accounting Department.
  - q. Maintain biographical information on all residents and update information on alumni.
  - r. Handle highly confidential material for residency, fellowship, faculty, and institution
2. Coordinates the ACGME Accreditation and Reporting Requirements to External Agencies/Organizations:
- a. Compiles, updates and submits reports to ACGME/AOA, American Board of Emergency Medicine (ABEM), American College of Osteopathic Emergency Physicians (ACOEP), American Association of Medical Colleges (AAMC), American Medical Association (FREIDA), and other professional organizations as directed by the Program Administrator.
  - b. Compiles, tabulates and reports data for surveys, questionnaires, census reports, accreditation reports and other forms and documents required by internal and external agencies as directed by the Program Administrator
  - c. Coordinates resident bi-annual review.
  - d. Collect necessary information for developing appropriate database analysis tools to meet current ACGME/AOA requirements.
  - e. Coordinate the administration of the ABEM or the ACOEP National In-training Examinations.
  - f. Prepare and distributes all post-graduation emergency medicine verifications.
  - g. Collect, compile, submit and maintain all resident reports or projects
3. Recruitment of residents and fellows:
- a. Coordinate communication between applicants and program via e-mails, telephone and written correspondence.
  - b. Serves as an information source for the program, institution(s) and community.
  - c. Adhere to recruitment plan, time-line, guidelines, and policies and procedures for the department.
  - d. Maintain all interview materials used by faculty, residents and applicant.
  - e. Manage review of residency applications using the ERAS system as directed by the Program Director.
  - f. Coordinates all resident interviews and communications with applicants.
  - g. Coordinates applicants' interview day.
  - h. Plans and arranges interview social activities.
  - i. Manages ERAS software to produce residency applications, reports, and rank list.
  - j. Tracks all evaluation scores of interviewed applicant and prepare data for initial match rank list.
  - k. Sends post interview thank-you letters to all candidates.
  - l. Participate in the resident ranking meeting.
  - m. Administers and reviews post-match survey to applicants, recommends changes to improve next year's recruitment activities.
4. Coordinates Appointments, Reappointments, and Termination:
- a. Coordinates general orientation of new residents (includes department, clinical areas and institution).
  - b. Distribute and monitors the resident appointment and reappointment process.

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- c. Prepares and monitor resident completion and/or termination process.
  - d. Coordinates Information Service assignments such as pagers, voice mail, and computer access.
  - e. Inform incoming residents of documentation required by the primary institution and state licensing board and maintains records of compliance.
  - f. Coordinate all credentialing requirements of all initial appointments for interns as dictated by the primary and participating institutions as well as state licensing agency.
  - g. Instruct residents from foreign countries regarding the procedures that must be followed with INS, ECFMG and the state licensing board.
  - h. Assist new residents to ensure smooth transition to residency program.
5. Provides Administrative Support for Residents:
- a. Assist Chief Residents in creating yearly rotation schedule for residents, including yearly call, conference, and vacation schedules for the program.
  - b. Maintain and updates credentialing records/ curriculum vitae of core faculty on ACGME site.
  - c. Assist residents in preparation of presentations, abstracts, manuscripts and other documents relating to the Emergency Medicine Residency Program.
  - d. Provide support to committees as necessary.
  - e. Advise residents on departmental policies.
  - f. Attend resident meetings as requested.
  - g. Disseminate/distribute all training-related information for residents.
  - h. Prepare letters of recommendation/verification and maintains career resources for senior residents.
  - i. Prepare and distribute all post-graduation emergency medicine verifications.
  - j. Coordinate social and retreat activities for residents.
6. Departmental Facilities and Resources:
- a. Maintain learning materials including books, journals, computers, CD-ROM's, and other audio-visual materials.
  - b. Assist and tutor residents/staff in the use of computers and applications.
  - c. Maintain teaching files and other board study materials for residents.
  - d. Maintain audio-visual equipment.
  - e. Maintain the ED conference room schedule.
7. Other duties and responsibilities as assigned:
- a. Actively participates in professional organizations such as EMARC.
  - b. Attends at least one professional development meeting per year.
  - c. Miscellaneous duties and responsibilities as determined by the department.

## **Minimum Qualifications**

### **Education**

- 8. High school diploma or GED required.

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9. Bachelor's degree preferred.

## **Experience**

1. Three years of administrative experience required.
2. Experience in a dynamic, fast paced environment, preferred.

## **Knowledge, Skills and Abilities**

1. Exceptional organization skills.
2. Ability to independently prioritize work.
3. Ability to utilize resources effectively.
4. Critical thinking and problem solving skills.
5. Effective written and verbal communication skills.
6. Ability to adapt and adjust to new or changing situations.
7. Exceptional interpersonal and communication skills.
8. Ability to maintain confidentiality.
9. Understands the dynamics and objectives of the Emergency Medicine Residency and its relationship with the primary institution and participating institutions.
10. Understands the management structure of the residency and maintain effective relationships with supervisors and co-workers.
11. Understands general human resource functions and principles.
12. Understands general financial and budgetary processes and principles.
13. Understands principles of record keeping and confidentiality (including HIPAA compliance).
14. Understands ERAS software and applications.
15. Able to organize, schedule, and prioritize work for self and others to meet deadlines.
16. Able to utilize interpersonal skills to work effectively with others.

## **Computers and Technology**

1. Demonstrates proficiency with computer applications, online resources and equipment utilized by the department and institution.

## **Certificates, Licenses and Registration**

1. None.

## **Supervisory Responsibilities**

This position has no supervisory responsibilities

## **Work Environment and Physical Demands**

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job.

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<b>Physical Requirements</b>	
<input checked="" type="checkbox"/> Lifting < 10 lbs - Light <input type="checkbox"/> Lifting 10 - 20 lbs - Light-Med <input type="checkbox"/> Lifting 21 – 40 lbs - Medium <input type="checkbox"/> Lifting 41 – 80 lbs- Med Heavy <input type="checkbox"/> Lifting 81 – 120 lbs - Heavy <input type="checkbox"/> Lifting > 120 lbs – Very Heavy <input type="checkbox"/> Pushing/Pulling < 20lbs <input type="checkbox"/> Push/Pull 20 – 50 lbs <input checked="" type="checkbox"/> Distinguish colors <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Sitting <input checked="" type="checkbox"/> Standing <input type="checkbox"/> Bending <input type="checkbox"/> Kneeling <input type="checkbox"/> Squatting <input checked="" type="checkbox"/> Walking (Distance) <input type="checkbox"/> Climbing (Steps, etc.) <input type="checkbox"/> Reaching (overhead, extensive, repetitive) <input type="checkbox"/> 20/20 near visual acuity <input type="checkbox"/> Other:

## Health, Safety and Environmental

Employees are responsible for the Health, Safety, and Welfare of themselves, the environment and other people. All employees must comply with safety training, instructions and help to maintain a safe & clean working environment.

Employees must report any accidents, incidents, and near misses to management. Additionally, employees are expected to notify management of any dangerous or potentially dangerous situations or practices.

<b>Environmental Requirements</b>	
<input type="checkbox"/> Blood and body fluids <input type="checkbox"/> Biohazards (e.g., bacteria, fungi, viruses) <input type="checkbox"/> Radiation (ionizing, laser, microwave) <input type="checkbox"/> Toxins, cytotoxins, poisonous substances <input type="checkbox"/> Chemicals <input type="checkbox"/> Hazardous materials other than blood & body fluids <input type="checkbox"/> Communicable disease <input type="checkbox"/> Combative situations <input type="checkbox"/> Working Outdoors <input type="checkbox"/> Hot, cold, wet surroundings	<input type="checkbox"/> Dust, fumes, gases, mist, powders <input type="checkbox"/> Loud or unpleasant noises <input type="checkbox"/> Electrical hazards <input type="checkbox"/> Grease and oil <input type="checkbox"/> Vibration <input type="checkbox"/> Heights <input type="checkbox"/> Moving mechanical parts <input type="checkbox"/> Wear protective clothing/equipment <input type="checkbox"/> Use hand or power tools <input type="checkbox"/> Operate vehicles/machinery
Type of protective clothing, equipment, hand or power tools, vehicles and machinery used:	

Additional information can be found on the Denver Health Pulse under **Environment of Care and Safety**.

## The Denver Health Code of Conduct

All employees are expected to represent the values and maintain the standards contained in Denver Health Code of Conduct. The Denver Health Code of Conduct can be found on **PolicyStat**

## The Standards of Behavior

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To perform the job successfully, an individual should demonstrate the Standards of Behavior: **Trust, Respect and Excellence**. Detailed definitions and performance metrics for each behavior can be found on the Denver Health Pulse.

## **Changes to this Job Description**

The environment at Denver Health can be fluid. Roles and responsibilities may be altered to accommodate changing business conditions and objectives as well as to tap into the skills and experience of its associates. Accordingly, employees may be asked to perform duties that are outside the specific work that is listed. Regular, reliable, consistent, and punctual attendance is an essential function of this position. This position also may require you to work standard hours/shifts, as well as flexible hours before and after standard hours/shifts, and overtime or in excess of 40 hours in a work week.

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*I understand and accept the responsibilities outlined in this Job Description.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date