

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Two Job Opportunities
Date: Friday, October 07, 2016 7:13:28 AM

Job Opportunity #1 -

Job ID: 45206 BR

Analyst IV – Accreditation Manager

Department: Office of Graduate Medical Education

Location: Parnassus

The Accreditation Manager reports to the Director of Graduate Medical Education (GME) and serves as a key member of the School of Medicine Dean's Office and OGME. The Accreditation Manager manages operations related to accreditation of the sponsoring institution (UCSF School of Medicine) and its approximately 90 ACGME-accredited and ABMS-accredited residency and fellowship programs.

The Manager plays a key role in designing, implementing, and maintaining systems for ensuring the full and continued accreditation of the sponsoring institution and ACGME/ABMS-accredited residency and clinical fellowship programs; serves as a liaison and consultant to departments and programs with regard to interpretation and execution of accreditation requirements and processes; manages systems for monitoring and tracking institutional and program policies, curriculum, duty hours, affiliation agreements, program letters of agreement, trainees, etc.; coordinates program reviews, RC site visits, and institutional reviews; produces program review reports and institutional review document; manages the Graduate Medical Education Committee; and monitors and tracks accreditation documents and correspondence between the ACGME, GMEC, ABMS, and DIO. The individual monitors and tracks the accreditation activities of the sponsoring institution and programs to ensure strict compliance with the ACGME Institutional Requirements, Common Program Requirements, and program-specific Review Committee (RC) Program Requirements. The Accreditation Manager analyzes and presents complex program and institutional data for continuous quality improvement of programs and the institution.

The Accreditation Manager position requires a high level of independence and outstanding communication skills, and the work is primarily self-directed and initiated. Performance is evaluated on the ability to meet goals and objectives within a multitude of tight deadlines. Ability to cultivate and maintain relationships with program administrators, program directors, and other colleagues both internal and external to UCSF is key to success in this position. The individual is expected to establish and monitor internal controls and work plans to ensure that quality outcomes are achieved on time, and that areas of deficiency and concern are remedied immediately. The work is complex and requires analytical and problem-solving skills and a keen attention to detail. This position independently formulates innovative solutions and requires the ability to make sound decisions and

recommendations quickly in a complex, politically charged environment.

Please contact Amy Day, Amy.Day@ucsf.edu for additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>.

Job Opportunity #2 -

Job ID: 45700 BR

Analyst IV – Educational Technology Manager

Department: Graduate Medical Education

Location: Parnassus

The Education Technology Manager reports to the Director of Graduate Medical Education (GME) and serves as a key member of the Office of GME team. The role is to develop, implement, and maintain education technology resources, particularly the GME management system, E*Value®. In addition, the Education Technology Manager is responsible for the design and development of innovative instructional content and implementation of various learning technologies as appropriate across the School of Medicine to all GME programs. The position requires a high-level of independence; the work is primarily self-directed. Performance is evaluated on the ability to meet goals and objectives within a multitude of tight deadlines. In this role the individual is expected to establish and monitor internal controls and work plans to ensure that quality outcomes are achieved on time, and that areas of deficiency and concern are remedied immediately. The work is complex and requires analytical and problem-solving skills and a keen attention to detail as well as outstanding communication skills in order to work with a wide variety of interested parties. This position independently formulates innovative solutions and requires the ability to make sound decisions and recommendations quickly in a complex, politically charged environment.

Please contact Amy Day, Amy.Day@ucsf.edu for additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>.

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