AASLD POSITION DESCRIPTION

Position Title: Director of Training

Reports to: Senior Director, Education and Professional Development

Grade/Level: Exempt

Work Schedule: M-F 9am – 5pm

General Description:
The Director’s primary responsibilities include: the overall management and development, execution and evaluation of all programs and policies in hepatology training, and related graduate medical education (GME) issues. In addition, the Director will lead the design and implementation of long term strategic training and maintenance of certification opportunities in hepatology. The Director will work in collaboration with the Director of Education and Professional Development and the Senior Manager of Programs to ensure that MOC products/offers are seamlessly integrated with other in-person and online learning products. The Director also serves as primary contact/liaison with senior level management and collaborates with staff responsible for program development, IT, finance, membership, and marketing to ensure functional efficiency.

Primary Position Responsibilities

Maintenance of Certification (MOC)

• Develop and Implement AASLD’s MOC strategy
• Provide leadership for and represent AASLD in all matters related to MOC
• Ensure the quality and appropriateness of all MOC services and products
• Provide direction and guidance for the development of MOC services and products (e.g. Self-Assessment, Digital platforms, and Performance Improvement CME)
• Ensure deadlines are met and activities are carried out in a fiscally responsible manner
• Ensure MOC services and products enrich member competence
• Monitor MOC activity to ensure standards are followed and MOC credit is provided for appropriate educational activities
• Coordinate the posting and maintenance of MOC online products including MOC collection and reporting to ABIM

Training

• Work with the Training and Workforce Committee and other collaborators to enhance programming for trainees
• Responsible for the day-to-day management of the AASLD/ABIM GI/Transplant Hepatology Pilot Program
• Serve as AASLD staff liaison to the Program Directors’ Caucus
• Serve as AASLD staff liaison to the Training Directors Workshop, Academic Skills Workshop and any other training related activities
• Manage the training page content on the AASLD website and update when required; write and edit articles as needed

Committee Responsibilities

Serve as the primary staff liaison to the following committees, directing the development of content, identifying new product ideas, guiding committee involvement and ensuring AASLD goals are met. Develop and prepare Committee meeting agendas, meeting reports and action items/support items for Governing Board review and action.

• Training and Workforce Committee
  o Oversee and initiate activity development for new and existing training programs
  o Provide support to the Transplant Hepatology Steering Task Force who oversee the GI/TH Pilot Program
  o Attend ABIM LCCR meetings as required
  o In conjunction with the committee, prepare to lead a comprehensive review of the current and future needs of the hepatology community (e.g. workforce study)
In conjunction with the committee, develop and/or enhance the Hepatology in-service exam

- Maintenance of Certification (MOC) Committee
  - Oversee and initiate activity development for new and existing MOC products
  - Create comprehensive evaluation components that measure learner’s change

Other Responsibilities
- Provide technical and administrative support to AASLD on key issues (e.g. curriculum development, physician workforce planning) as requested by the Governing Board or senior staff.
- Formulate budgets and monitor the financial status of all activities related to training and ensure that expenditures are appropriately authorized and within budget.
- Monitor ACGME, AAMC, AMA and Congressional actions and/or policies in order to advise staff and members of strategic implications or opportunities for the subspecialty of transplant hepatology
- Assume other duties as assigned, matching with the scope and responsibility of the position

Desired Skills and Experience
- Have an advanced knowledge of ABIM and Maintenance of Certification (MOC)
- Have a working knowledge of ACGME, AAMC and AMA
- Knowledge of CME, the ACCME Policies and Standards for Commercial Support, PhRMA guidelines and the Physician Payment Sunshine Act
- Bachelor’s degree, advanced degree is a plus
- Excellent organizational, communication and project management skills with ability to prioritize work, multi-task, and work well under deadline pressure
- Exceptional interpersonal skills; customer service attitude; detail oriented; team player
- Ability to supervise, train and develop staff

Competencies:
Character Strength
- Overcomes obstacles to getting the work done. Keeps promises and meets commitments. Demonstrates personal integrity in all interactions. Maintains confidences.

Composure
- Uses techniques to manage stress so that it does not interfere with the accomplishments of the work. Maintains calm demeanor even during stressful periods. Demonstrates ability to accept criticism.

Emotional Maturity
- Demonstrates ability to work effectively with others possessing less experience or technical expertise. Can accept decisions which go contrary to personal ideas and beliefs. Can accept compromise.

Interpersonal Skills
- Demonstrates ability to get ideas across through clear and logical communication. Demonstrates ability to lead meetings, speak in public, and prepare written correspondence.

Realistic
- Recognizes the motivations and hidden agendas of others. Strives for win-win outcomes. Accurately relays progress, obstacles and opportunities.

Teamwork
- Takes appropriate role in the team, leading or following. Accepts the decisions of the team.

Technical Skill
- Applies education, training, and experience toward mastery of job requirements.

Verbal Ability
- Communicates detailed or technical information clearly. Logically organizes ideas; gives open and honest feedback.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

April 2016