

# Job Description



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## Resident Program Supervisor – Emergency Medicine

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**Job Code:** 1644

**Position:** 7357

**FLSA Status:** Exempt

**EEO Code:** 02 - Professional

**Reports To:** Emergency Medicine Residency Director

**Department:** Emergency Medicine

**HR Approval:** Shaina Kumar

**Approval Date:** 3/19/2020

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### Summary

The Emergency Medicine Residency Program Supervisor, under the direction of the Emergency Medicine Program Director, is responsible for managing the administration of the Residency Program as outlined in the Accreditation Council of Graduate Medical Education (ACGME) Program Requirements. The EM Residency Program Supervisor provides supervision to other program support staff including the EM Residency Program Coordinator and the Medical Student Coordinator. Collectively they ensure efficient planning and execution of activities related to maintaining program accreditation, residency recruitment, resident education and the wellness of EM residents. This position is a member of the Residency Education, Curriculum, Clinical Competency, Recruitment, Diversity and Program Evaluation Committees. The EM Residency Program Supervisor interacts internally with faculty, fellows, residents, medical students, nurses, and educational / support departments and externally with regulatory agencies and the University of Colorado School of Medicine.

### Essential Duties and Responsibilities

1. Responsible, under the direction of the Program Director, for Residency ACGME compliance and accreditation.
2. Prepares, updates and manages ongoing accreditation information and reports satisfying regulatory requirements.
3. Manages annual accreditation reviews and site visit preparation processes.
4. Responsible for the oversight, scheduling and execution of didactic curriculum.
5. Manage the preparation and submission of all post graduate training verifications.
6. Maintains and oversees updating of Residency website.
7. Assists in applicant screening and selection to interview process. Oversees the resident interview process including schedules, materials, events, and other logistics. Participates in resident ranking process and reporting of FREIDA, AMA and NRMP / NMS.
8. Oversees resident initial appointment credentialing, reappointment and termination.
9. Oversees new resident orientation, training, and access to institutional systems as well as graduation planning.
10. Assists and advises Program Director / Chief Residents(s) in creating yearly resident rotation schedules incorporating curriculum requirements, creating yearly program call, conference and vacation schedules.
11. Oversees revisions to the Residency Handbook and develops / recommends residency program policies and procedures.
12. Assists in resident counseling meetings regarding educational planning, remediation and disciplinary actions.
13. With Program Director, prepares and manages residency departmental budgets, contracts, and alumni relationships.
14. With Program Director and Chief Resident(s), ensures compliance with accreditation duty hour standards.
15. Supports Program Director and Assistant Directors with essential functions described in their job descriptions.
16. Assists with the faculty development process.

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17. Directs the activities of the Residency and Medical Student Coordinators in support of departmental activities, mission, and strategic planning. Hires, evaluates, disciplines, and terminates this staff.
18. Participates in Residency Program quality improvement initiatives.
19. Other duties as assigned.

## **Minimum Qualifications**

### **Education**

1. Bachelor's degree required.
2. Master's degree preferred.

### **Experience**

1. Three years of programmatic experience or related experience required. Related experience defined as experience with grant funded programs, non-profit programs, research education, admissions, or similar experience in academia with significant mentorship, counseling, and supervision of residents, fellows, researchers, or similar students.

### **Knowledge, Skills and Abilities**

1. Exceptional organizational 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. Understand the dynamics and objectives of the Emergency Medicine Residency and its relationship with the primary institution and participating institutions.
10. Understand the management structure of the residency and maintain effective relationships with supervisors and co-workers.
11. Understand general human resource functions and principles.
12. Understand general financial and budgetary processes and principles.
13. Understand principles of record keeping and confidentiality (including HIPAA compliance).
14. Understand residency related software and applications.
15. Participate in institutional, departmental, community, and/or national meetings to remain informed about current academic trends and processes.
16. Effectively receives supervision/feedback from the Program Director.
17. Ability to organize, schedule, and prioritize work for self and others to meet deadlines.
18. Ability to utilize interpersonal skills to work effectively with others.
19. Work positively to resolve issues by bringing concerns to the appropriate person(s).

### **Computers and Technology**

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1. Advanced Microsoft Office product proficiency including Word, Outlook, Excel, Power Point and Visio.

## **Certificates, Licenses and Registration**

1. None

## **Supervisory Responsibilities**

This position will be responsible for, but not limited to, hiring, terminating, performance management, coaching, supervision, fostering teamwork, training and development of one or more employees.

## **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.

<b>Physical Requirements</b>	
<input checked="" type="checkbox"/> Lifting < 10 lbs - Light	<input checked="" type="checkbox"/> Sitting
<input type="checkbox"/> Lifting 10 - 20 lbs - Light-Med	<input type="checkbox"/> Standing
<input type="checkbox"/> Lifting 21 – 40 lbs - Medium	<input type="checkbox"/> Bending
<input type="checkbox"/> Lifting 41 – 80 lbs- Med Heavy	<input type="checkbox"/> Kneeling
<input type="checkbox"/> Lifting 81 – 120 lbs - Heavy	<input type="checkbox"/> Squatting
<input type="checkbox"/> Lifting > 120 lbs – Very Heavy	<input type="checkbox"/> Walking (Distance)
<input type="checkbox"/> Pushing/Pulling < 20lbs	<input type="checkbox"/> Climbing (Steps, etc.)
<input type="checkbox"/> Push/Pull 20 – 50 lbs	<input type="checkbox"/> Reaching (overhead, extensive, repetitive)
<input checked="" type="checkbox"/> Distinguish colors	<input type="checkbox"/> 20/20 near visual acuity
<input type="checkbox"/> Other:	<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"/> Dust, fumes, gases, mist, powders
<input type="checkbox"/> Biohazards (e.g., bacteria, fungi, viruses)	<input type="checkbox"/> Loud or unpleasant noises
<input type="checkbox"/> Radiation (ionizing, laser, microwave)	<input type="checkbox"/> Electrical hazards
<input type="checkbox"/> Toxins, cytotoxins, poisonous substances	<input type="checkbox"/> Grease and oil
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Vibration
<input type="checkbox"/> Hazardous materials other than blood & body fluids	<input type="checkbox"/> Heights

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<input type="checkbox"/> Communicable disease	<input type="checkbox"/> Moving mechanical parts
<input type="checkbox"/> Combative situations	<input type="checkbox"/> Wear protective clothing/equipment
<input type="checkbox"/> Working Outdoors	<input type="checkbox"/> Use hand or power tools
<input type="checkbox"/> Hot, cold, wet surroundings	<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**

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.*

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Employee Name

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

\_\_\_\_\_  
Date