

BROWN SURGICAL ASSOCIATES

POSITION DESCRIPTION

Job Title: Surgical Education Coordinator	Dept. Code: 600	OSHA: III
Department: Administrative	Salary Range:	Original Date: 8/28/2015
Immediate Supervisor: Office Manager		Last Revised: 2/11/2020

GENERAL SUMMARY:

Functions as the Program Coordinator to the Surgery Clerkship and Directors, Pediatric Fellowship Program Coordinator, and Course Leader for Surgical Grand Rounds for the Department of Surgery. Establishes and maintains related automated and manual documentation systems in support of program operation and development in accordance with hospital, university, accrediting and funding organization standards. Excellent interpersonal skills as well as a comprehensive knowledge of the University's, The Liaison Committee on Medical Education (LCME), and Lifespan hospital policies and procedures are required. The coordinator is to meet the goals of the Education Office.

Works independently, receiving little detailed supervision and guidance. Thorough knowledge of Microsoft Office and the administrative routine of the Surgical Education Department are fundamental to the position. Exhibits an understanding of the organization, its programs and procedures related to the operation of the office. Strong attention to detail. Expert handling of department issues and confidentiality is mandatory.

ESSENTIAL FUNCTIONS:

Student Clerkship Coordinator

- Front-line administrator for the Surgery Clerkship by coordinating student orientations, rotations, evaluations, oral exams, feedback sessions, lectures and maintaining clerkship program accreditation
- Serves as the liaison for Medical Students at the Alpert Medical School of Brown University and visiting students from other institutions including international medical schools
- Supports the two Primary Core Clerkship Course Directors in course development and design
- Works with Lifespan HR in obtaining approval for students who request shadowing experiences in Surgery and maintains schedule
- Proctors student shelf exams at the Alpert Medical School of Brown University and assists with grade submissions
- Coordinates Patient Liaison Program schedule, serves as contact for students
- Creates quality improvement reports with results

Pediatric Surgery Fellowship Coordinator

- Manages all aspects, including recruitment and selection, of Pediatric Fellowship program which is accredited by the Accreditation Council of Graduate Medical Education (ACGME)
- Responsible for the day-to-day management of the program
- Acts as education coordinator between attending physicians, fellows, institutional and regulatory administrative offices

Surgical Grand Rounds and Lectureships

- Coordinates Weekly Grand Rounds Lecture Series and Lectureships with program director and notifies the department regarding activities
- Obtains all necessary documents including evaluations CV, personal statement / bio sketch, disclosure, W-9, and Title/ Learning Objectives from lecturer and submits for approval to the CME office
- Submits yearly CME application for Lifespan approval
- Reserves rooms, orders catering, tables, AV services, brochures etc. as needed for scheduled receptions
- Assists lecturer with travel arrangements, itinerary and reimbursement as needed
- Maintains attendance tracks Maintenance of Certification (MOC) self-assessment credits
- Responsible for any other duties as may be assigned by the manager

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

- Graduate of an accredited secretarial school or college
- Three to five years' experience in an administrative office setting
- Computer proficiency in the following applications: Microsoft Office Suite, database development and maintenance, and Google documents/drive
- Attention to detail demonstrated by the utilization of proofreading, editing and typing accuracy
- Requires the ability to prioritize tasks and ability to meet strict deadlines independently
- Ability to represent the organization and the Department of Surgery in a professional manner and promote a positive image of the organization and its services