

JOB POSTING – June 2022

Manager, Continuing Medical Education

The American College of Preventive Medicine (ACPM) is the leader for the specialty of preventive medicine and physicians dedicated to prevention. ACPM and its members improve the health of individuals and populations through evidence-based health promotion, disease prevention, and systems-based approaches to improving health and health care. The College is seeking a high-energy, focused, can-do individual to serve as Manager, Continuing Medical Education.

Is this role for you?

The Continuing Medical Education Manager is a primary source of knowledge, intelligence and decision-making as it relates to education-related functions and activities for ACPM. Working closely with the CME/MOC Committee, the manager is responsible for managing the planning and execution of the organization's continuing medical education (CME) and maintenance of certification (MOC) programs according to the standards and regulations set by the Accreditation Council for Continuing Medical Education (ACCME) and the American Board of Preventive Medicine (ABPM). In this spirit, the manager helps ACPM transition from largely didactic education to interactive and experiential learning modalities that help members and other physicians realize impact in their day-to-day practices and work performance.

Do these things interest you? Your key responsibilities include:

- **Accreditation oversight.** Ensure the association's ACCME Accreditation active status by continuously improving processes and activities related to educational programming. This includes collecting, archiving, and preparing all necessary documentation and reports for submission including but not limited to disclosure forms, COI report forms, learning objectives, activity planning form, CME surveys, etc.
- **Educational program design.** Work with different committees and/or task force to design, develop, and implement high-quality educational programs and products (live and/or enduring/internet based), including self-study, and engagement elements such as quizzes.
- **CME/MOC Committee.** Serve as staff liaison to ACPM's CME/MOC Committee. Manage and support the engagement of volunteer faculty, reviewers and members of the committee. Identify gaps in product portfolio and ensure proper collection of needs assessments.
- **Evaluation tool development.** Oversee the development of evaluation tools and the creation of reports to assess the effectiveness of the educational activities, identify trends and explore new opportunities.
- **Recertification development.** Develop, maintain, update and improve the association's Maintenance of Certification (MOC) tools and processes so physicians going through recertification can successfully meet and complete all requirements to stay certified.
- **Practice performance oversight.** Oversee the collection, review, and dissemination of completed ACPM MOC practice performance applications and tools.
- **Maintain electronic records** of CME/MOC credits.
- **Process CME/MOC certificates** in a timely manner, as needed.
- **Distribute CME surveys for all ACPM educational activities** including but not limited to annual meeting, review course, AJPM, Lifestyle Medicine Curriculum, providerships, etc.

- **Manage ACPM's educational platforms** and learning management systems for live meetings and/or enduring educational activities. Work with meetings team to properly set up speaker site, run reports, website management, etc.
- Contribute to the overall success of ACPM by performing all other essential duties and responsibilities as assigned.

What are we looking for?

- Minimum of 5-7 years of applicable professional experience.
- Experience in managing educational programs, content development, project management or initiatives, with a preference for work at a relevant or applicable medical or public health association.
- PMP certification a bonus.
- MSHSE, MCHES, CHCP certifications preferred.
- Bachelor's Degree required.
- Excellent verbal, written, and interpersonal communication skills.
- Professional demeanor and experience working on a high-performing team.
- Ability to establish and maintain positive, collaborative relationships with association members, volunteers, and medical and public health colleagues.
- Strong organizational skills and experience managing multiple tasks and projects.
- General understanding of post-graduate physician education training programs.
- Ability to apply adult learning modalities and instructional design methods to online and digital assets.

Why work for ACPM?

Be part of an essential and high-profile medical specialty! Public health and health systems value the leadership role of preventive medicine to promote healthy lifestyles and population health. In addition, ACPM offers a comprehensive and competitive benefits package and a work environment and culture that values trust, accountability, impact, respect and joy.

To apply:

If this position sounds like a great fit for you and you're excited to make an immediate impact at ACPM, please send a resume and cover letter to careers@acpm.org and reference Manager, Continuing Medical Education in the subject line.