

Society for Cardiovascular Angiography and Interventions
Job Description

JOB TITLE: Senior Program Manager, Education

The Society for Cardiovascular Angiography and Interventions (SCAI) is the leading interventional cardiology professional medical society. Its headquarters is based in Washington, DC, near the White House. SCAI has experienced tremendous growth over the past 10 years. Today SCAI now includes both its Foundation and 501(c) (6) organization, a political action committee (SCAI-PAC), and membership in the American Medical Association House of Delegates. SCAI is the Home of Interventional Cardiology and its voice represents Interventional Cardiology in the nation's capital and globally. SCAI has 4,600 members in 70 countries.

FUNCTION AND SCOPE:

The Society promotes and advocates for the improved care of patients by supporting research, education, and the design and implementation of optimal health care policies and standards.

This position is responsible for project management to deliver education that furthers the mission of the Society. The Program Manager, Education position is part of the Education team which has responsibility for planning and delivering SCAI Annual Scientific Sessions; SCAI Fall Fellows; the Online Fellows in Training (FIT) Portal and other live and online educational offerings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty and responsibility. Additional duties may be assigned.

Program Management

- Assists with program management and meeting coordination, including needs assessment, activity design, development and implementation, and outcomes measurement, evaluation and reporting.
- Create and track timelines and adhere to milestones.
- Assist with overall project management for Education staff.

Accreditation/Compliance

- Manage accreditation compliance including maintenance of documentation and developing and following policies to ensure compliance.
- Manage the process to ensure nurses and technologists are awarded credit for various SCAI programs.
- Coordinate collection of accreditation data and reports.
- Manage PARS system updates for ACCME compliance and MOC reporting.
- Provide CME, CE and general credit information for meetings
- Manage conflict of interest (COI) process for programs and meetings

Co-Providership Process -- Manages the SCAI co-providership process, including the following:

- Manage the application review process and follow up with organizations
- Prepare invoices, ensure contracts are executed and track receivables
- Work with the Education Committee to facilitate the application review process

Committee Management – Manage committees and working groups, including serving as staff liaison, participating in meetings and calls, agenda preparation, drafting of minutes and action item follow-up.

- Serve as staff lead for the core curriculum subcommittee
- Serve as staff lead for the WIN Committee
- Serve as staff lead for the Vascular Access Working Group

Core Curriculum

- Manage content for FIT portal
- Conduct recordings during SCAI meetings
- Provide customer service to core curriculum users
- Handle general questions regarding the core curriculum

Policies/Procedures

- Ensure that SCAI follows education policies and procedures
- Ensure that SCAI is in compliance with ACCME rules and regulations
- Develop new procedures, as needed
- Review compliance with procedures

Customer Service

- Represent SCAI at meetings and programs
- Reply to general education questions and requests

Development/ Grant Support

- Assist with management of grant request submission process for SCAI programs and meetings
- Track LOA and grant request updates
- Process grant reconciliations
- Maintain updated industry contact lists

SUPERVISORY RESPONSIBILITIES:

- None

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- Demonstrated oral and written communication skills.
- Attention to detail and commitment to high degree of accuracy.
- Excellent interpersonal, organizational and collaboration skills.
- Ability to work efficiently across departments; keeping others informed of decisions that affect their team/department.

- Facility to multitask and work well under tight deadlines in a high-paced environment.
- Strong problem-solving skills.
- Ability to manage complex projects including staff, volunteers and vendors.
- Adaptability to changes in the work environment, effectively managing competing demands.
- Ability to meet productivity standards and follow through on commitments.
- Ability to work independently based on goals and assignments.
- High level of professionalism.
- Dedicated commitment to teamwork, positive attitude, and customer/volunteer service.
- Enthusiasm regarding working closely with physician volunteers and senior management.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree required.
- 2 to 5 years' experience.
- Familiarity with compliance guidelines for medical education (ACCME, ABIM, AMA, ANCC, ASRT).
- Proficiency with SharePoint and Microsoft Office Suite (Word, Outlook, Excel and PowerPoint).
- Demonstrated success in managing projects from initiation to completion, on time and within budget. Proven ability to: set priorities, take initiative, manage multiple projects, and meet deadlines.
- Excellent interpersonal and consensus-building skills and the ability to work collaboratively and to lead a diverse group of stakeholders (staff, committee members, partner organizations, etc.)

DESIRED QUALIFICATIONS:

- Project Management Professional (PMP) certification.
- Direct experience in working with physicians and healthcare professionals.
- Knowledge of general medical education compliance terminology
- Interest in and/or knowledge of adult and continuing education theory
- Excellent organizational skills and attention to detail.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate discounts, interest, commissions, proportions, percentages, etc. Knowledge of fundamental database concepts. Ability to prepare/interpret spreadsheets.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear, and use a personal computer. Employee must be able to travel independently. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TRAVEL:

Limited (10%) travel and occasional work on weekends and evenings required.