JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Residency Program Coordinator II

Job Code: 10094

Salary Grade: 20

FLSA Status: Exempt

Job Family: Educational Support

Job Subfamily: Clinical Education

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.

Position Summary

Manages all operational and compliance functions of a graduate medical education residency or fellowship program independently. Develops accreditation strategies, resolves complex compliance issues, and advises the program director on program improvements and regulatory changes.

Job Responsibilities

1. Advises the program director on accreditation strategy, trainee progression issues, and program improvement initiatives.

2. Ensures program compliance with accreditation standards, specialty board requirements, and institutional policies, resolving complex regulatory issues independently.

3. Develops and manages the accreditation cycle project plan, including preparation of self-study reports and recertification submissions.

4. Oversees the trainee recruitment and selection process, including ranking committee preparation and match list coordination.

5. Manages trainee onboarding, licensure verification, and credentialing processes across affiliated training sites.

6. Develops and maintains clinical rotation, on-call, and annual work schedules, resolving coverage conflicts across multiple services.

7. Manages program data systems, compiles accreditation reports and surveys, and analyzes program data to identify compliance trends.

8. Coordinates evaluation cycles for trainees, faculty, and training sites, preparing summary reports for program leadership review.

Minimum Requirements

Required Education & Experience:

- Education: Bachelor's Degree
- Experience: 5 years

Required Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Knowledge: Performs duties with advanced knowledge of concepts, practices, and procedures within a job sub-family and is recognized as a subject-matter resource or specialist within the area.
- Communication & Collaboration: Grows relationships and networks with senior level partners outside of their department who are not familiar with the subject matter.
- Problem Solving: Applies broad knowledge of concepts and procedures to perform complex tasks; identifies problems and solutions independently; identifies and resolves missing information; improves existing processes.
- Autonomy: Mainly works independently and has latitude with decision making with regard to matters of significance.
- Leadership: May lead projects, workstreams, committees, or cross-functional activities without formal supervisory authority.

Working Conditions

- Clinical, laboratory, or patient-care environment.

- May involve exposure to biological specimens, infectious materials, chemicals, or hazardous agents, requiring adherence to safety protocols and use of personal protective equipment.
- Prolonged standing, walking, and repetitive motion; may require lifting or moving of patients, specimens, or equipment.
- May include evening, weekend, or on-call hours.

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