



VALLEY HEALTH TEAM

LIVE BETTER. VIVE MEJOR.

JOB DESCRIPTION

POSITION:	GRADUATE MEDICAL EDUCATION (GME) ADMINISTRATIVE ASSISTANT
REPORTS TO:	VICE PRESIDENT OF GME ADMINISTRATION
POSITIONS SUPERVISED:	NONE
CLASS:	REGULAR
CAT:	PART-TIME HOURLY

BASIC FUNCTIONS:

Provides general administrative support to the Vice President of Graduate Medical Education Administration

DUTIES AND RESPONSIBILITIES:

1. Interprets and applies policies from ACGME, other national accrediting agencies, partnering hospitals and health care facilities, to support compliance with applicable laws and regulations.
2. Assist with all activities of the monthly GME Committee meetings. This will include assisting with the scheduling and organizing meetings, the development of agendas, taking meeting minutes, maintenance of minutes and other records.
3. Assist with recruitment of new residents including arranging hotel lodging and transportation services.
4. Assist with onboarding and orientation of new residents including scheduling, creating and organizing materials.
5. Assist with graduation, resident retreat and other special events including scheduling, creating and organizing materials.
6. Assist with developing brochures, invitations, and other materials for events and other activities.
7. Assist with the preparation for ACGME Site Visits, CLER Visits, and internal reviews.
8. Assist with annual GME projects like the ACGME WebAds update, the Annual Institutional Review and the GME Strategic Planning Meeting.
9. Assist in the monitor and audits of programs to ensure Institutional and Program compliance with the ACGME standards. Assist with the development and /or implementation of dashboards and other tools needed to accomplish this task.
10. Provides general administrative support (i.e. makes copies, files documents). Assist with GME document tracking and file maintenance.
11. Performs other duties as assigned by the Graduate Medical Education Administrator
12. On a temporary basis, may be required to work at any satellite facility.
13. Contribute to team effort by assisting other departments as needed and while maintaining confidentiality of VHT's business.
14. Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
15. Observe and practice all VHT Patient Experience Service Standards as outlined in "World Class Practices: My Commitment to Care (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
16. Practice CICARE phone etiquette during all phone interactions.
17. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
18. Respect privacy and dignity of our patients, family members, visitors and co-workers.
19. Maintain professionalism in the presence of patients, their families, visitors and co-workers.
20. Act as a role model, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
21. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
22. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.

23. Perform other related duties, which may be inclusive, but not listed in the job description.

MINIMUM QUALIFICATIONS:

1. Associates Degree (in Business Administration, Public Administration, Health Administration or related field). Equivalent combination of experience and/or education will be considered in lieu of an associate's degree.
2. Must be computer literate and have working knowledge of MS Office Suite (e.g. Word, Excel, Power Point, Access, Visio, etc.)
3. Be self-motivated and have the ability to prioritize work and meet deadlines
4. Be well versed in modern office practices and procedures (including email)
5. Excellent oral and written communication skills – be able to provide information in a clear and concise manner; good interpersonal skills
6. Must demonstrate integrity, sound judgment and teamwork skills
7. Maintain and support the highest level of quality standards and customer service
8. Prior experience with a residency program preferred.
9. Fluent conversational English preferred
10. Ability to be flexible with work schedule.
11. Must have own transportation, valid California Driver's License and current proof of automobile insurance coverage
12. Capacity to provide world-class patient experience using CICARE principles and practices, take initiative to provide a world class patient experience in all encounters via email, phone or in person
13. Ability to be proactive.

TYPICAL WORKING CONDITIONS: The office setting is a normal work environment. Occasionally work during early morning, evening or weekend. May be subjected to temperature variances in the office.

TYPICAL PHYSICAL DEMANDS: Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

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 may come in contact with hazardous equipment such as liquid nitrogen, cleaning agents, and sharps. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy clinic day.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand that Valley Health Team Inc. will not be responsible in any manner for terminations which are due to defunding of Federal or State Contracts. I also agree that the VHT Board of Directors have the right to modify the Personnel Policies which govern my employment at any time.

This organization is an Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Employee's Signature

Date