



Job Title: Residency Program Director/Designated Institutional Official
Department: Residency
Supervisor: Chief Medical Officer
FLSA Status: Exempt
Approved Date: 05-31-2022- Final

Position Summary

Oversees all aspects of residency training for CHCW. Also performs physician duties as required for accreditation of the program and in compliance with the standards of care established by CHCW. The PD supervises the professional staff of the Program in their teaching responsibilities and clinical activities where staff supervise or teach residents.

As the Designated Institutional Official (DIO) oversees compliance of the institutional and common program requirements of CHCW's training program(s) that are recognized by the Accreditation Council on Graduate Medical Education (ACGME).

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Leads the planning, implementation, and evaluation of all teaching and administrative activities of the Residency Program(s).
2. Ensures ACGME accreditation and compliance with Institutional, Common Program, and Specialty Specific Program requirements.
3. Monitors Residency Program(s) operations and teaching activity to assure compliance with accreditation bodies, payors (e.g. Medicare and Medicaid), and Teaching Health Center regulations.
4. Prepares, administers or delegates preparation and administration of current federal, state, and special agency grants-in-aid programs related to the Residency Program and pursues new grant opportunities as directed by the CMO.
5. Coordinates the strategic planning process for the ongoing growth and development of the Residency Program(s).
6. Supports the CMO in making community and public presentations to augment support of the residency program.
7. Works collaboratively with the CHCW Board of Directors, the Graduate Medical Education Committee and the Residency Program Faculty and staff to establish and fulfill the Residency Program's mission, objectives, and measures of effectiveness. Is a voting member of the Graduate Medical Education Committee.
8. Is a member of the CHCW leadership group, and ex-officio of the Board.
9. Acts as a liaison and maintains relationships with regional and national educational and institutional partners.

10. Demonstrates experience as a medical educator who embraces peer to peer interaction and has a demonstrated ability to cultivate opinion leaders in teaching and mentoring Residents as assigned.
11. Provides leadership for the Faculty of the Residency Program to include Faculty meeting management and coordination of large tasks such as curriculum revision, accreditation reviews, or internal reviews.
12. Supervises and evaluates the performance of Faculty in regard to the Residency Program. Oversee their teaching responsibilities, roles, scholarly activity, and community engagement according to CHCW personnel policy, protocols, and delegating responsibility to Faculty as appropriate.
13. Supervises the APD- Osteopathic, APD- OB, APD- FMS/Clinic, APD- Rural, BHC Education Program Director, and monitors compliance with AOA, AOBFM, and ACOFP regulations.

Core Family Medicine Physician Roles and Responsibilities:

1. Maintains regular office hours for the care of empaneled primary care patients including participation in call and coverage schedules as required.

Competencies

To perform the job successfully, the following competencies should be demonstrated.

Attendance/Punctuality - Is consistently at work and on time, as established; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

CHCW Culture - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values; follows policies and procedures; supports organization's goals and values; shows respect and sensitivity for cultural differences; follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan; asks for and offers help when needed.

CHCW is committed to attracting and retaining a diverse staff. We honor your experiences, perspectives, and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

Communications - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; keeps others adequately informed; selects and uses appropriate communication methods.

Customer Service for Internal and External Customers/Patients - Manages difficult or emotional customer/patient situations; responds promptly to customer/patient needs; solicits customer/patient feedback to improve service ; responds to requests for service and assistance; meets commitments.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; maintains confidentiality per policy and regulations; fluent in Microsoft Office programs, including Word, Excel, PowerPoint and Outlook and job related software and computers;

uses resources effectively; pursues training and development opportunities; adapts to new technologies; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics; adapts to changes in the work environment; changes approach or method to best fit the situation.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Teamwork - Exhibits objectivity and openness to others' views; gives and welcomes feedback; establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Leadership

Provides vision, inspires and motivates others to perform well; effectively influences actions and opinions of others; gives appropriate recognition to others; inspires respect and trust.

Defines responsibilities and expectations; sets goals and objectives; ensures progress toward goals; fosters team cooperation; supports group problem solving; includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages training and development; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills; addresses difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts; exhibits sound interviewing skills; presents positive, realistic view of the organization; makes quality hiring decisions; works within approved budget; develops and implements cost saving measures; aligns work with strategic goals; displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions; develops workable implementation plans.

Recommends or has the authority to hire, fire, advance or change the status of employees.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

MD or DO degree required. Additional preparatory instruction (e.g., National Institute for Program Director Development, Physician Management course, and/or Faculty Development Fellowship) is highly recommended. OB experience preferred, not required.

A family physician with a minimum of 4 years of experience in a family medicine residency program. Preferred experience includes professional activity in the field of family medicine and 2 years prior leadership roles. Evidence of scholarly activity desirable.

Certificates, Licenses, Registrations

Current Board certification as a Diplomat of the American Board of Family Medicine and/or American Osteopathic Board of Family Medicine. Current Washington State MD/DO license, Current DEA, BCLS Card, NRP Card, and ALSO Card required by hospital if doing OB Care. Current driver’s license and auto insurance. FQHC/CHC experience preferred but not required. Prior experience working with medically underserved populations and working with an Electronic Health Record (EHR) preferred. No restriction from participation with the Medicaid or Medicare programs. Ability to obtain credentials from appropriate health plans, and to be covered by CHCW malpractice liability carrier. Must hold an appointment in good standing on the medical staff of sponsoring Hospitals and must be qualified for, and receive, privileges to perform all patient care and resident supervisory duties commonly required. Bilingual in Spanish/English is preferred but not required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk and sit. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Print Name

Supervisor Signature

Date