

Residency Program Coordinator

Job Code: 0505

Salary Grade: S08

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Works under general supervision with results being reviewed for compliance with established guidelines and desired goals.

- Ensures compliance with current guidelines of the Accreditation Council for Graduate Medical Education (ACGME) and applicable specialty boards.
- Coordinates the day-to-day operations of the residency and/or fellowship program for residents and fellows under the guidance of the Program Director.
- Ensures planning activities, assessments, data analysis, and reports are completed efficiently and in a timely manner.
- Maintains critical files and information.
- Ensures the residency program maintains compliance with ACGME, Residency Review Committee (RRC) and Board specialty requirements.
- Ensures resident and faculty compliance with institutional and ACGME requirements.
- Oversees licensure process for trainees and Education Commission for Foreign Medical Graduates (ECFMG) documentation.
- Monitors trainee duty hours to ensure compliance.
- Develops the annual residency work schedule and project plan for the accreditation cycle.
- Develops, administers, and coordinates clinical rotation and on-call schedules.
- Manages computerized information systems for collecting and storing program data, generating management reports, and documentation.
- Compiles data for annual ACGME ADS (Accreditation Data System) online reports and surveys. Updates information on all required program software.
- Ensures all information is available for hospital CMS (Centers for Medicare and Medicaid Services) reimbursement.
- Establishes and maintains a systematic file system for confidential documents, assuring proper security measures are in place.
- Manages confidential resident performance evaluations, evaluation of faculty, and the education programs.
- Prepares reports and related correspondence.
- Coordinates the evaluation process for residents, faculty, training programs and locations, and assures continuous follow-up for timely completion.
- Receives, reviews, and addresses or reroutes problems and/or complaints from program participants to appropriate faculty.
- Advises or engages Program Director in problem resolution, as appropriate
- Maintains residency program records and evaluations.
- Facilitates verification of training process for past trainees.
- Completes program reports in accordance with accreditation standards and tracks participant progress through the program for completion of requirements.
- Coordinates information required for ongoing program recertification.
- Staffs residency selection and applicant ranking committees.
- Develops and maintains applicant databases.
- Manages computerized Electronic Resident Application Service (ERAS).
- Ensures receipt of required application materials.
- Maintains confidential applicant files.
- Prepares information for Ranking Committee meeting(s).
- Assists the Program Director in preparing the rank order list of applicants for the National Resident Matching Program (NRMP) and/or specialty matching program.
- Manages and coordinates all administrative duties relative to the recruitment and selection process.
- Coordinates candidate interviews and resident recruitment and selection process.
- Responds to applicant inquiries, organizes the application review and interview process, and coordinates interview days.
- Coordinates personnel/employment administration and associated services to residents.
- Develops and maintains personnel records and files for house staff engaged in the program.
- Manages the onboarding/matriculation process of new trainees.
- Prepares Letters of Agreement and Affiliation Agreements for all affiliated facilities and monitors their current status.
- Schedules appropriate program committee and council meetings.
- Initiates and develops informational materials including newsletters, brochures, training materials and manuals as appropriate to the program.
- Updates information for residency program website and other data management systems.
- Plans special activities throughout the academic year, such as retreats, holiday events, and graduation.
- Prepares for, organizes, and participates in accreditation site visits, annual program updates and special reviews.
- Performs related duties as assigned to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Associate's Degree in Business Administration, Public Health or related field.

Equivalency/Substitution: Will accept 24 months of related experience in lieu of Associate's Degree, for a total of 36 months experience.

Experience:

Required: 12 months of responsible administrative experience

Certifications or Licenses:

None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Basic knowledge of institutional program requirements.
- Ability to quickly learn and apply RRC common and specialty program requirements.
- Ability to quickly learn and operate MedHub Residency Management System.
- Must be detail oriented.
- Ability to prioritize and multitask.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with a collaborative work style.
- Excellent computer skills and proficiency with Microsoft Office applications
- Ability to work in stressful situations and meet deadlines.
- Ability to work independently and as part of a team.

Working Conditions**Physical:**

- Sit for prolonged periods. Communicate effectively and listen. Use of a computer.

Environmental:

- Standard Office Environment

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