

CME System Coordinator

- Job Location US-AZ-SCOTTSDALE

Requisition ID

2018-10350

Shift

01 - Days

Department

Academic Affairs/CME

Facility

Support Services

Position Type

Regular Full-Time

Physical Work Location and New Employee Orientation Location : Address

7400 E OSBORN RD

Work Hours (ex:M-F, 8am - 4pm)

M-F flexible business hours preferably between 8am - 5pm

Overview

HonorHealth is a non-profit, local healthcare organization known for community service and outstanding medical quality. HonorHealth encompasses five acute care hospitals with approximately 11,500 employees and 4,500 volunteers, over 70 primary and specialty care practices, clinical research, medical education, an inpatient rehabilitation hospital, an Accountable Care Organization, two foundations, and extensive community services.

HonorHealth is a leader in medical innovation, talent and technology with a genuine commitment to your growth. The health system's vibrant careers take place in an environment filled with opportunity and respect because we see the HONOR in you.

Qualifications

Education

Bachelor's Degree Required

Experience

Three (3) years related experience in education, training or conference planning. Required

Responsibilities

Job Summary

The CME System Coordinator will be responsible for system-wide Continuing Medical Education (CME) programs and conferences to include assessment, planning, implementation, and evaluation of CME Activities, committees, re-accreditation, and maintenance of certification, scholarly activities support of library services and faculty development activities.

- Assists and/or monitors CME accreditation process to include re-accreditation process, reviewing program files, and coordinating with the ArMA survey dates. Create, maintain, and audit all files, forms, processes, and policies. Perform data entry, tracking and reporting for CME activities in compliance with accreditation guidelines.
- Responsible for planning network CME activities with course directors, coordinators, speakers, and planning committee. Collaborate with course directors to identify medical practice gaps and formulate program learning objectives. Review planning documents, checklist and requirements for each activity with course directors and coordinators. Works with CME Committee to approve activity applications. Secures and disseminates complete disclosure form in compliance with disclosure policy. Provide high level guidance and support to course directors and coordinators.
- Assists in the daily operation of and supports the activities of the libraries, which may include: customer service support to physicians, nurses, hospital staff and general public at various library locations; article retrieval, document delivery, and interlibrary loans using Docline, e-journals or other appropriate resources; print subscriptions management by receiving, checking-in and claiming journal issues ; print material circulation, shelving, processing and maintenance; library statistical data entry.
- Implements approved CME activities including marketing, A/V requirements, presentation materials, assessments, conference room reservations, catering, and on-site support. Ensures that all CME promotional announcements include program objectives and the correct accreditation statement.
- Provides administrative support to CME & Library Departments and Academic Affairs division. Support and assist with planning and coordination of events and team activities. Maintain all files, policies and charters as well as, expense tracking, invoicing and purchase orders.

Apply online at HonorHealth <https://jobs.honorhealth.com/jobs>

It is the policy of HonorHealth to provide equal opportunity in employment. Selection and employment of applicants will be made on the basis of their qualifications without regard to race, color, religion, creed, national origin, age, disability, sexual orientation, marital status, veteran status or any other legally protected status.

Please review the [Equal Employment Opportunity poster](#).

Please review the Equal Employment Opportunity Poster. HonorHealth wants all interested and qualified candidates to apply for employment opportunities. If you are an applicant with a

disability who is unable to use our online tools to search and apply for jobs, please contact us at EmploymentOffice@HonorHealth.com . Please indicate the specifics of the assistance needed. This option is reserved only for individuals with disabilities that are unable to use the online tools and is not intended for other purposes.