

Vacancy Announcement

Program Director

Residency in Aerospace Medicine
Naval Aerospace Medical Institute

The Program Director is a single individual with authority and accountability for the operation of the program, and is appointed by the sponsoring institution's Graduate Medical Education Committee (GMEC). The Program Director should continue in his or her position for a length of time adequate to maintain continuity of leadership and program stability (typically 4-5 years at a minimum).

The sponsoring institution, the program and the Program Director must ensure that the Program Director has sufficient protected time and financial support for his or her educational and administrative responsibilities to the program.

Qualifications:

- Requisite specialty expertise and documented educational and administrative experience
- Current certification in Aerospace Medicine by the American Board of Preventive Medicine
- Current medical licensure
- Appropriate medical staff appointment

Responsibilities (ACGME Specific): The Program Director must administer and maintain an educational environment conducive to educating the residents in each of the ACGME competency areas. Specifically:

- Oversee and ensure the quality of didactic and clinical education in all sites that participate in the program
 - Approve a local director at each participating site who is accountable for resident education
- Be familiar with and comply with ACGME and Review Committee policies and procedures as outlined in the ACGME Manual of Policies and Procedures
- Prepare and submit all information required and requested by the ACGME, ensuring that the information submitted is accurate and complete including but not limited to the program application forms and annual program updates to the ADS
- Comply with the sponsoring institution's written policies and procedures, including those specified in the Institutional Requirements, for selection, evaluation and promotion of residents, disciplinary action, and supervision of residents
- Approve the selection of program faculty as appropriate
- Evaluate program faculty
- Approve the continued participation of program faculty based on evaluation
- Monitor resident supervision at all participating sites
- Ensure compliance with grievance and due process procedures as set forth in the Institutional Requirements and implemented by the sponsoring institution
- Implement policies and procedures consistent with the institutional and program requirements for resident duty hours and the working environment, including moonlighting and distribute these policies and procedures to the residents and faculty
 - Monitor resident duty hours, according to sponsoring institutional policies, with a frequency sufficient to ensure compliance with ACGME requirements
 - Adjust schedules as necessary to mitigate excessive service demands and/or fatigue
 - Monitor the demands of at-home call and adjust schedules as necessary to mitigate excessive service demands and/or fatigue
 - Monitor the need for and ensure the provision of back up support systems when patient care responsibilities are unusually difficult or prolonged

- Obtain review and approval of the sponsoring institution's GMEC/Designated Institutional Official (DIO) before submitting information or requests to the ACGME, including
 - All applications for ACGME accreditation of new programs
 - Changes in resident complement
 - Major changes in program structure or length of training
 - Progress reports requested by the Review Committee
 - Requests for increases or any change to resident duty hours
 - Voluntary withdrawals of ACGME-accredited programs
 - Requests for appeal of an adverse action; and
 - Appeal presentations to a Board of Appeal or the ACGME
- Obtain DIO review and co-signature on all program application forms, as well as any correspondence or documents submitted to the ACGME
 - Program citations
 - Request for changes in the program that would have significant impact, including financial, on the program or institution.
- Provide verification of residency education for all residents, including those who leave the program prior to completion

Responsibilities (Military): Beyond academic responsibilities, the Program Director sits in the administrative and operational Chain of Command for all Residents matriculated to the Residency in Aerospace Medicine. Specific responsibilities include:

- All military specific administrative responsibilities with respect to Residents in the program, including
 - Fitness reporting
 - Discipline processes related to UCMJ
 - Pay and reimbursement
 - Special Pays
 - Credentialing
 - Board Certification
- All military specific operational responsibilities with respect to Residents in the program, including
 - Leave approval
 - Travel and temporary duty assignment
 - General Military Training
 - Medical and Deployment Readiness
- Supervision of civilian and military personnel not in training but assigned directly to the RAM Department.

Interested candidates should submit (electronically) a curriculum vitae, letter of intent, and biography, **no later than 15 SEP 2020** to CDR Robert Krause (robert.j.krause1@navy.mil).