Position Title: Manager, Training
Reports to: Senior Director, Education
Grade/Level: Exempt
Work Schedule: M-F 9am – 5pm

General Description: The Manager, Training will manage the development, execution and evaluation of all programs and policies in Hepatology training, and related graduate medical education (GME) issues.

Primary Position Responsibilities

Maintenance of Certification (MOC)
• Support the AASLD mission and strategic plan
• Implement AASLD’s MOC strategy
• Provide leadership for 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 and Performance Improvement CME)
• Ensure deadlines are met and activities are carried out in a fiscally responsible manner
• Work with staff to ensure MOC services and products enriches member competence

Trainees
• Work with the Training and Workforce Committee and other collaborators to enhance programming for trainees
• Track trainee participation in the AASLD/ABIM GI/Transplant Hepatology Pilot Program

Other Responsibilities
• Serve as the AASLD staff representative at ABIM meetings (e.g. LCCR)
• Serve as staff liaison to the Training and Workforce Committee. Provide all necessary programming and technical support, specifically including agenda development, minutes and correspondence
• Serve as AASLD staff liaison to the Program Directors’ Caucus
• Work with staff on the ongoing development and enhancement of the Hepatology In-service exam
• Serve as AASLD staff liaison to the Training Directors Workshop, Academic Skills Workshop and any other training related activities
• 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
• Manage the training page content on the AASLD website and update when required

Desired Skills and Experience
• Have a working 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

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.