Summary
The director of medical education is responsible for the organization, direction, implementation and quality management for education programs for physicians and physicians-in-training sponsored by Children’s Hospitals and Clinics of Minnesota. This includes all graduate medical education (GME) activities involving medical students, physician assistant students, residents and fellows, as well as all continuing medical education (CME) programs sponsored by Children’s for physicians on the professional staff, in the state and region.

Qualifications
- Physician licensed in the state of Minnesota
- Board certified in Pediatrics/Pediatric Specialty
- Active provision of clinical care for children (at least 1 day/week)
- Adjunct or regular faculty appointment in the University of Minnesota Medical School
- Demonstrated ability and excellence as a physician educator
- Knowledge of principles of medical education
- Knowledge of Joint Commission and ACGME requirements for graduate medical education
- Knowledge of ACCME requirements for continuing medical education
- Knowledge of medical education financing
- Excellent communication skills
- Excellent organization and management skills
- Excellent problem-solving skills

Career Path
Reports to: Vice President of Medical Affairs
Normally promoted from: Associate Director of Medical Education or comparable position
May be promoted to: Vice President

Responsibilities
1. Provide knowledge driven care delivery:
   - Provides services within the mission and vision of Children’s.
   - Implements the integration of knowledge in unit/department operation.
   - Continues personal and professional development to enhance job related competency.
2. Compliance:
   - Children’s Service Standards and Organizational Policies and Procedures.
   - Children’s Principles of Integrity and Compliance and Corporate Compliance Guidelines.
   - Regulatory, accreditation standards, and job/department specific competencies (Joint Commission, CMS, Patient’s Rights, Mandatory eLearning, etc).

3. Optimal use of resources:
   - Manages time effectively by completing work within scheduled time, adhering to break times, arriving for work on time and assisting others as available.
   - Manages resources effectively including supplies, equipment and personnel time.
   - Takes responsibility to maintain and enhance job related competencies.

4. Provide oversight and accountability for and maintain/enhance the quality of medical student and physician assistant student education including:
   - determining the appropriate number of students on required rotations
   - maintaining a good working relationship and communication with medical school and physician assistant school curriculum affairs directors
   - delegation of responsibility, when appropriate, to associate directors for clerkship experience
   - reporting on the quality of student experience and training
   - development of innovative educational experiences for students

5. Provide oversight and accountability for and maintain/enhance the quality of pediatric, medicine/pediatric and family medicine resident education including general pediatrics, emergency medicine, neonatology and continuity clinic rotations as well as other subspecialty elective rotations including:
   - Determining the appropriate number of residents on required rotations
   - Maintaining good working relationships and communication with all residency program directors and preceptors for specific rotations
   - Delegation of responsibility, when appropriate, to associate directors, teaching service site directors and chief residents
   - Reporting on the quality of resident experience and training

6. Provide oversight and accountability for graduate medical education programs involving residents in surgery, radiology, anesthesia and any and all other resident rotations including:
   - Maintaining good working relationships and communication with residency program directors and preceptors for specific rotations
   - Reporting on the quality of the resident experience and training
7. Provide oversight and accountability for graduate medical education programs involving fellows, including but not limited to neonatology, emergency medicine and all other fellowship rotations including:
   - Maintaining good working relationships and communication with all fellowship program directors and preceptors
   - Reporting on the quality of fellowship experience and training

8. Provide an annual report to the Education and Research Committee, the Performance Improvement Committee and the Board Quality Committee summarizing the scope and quality of all graduate medical education (GME) programs

9. Organize, implement and maintain/enhance the quality of the continuing medical education (CME) programs for the professional staff, as well as physicians in the state and region including:
   - Assuring compliance with all ACCME requirements for CME accreditation
   - Assuring certification of Children’s by the MMA as a CME provider
   - Directing the activities of the CME coordinator and CME assistant
   - Overseeing and directing the annual report to the MMA and the cyclic recertification report
   - Overseeing all CME accredited activities including Grand Rounds, focused seminars/symposia and Speaker Bureau presentations
   - Developing new CME programs

10. Chair of the Education and Research Committee
    - Develop the agenda for meetings
    - Efficient and effective conduct of meetings
    - Provide reports of meeting to the Professional Executive Council (PEC)

11. Represent medical education issues to other departments and committees at Children’s including:
    - Ex-officio member of PEC
    - Ex-officio member of Medicine Division Committee
    - Membership on other committees as requested
    - Support the implementation of Children’s programs as they relate to physicians and physicians-in-training
    - Work closely with advocacy and policy department regarding legislative issues, both state and national impacting graduate medical education
12. Represent Children’s graduate medical education programs to other institutions and organizations outside of Children’s including:
   - Member of the University of Minnesota Medical School Graduate Medical Education Council (GMEC)
   - Member of the Board of Directors for the Metro Minnesota Council for Graduate Medical Education (MMCGME)
   - Member of the University of Minnesota department of pediatrics intern selection committee (ISC)
   - Member of other medical school committees as requested

13. Organize, direct and oversee the efficient operation of the medical education department including:
   - Working closely with the department supervisor in the hiring, oversight and performance evaluations for department administrative support staff
   - Developing and implementing a strategic plan for the department
   - Delegating and overseeing the responsibilities and activities of the associate directors of medical education
   - Completing annual performance reviews for the associate directors and department supervisor
   - Working closely with the finance department in managing the department budget