

Residency Coordinator Job Description

- Schedule and coordinate all travel/residential/international medical education activities, student loan arrangements and budgetary concerns
- Monitor and manage residency student loan repayments in compliance with the University Financial Aid Office (UFAO) policies and procedures
- Assist in providing a comprehensive review of work performed by residency program faculty members and staff
- Maintain a current list of the names of these individuals and contact information for their offices to assure timely acknowledgement of positive performance reviews
- Supervise the preparation and presentation of the annual report for the director that includes tuition/loan payment progress to the UFAO
- Conduct financial and operational audits of residency programs to assure compliance with various administrative standards set forth by ACGME
- Provide periodic review on behalf of the director on financial and performance trends within a residency program for support of reimbursement calculations and budgeting purposes
- Assist with initiation of new grant programs (e.g., grant writing, grant management), manage grant budgets, prepare daily reports from grant monitoring visits, analyze data produced by grants and submit reports to central administration via e-mail or hard copy format according to established deadlines.
- Participate in the development and implementation of new grant funding (e.g., looking over grant proposals, writing letters of intent to potential grant donors, working with the finance department on grant expenses and guarantees)
- Assist in development of a process for tracking residency program performance and other strategic initiatives that include planning,

competition and funding review (e.g., reporting on progress towards quality-improvement goals)

- Help in creating/implementing plan for simulation programs at the residency site; coordinating training programs for new faculty members; assist with planning/implementation of seminars, conferences and other educational opportunities for resident physicians
- Assist in creation of innovative residency education opportunities for residents and attending physicians
- Help with resident physician recruitment; target residency programs; create mock interview sessions with students at the institution.