



## **POSITION DESCRIPTION/DUTIES**

**REPORTS TO:** Illinois Chapter, American Academy of Pediatrics (ICAAP), Associate Executive Director (AED)

**SUMMARY:** The Manager is responsible for pro-actively maintaining and building ICAAP's Continuing Medical Education (CME) and eLearning initiatives in keeping with requirements of the Illinois State Medical Society (ISMS) and the Accreditation Council for Continuing Medical Education (ACCME). The Manager will support the AED and ICAAP's Committee on CME/Quality Improvement (QI), which are responsible for implementing and evaluating CME activities. The Manager will ensure compliance with ICAAP's CME program, ISMS, and ACCME accreditation regulations and requirements. The Manager will also support ICAAP's Maintenance of Certification (MOC) Part 2 (self-assessment) and Part 4 (QI performance in practice) offerings. The Manager is also responsible for developing and administering ICAAP's eLearning courses on its Learning Management System (LMS).

### **Continuing Medical Education Duties and Responsibilities:**

The Manager will support development and implementation of ICAAP's CME program and will be proficient at interpreting the ISMS and the ACCME CME requirements and ensuring training activities are implemented to meet these high standards. The Manager will become proficient in understanding and implementing ICAAP's CME processes, requirements, rules, and regulations including reviewing CME applications, tracking of event data and post-activity data, and submission of required reports to ICAAP's CME/QI Committee, ISMS, and the Program Automated Reporting System (PARS).

### **Essential Functions:**

- 1) Coordinate CME credit applications and adhere to all requirements of the accrediting body.
- 2) Oversee documentation and organization of ISMS/ACCME CME records for all educational training activities.
- 3) Analyze, remain up-to-date, and ensure compliance with ICAAP, ISMS, and ACCME accreditation regulations, requirements, policies, and practices.
- 4) Ensure CME forms, disclosures, and processes are properly implemented and completed.
- 5) Coordinate and maintain ICAAP's annual list of participants who received CME credit via ICAAP for reporting to ISMS and for ICAAP's archived files.
- 6) Input ICAAP's annual reporting information into the ACCME PARS.
- 7) Support, organize, and actively participate in annual review of CME program.
- 8) Monitor production of program materials, including presentation abstracts, outlines, presentations, faculty lists, and evaluation forms.
- 9) Provide adult education/continuing education design support as needed.
- 10) Coordinate program for internal and external professional customers in alignment with organization's mission & vision, goals, priorities, and resources.
- 11) Maintain ICAAP's CME centralized activity files per accreditation requirements.

- 12) Communicate and advertise courses/programs internally and externally.
- 13) Assist with developing marketing materials and course catalog.

### **ELearning Duties and Responsibilities:**

The Manager will administer ICAAP's eLearning trainings and assist in updating LMS platform, themes, and learning groups. The Manager will become proficient working with Remote-Learner hosting site, Moodle, and course building tools. The Manager will implement best practices for developing a variety of trainings including recording audio, editing and posting video, and uploading training to platform. The Manager will track student progress in LMS for CME and MOC credits.

### **Essential Functions:**

- 1) Support development, implementation, and maintenance of LMS.
- 2) Be familiar with and passionate about adult learning and instructional design.
- 3) Edit and post videos, podcasts and animations, and loading/linking them into an LMS using Adobe eLearning Suite, Microsoft PP, Camtasia, and other software.
- 4) Administer LMS including creating course components, creating/modifying course configurations, running reports, etc.
- 5) Be proficient in developing storyboards, PP, scripting, designing, editing, and course content.
- 6) Update LMS administration guidelines and procedures.
- 7) Provide customer support and problem solving required for responding to LMS user issues.
- 8) Monitor LMS url, answer questions, and troubleshoot problems for users by phone and via email.
- 9) Review, upload, and test course content.
- 10) Manage roles, securities, and permissions associated with LMS access; troubleshoot LMS issues.
- 11) Assist with LMS reporting requests (including training new LMS report runners) as well as building ad hoc reports.
- 12) Support the AED in curricula development, taking meeting minutes, handling logistics for meetings/events, and hosting webinars.

**EDUCATIONAL AND WORK REQUIREMENTS:** Bachelor's degree required in education, healthcare, management, marketing, or a related field. Knowledge of CME requirements. Two years' experience with course design and project management preferred. Experience managing projects: scheduling, assigning, and assessing deliverables; establishing priorities, directing faculty & working with committees. Must have strong computer skills and experience integrating information from several applications, eg. Microsoft Office Suite. Experience with LMSs and educational software such as Articulate, Captivate, iSPRING, and Moodle a plus.

**SCHEDULE:** This is a full-time position. The Manager shall work 40-hours per week. ICAAP offers a flexible work schedule with hours to be determined in collaboration with supervisor and the parameters determined by the Chapter.

**TRAVEL:** Some travel is required in Chicago metro area and occasionally to areas throughout Illinois.

**MISCELLANEOUS:** The position is largely grant-funded and thereby subject to conditions of the contract(s). The position will terminate upon failure of ICAAP to secure continued or additional project

funding to support the position. The position is also subject to revisions to the project scope or budget by the funder(s) or ICAAP.

**LOCATION:** ICAAP offices are located in Chicago. Offices are near Chicago public transportation including the Green Line EL train and not far from the West Loop area, including the Metra Station.

**HOW TO APPLY:** Send a cover letter and resume to [jobs@illinoisaap.com](mailto:jobs@illinoisaap.com) by October 6, 2017. No phone calls.

[jobs@illinoisaap.com](mailto:jobs@illinoisaap.com)

<http://www.illinoisaap.org>

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### **BENEFITS**

ICAAP offers a generous benefits package including dental, vision and medical; 401K; tuition reimbursement; vacation and paid holidays.

### **LEVEL OF LANGUAGE PROFICIENCY**

English

### **PROFESSIONAL LEVEL**

Managerial

### **MINIMUM EDUCATION REQUIRED**

4-year degree

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