



Continuing Medical Education Specialist Job Description

JOB INFORMATION

Job Code:	133102
Job Title:	Continuing Medical Education Specialist
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Program Management
Job Family Group:	Administration
Management Level:	7 Individual Contributor

JOB SUMMARY

Plans, coordinates and implements continuing medical education events and activities of varied duration and locations that provide medical knowledge and techniques to help practicing physicians and allied health personnel keep abreast of developments in medicine with the goal of enabling them to provide optimal patient care. Adheres to procedures and practices in accordance with Accreditation Council for Continuing Medical Education (ACCME) guidelines. Serves as a community liaison and key resource for event and activity information.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Possess practical and administrative accredited medical education experience. Experience in soliciting continuing medical education grant funds from specified industry accounts. Experience with current ACCME accreditation criteria. Possesses working knowledge of the U.S. healthcare system, particularly regulations governing physician education, the pharmaceutical and device industry and the physician practice environment. Demonstrated strong skills pertinent to team work, communication, analytic problem solving and education advocacy. Demonstrated

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
		strong interpersonal, critical thinking and communication skills. Knowledge of and functional competency with computers, software, data systems and other electronic devices and methods used to deliver educational programs.
	X	Practical and administrative accredited medical education experience in a university or independent academic medical center with sizeable medical student, resident/Fellow and CME education operation. Experience with regularly scheduled series (ground rounds).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Plans and implements continuing medical education events and activities. Oversees all aspects of continuing medical education events and activities from inception to completion such as program planning and scheduling, coordinating registration, venue and hotel services management, coordinating and managing local and guest faculty, solicitation and management of commercial supporters, instructional aids, billing, honoraria payments, expenses, audiovisual needs, appropriate course evaluation and data collection, and maintenance of records, etc. Establishes and communicates program priorities and deadlines. Resolves problems as needed.				
Researches and analyzes sources of funding and matches best funding sources to the specific educational event and/or activity; produces an information packet for educational grant requests and completes funding applications and budgets for submission to funding agencies; prepares responses to Requests for Proposals, reviews agreements, maintains proper educational grant documents for ACCME finance and accounting.				
Provides guidance to others for educational events and activities and participates in the compilation and analysis of needs assessment data, development of description and program objectives for the educational events and/or activity and ensures that information presented is evidence-based and designed to advance optimal patient care. Researches and identifies trends and needs on an ongoing basis. Conducts formalized needs assessments related to each activity.				
Develops and maintains information systems and procedures to facilitate the operations of continuing medical education activities.				
Interprets and ensures adherence to state laws, federal guidelines and other rules, regulations, and guidelines of related organizations.				
Develops and/or recommends strategies to ensure acquisition of appropriate venue, faculty, course materials and instructional aids for educational events and activities and/or marketing strategies and selection of promotional methods that will target the appropriate audience. Prepares course descriptions and write-ups that promote outstanding physicians and cutting-edge contributions in healthcare. Determines size, layout, number and distribution of marketing pieces, as needed. Designs and typesets marketing pieces in preparation for printing.				
Administers budget(s). Gathers, analyzes and reports data. Monitors assigned budget lines and reports variances. Provides projections and recommendations, as requested. Provides financial reports, as required.				
Ensures continuous accreditation with the Accreditation Council for Continuing Medical Education (ACCME), American Medical Association (AMA), and other organizations, as appropriate, that regulate physician education. Maintains processes and procedures for tracking and reporting of required elements for all accredited programs. Coordinates continuing medical education (CME) credit functionality across all activities to ensure seamless tracking and reporting of credits.				
Coordinates grand rounds. Develop schedules, invite speakers, manage reimbursements and facilitate all aspects of weekly presentation (e.g., audiovisual supporting, posting weekly announcements, coordinate CME credit, etc.).				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.