Monterey County

MEDICAL EDUCATION COORDINATOR

DEFINITION

Under direction, evaluates continuing medical education needs and recommends educational programs; coordinates and schedules continuing medical education lectures and seminars; monitors education programs for California Medical Association (CMA) compliance; collects data on continuing medical education to prepare reports and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification within the Family Practice Residency Program at Natividad Medical Center Hospital, responsible for coordinating the continuing medical education program for physicians, residents, ancillary staff. The position reports to the Director of Family Practice Residency Program.

The classification is considered full working level and performs duties with minimum supervision. Work is reviewed occasionally, during progress or upon completion. The incumbent is responsible for handling day to day work problems, and would refer only significant work situations which represent changes from past procedures or policy to the supervisor for resolution.

EXAMPLES OF DUTIES

1. Conducts assessment of continuing medical education hospital needs by contacting physician staff, evaluating presumed and demonstrated needs, soliciting input from education committees and hospital staff

2. Assists Continuing Medical Education physician in determining program curricula and designing educational program goals and objectives; reviews and evaluates requests for educational programs for compliance with California Medical Association (CMA) standards and medical educational needs; monitors demonstrated needs for education; researches current topics and speakers available in the community; recommends program topics, goals and objectives

3. Coordinates and schedules continuing medical education lectures and programs by contacting physicians and other speakers; arranging for appropriate materials, equipment, travel itineraries of guest speakers; preparing program flyers, evaluations, outlines, letters of confirmation and arrangements

4. Ensures educational programs and materials are compliant with CMA standards by interpreting written guidelines and planning
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programs which are consistent in format; evaluates hospital medical education programs for Continuing Medical Education compliance to ensure continued accreditation status

5. Collects data regarding continuing education programs such as topics, attendance, speakers; maintains computer data base to produce statistical and narrative reports for use in program evaluation, determining future educational programs, monitoring continuing medical education credits, documenting educational programs for JCAHO and CMA accreditation

6. Schedules and monitors medical students; arranges for clinic schedules and educational programs by contacting hospital staff or community physicians; monitors student evaluations and maintains records of attendance hours

QUALIFICATIONS

A combination of experience, education and/or training which substantially demonstrates the following knowledge, skills and abilities:

Working knowledge of:

1. Medical terminology to understand and interpret requests for educational programs, conduct research on current topics of interest to the medical community, and interpret and apply California Medical Association and JCAHO standards

2. Modern office procedures and organizational methods to maintain program files and organize information

3. Correct grammar, rules of punctuation and spelling to write a variety of correspondence and reports

4. Continuing Medical Education process and procedures to evaluate requests and design and coordinate quality educational programs

5. Continuing Medical Education accreditation standards to ensure the Hospital’s accreditation and status as a CME provider

6. Quality assessment process as it relates to continuing educational programs to ensure JCAHO accreditation standards

7. Undergraduate medical education programs and processes to arrange well-rounded educational experiences for visiting medical students.

Some knowledge of:

Typical community resources to plan and organize educational programs.
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Skill to:
1. Operate a computer terminal and personal computer software programs to compile data and generate reports and correspondence
2. Operate basic audio-visual equipment.

Ability to:
1. Read, understand and apply written guidelines and standards
2. Communicate verbally in order to respond to requests and coordinate educational programs; make presentations to a variety of groups and individuals
3. Effectively communicate in writing to prepare reports and correspondence
4. Coordinate and organize details, calendars, equipment to plan and arrange medical educational programs
5. Create and maintain harmonious and effective relations with those contacted in the course of work.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Experience:

One year of experience performing continuing medical education program coordination, or two years experience as a Medical Staff Coordinator or secretary in an acute care facility which included duties coordinating and monitoring CME educational programs.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. The ability to read standard, printed text and data on a computer terminal display screen
2. The ability to hear telephone and face to face conversations
3. Manual dexterity to operate a computer keyboard
4. Ability to communicate verbally in a clear manner and with a volume required to respond to telephone and face to face inquiries.
CLASS HISTORY

Class Code: 80K22
Established: November 1992
Revised: June 1994
Former Title:

SC:lm
6/24/94

Bargaining Unit: J
EEO Category: OC

Approved by:

Date: 6/13/94