**GENERAL DESCRIPTION**

**KEY JOB DUTIES/RESPONSIBILITIES**

- Executes the complete management and control of Continuing Medical Education/Continuing Education (CME/CE) activities to include planning, implementation, evaluation and documentation, in accordance with Dannemiller policies/procedures, ACCME Essential Areas, Standards, Elements, Criteria and other accrediting body standards and requirements.
- Submits, manages and reconciles associated Educational Grants for assigned Continuing Medical Education/Continuing Education (CME/CE) activities.
- Provides oversight for the development, direction, coordination and compliance of all continuing medical education activities.
- Leads the Education Committee(s) to achieve an integrated continuing education program and serves as the liaison to the committee in the instructional design of those activities.
- Directly supervises the Medical Education Department’s Project Managers and Data Scientist.
- Updates and maintains all Medical Education policies, procedures and forms.
- Represents the organization at all National/State/Local continuing medical education conferences.
- Performs other duties as assigned.

**Major Responsibilities/Tasks**

- Oversee new and renewed accreditation application(s).
- Responsible for the planning, development, management, and documentation of educational activities in coordination with educational joint providers.
- Responsible for completing any audit requests.
- Ensures Compliance with (but not limited to):
  - The Joint (ACCME, ACPE, ANCC), AAPA, CDR, and other accreditations as needed.
  - ACCME, ABA, ABIM, AMA, OIG, FDA Guidelines.
  - Reporting bodies—ACCME PARS, ABA MOC, ABIM MOC, AANA, etc.

**Education Requirements**

- Bachelor's Degree in Education, Communications or other related field. Master's Degree is preferred.

**Knowledge, Skills, & Abilities**

- Knowledge in adult learning theory, accreditation standards, computers, software, data systems, learning management systems and other platforms used to deliver educational programs.
- Strong skills pertinent to teamwork, communication, and staff management and supervision are required.
- Manage multiple projects simultaneously, work independently and meet deadlines.
- Strong organization with attention to detail.
- Word processing, database (Admin System) development/maintenance.

**Job Requirements**

- A minimum of 3 years experience in a CME/CE organization is required. Similar experience will be considered.
- The Director will hold at a minimum the Associate Certificate Healthcare CPD Associate credential and be actively working to obtain the Certified Healthcare CPD Professional (CHCP™, formerly CCMEP™) credential.
- Travel is ~20%.