Medical Education Management: Finally a Description Worthy of the Position

Cara A. Giacomo, C-TAGME, Program Administrator[a] Kimberly Gilfedder, MA, IM/FM Clerkship Coordinator[b] Julie Randall, ACUME, Curriculum Assistant II[c]
Carrie Saviano, C-TAGME, Medical Education Manager[d] Ginger L. Wilson, ACUME, Student Program Coordinator III[e] *[a]Greenwich Hospital, Connecticut; [b]UCF College of Medicine, Florida; [c]Michigan State University College of Human Medicine, Michigan; [d]Norwalk Hospital, Connecticut; [e]The University of Oklahoma School of Community Medicine, Tulsa*

Introduction

In reviewing the data of national meeting attendance by clerkship administrators (CAs), the CDIM Clerkship Administrator Advisory Council (CAAC) found attendance was low. In an effort to increase awareness about this excellent opportunity, Council determined one way to promote attendance would be via the Clerkship Directors (CDs) with whom CAs work. The CAAC Chair reached out to CDIM Council to solicit their help to spread the word.

CDIM Council members were highly in favor of helping, however, requested that a position paper be written, essentially providing a job description to aid them in the process. As a result, a call went out to the clerkship administrator membership and a writing group was formed. At that time, the APDIM Program Administrators (PA's) were invited to participate in this endeavor as they too face the same challenge of receiving appropriate merit for their role in medical education.

The results of the process culminated in a position paper being written, but one that morphed from a detailed CA job description to one of a global job description, the validity of this role being a profession, the need for standardized job titles and a promotion structure for a medical education administrator/coordinator in UME/GME.

Exploration and Results

A focus group gathered data on program administrators with the goal of creating a publication that would validate their role as a profession.

Data review of more than 30 organizations revealed that the job responsibilities of an UME/GME administrator is very diverse. Regardless, the UME and GME roles overlap in terms of similarities in skill sets that enable them to provide a structured, educational environment for the benefit of medical students and residents.

As the paper evolved, findings showed substantial variability when it came to job titles, job descriptions, duties, prior/current experience and educational requirements.

Research showed that in today's global market, the identity of the program administrator/coordinator is moving toward a more adequately reflective job title, that of ***Medical Education Manager.*** Therefore, the position paper's focus changed to advocate for this change. It is essential that institutions recognize the integral management positions medical education administrators/ coordinators hold within a training program to help make it successful.

Official Job Titles

Currently, there are over 63 different job titles for this particular position. A few of those include:

- Program or Clerkship Coordinator
- Program Administrator
- Program Administrator and Team Manager
- Clerkship and Fellowship Administrator
- Medicine Education Coordinator
- GME Administrator
- Coordinator IV
- Student Program Coordinator II

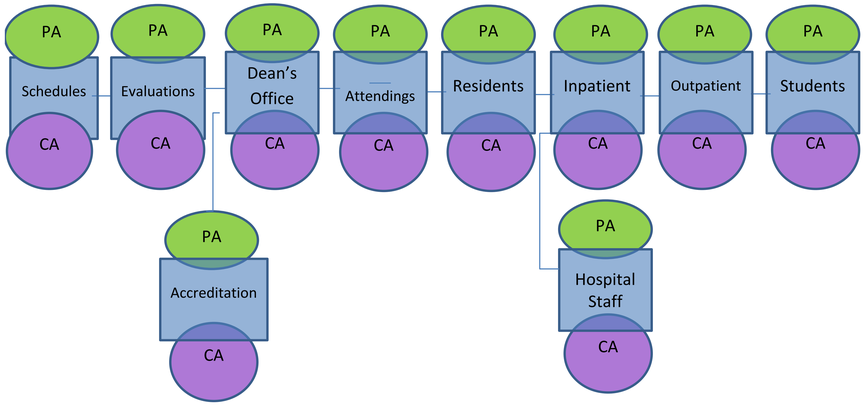
Careers and Crossover

Together, the UME and GME roles overlap in terms of similarities in skill sets that enable them to provide a structured, educational environment for the benefit of medical students and residents. Collectively, both groups function as educational liaisons between the clerkship and program directors, attending physicians, medical students, residents, fellows, in addition to institutional and regulatory administrative departments that interface with the medical school and sponsoring institution.

Educational Management

How PA and CA positions overlap.

Created by:
Ginger L. Wilson, ACUME
University of Oklahoma, School of Community Medicine



Short Term Objectives

- **Create/standardize job titles to reflect continuity in the profession.**
- **Create job descriptions for each title and identify each with a "level"**
- **Create a reporting and promotion structure for the profession**

Long Term Objectives

In order to substantiate a proposal in job title and description with commensurable salary, a multidisciplinary task force with both UME/GME representation, at a national level, must be created in order to discuss, define and devise a strategic plan to support and promote the recommended restructuring.

Conclusion

Research showed that trying to create a standardized job description with a great deal of detail was virtually impossible with the variety of roles and responsibilities that come with the title of medical education administrator/coordinator. However, it did bring to light the need to readdress the emerging roles and responsibilities of the UME/GME administrator/coordinator and the pursuit of an accurate title to include commensurate pay.

We believe traction and awareness of the need for a more universal title and commensurate salary for the "Medical Education Manager" will be the final result.

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