

**Federation of State Medical Boards
Position Description**

Position: Administrative Assistant, Education Services

Reports to: Director, Education Services

Position Summary:

The Administrative Assistant for Education Services is a shared position of responsibilities that consists of administrative duties relating to the functions of the Education department and the Director of Education Services, and the FSMB Librarian. The Administrative Assistant will perform a variety of complex administrative duties requiring a thorough knowledge of office procedures and will possess the ability to work independently as well as the ability to interact with FSMB executive leadership and staff.

Responsibilities:

1. Provide administrative support to the Director of Education Services by drafting correspondence and other documents as requested; researching, compiling and analyzing data for special projects; and assuring appropriate tracking and follow-up of project assignments.
2. Assist the Director of Education Services with the review and edit process of online educational modules developed by grantees of the Consumer and Prescriber Education Grant Program.
 - a. Review modules for appropriate accreditation language to ensure compliance with requirements of ACCME and accrediting provider, UT Southwestern.
 - b. Track and report monthly utilization data of CME courses posted on FSMB's OPEN portal.
3. Prepare manuals and/or other electronic documents needed for educational offerings, including the draft of the Annual Meeting Program; assist in all areas of planning and coordination of educational programs, as needed.
4. Assist the FSMB Librarian with research requests received from staff and member boards; catalog incoming periodicals and newsletters; scan documents for electronic library; and maintain reciprocal agreements with medical associations/societies, both domestic and foreign.
5. Provides support to Director of Education Services and FSMB Librarian on assigned committees and in ad-hoc projects.

Professional Background Required:

Education: Minimum of an Associate's degree; Bachelor's degree preferred.

Experience: Minimum of 5 years administrative work.

Skills: Ability to perform administrative support with minimal supervision; have the ability to work independently and as part of a team; possess excellent written and verbal communication and organizational skills; proficient in Microsoft Office, Word, Excel and Powerpoint; must be detail-oriented and have good analytical skills.

Special Demands: Highly motivated and organized; ability to interact tactfully with FSMB staff, member boards, and other stakeholders; ability to handle multiple tasks and priorities; ability to work under pressure and with frequent interruptions and have the ability to handle sensitive information to ensure confidentiality.

Federation of State Medical Boards
Position Description

Position: Education Programs Associate

Reports to: Sr. Director, Education Services

Position Summary:

The Education Programs Associate is responsible for the planning, coordination, implementation, and evaluation of all CME programs sponsored by the FSMB, in addition to the non-CME related activities hosted by the organization. The position includes working closely with the Sr. Director of Education Services and other members of the team in the efforts to obtain and maintain appropriate accreditation status for such programs.

Specific Responsibilities:

1. From review of a CME activity application to implementation and evaluation, coordinates assigned educational activities to ensure that all ACCME accreditation guidelines and standards are met.
2. Reviews CME activity applications and evaluates for completeness; prepares and assembles activity materials such as attendee lists, badges, and other materials for the program; collects speaker information; maintains CME files; processes appropriate correspondence; ensures processing of all registration fees and refunds; conducts necessary post-activity follow-up; and prepares annual departmental report of all CME activities.
3. Serve as a point of contact to the ACCME on behalf of FSMB and provides regular updates to the ACCME PARS system.
4. Acts as a liaison between FSMB and the state medical board community to ensure compliance with CME requirements.
5. Ensures live activity registration staffing and oversees associated duties such as sign-in, collection of registration fees, preparation of handouts and activity forms.
6. Assists and coordinates with the delivery of other FSMB activities, such as the Board Attorneys Workshop and New Executives Orientation. Similar responsibilities as outlined above.

5. Facilitates FSMBs monthly Roundtable conference calls and webinars with moderators and speakers, and works closely with speakers in the development of presentations and instructional materials.
6. Utilizes current software packages including, but not limited to Excel, Word, PowerPoint, and iMIS to efficiently gather information and track data for monthly reporting.
7. Works closely with Sr. Director of Education Services and assists with other ad-hoc projects, as assigned.

Minimum Position Requirements:

1. Minimum of 3-5 years of formal CME coordination experience. Must have solid knowledge of the ACCME requirements for Continuing Medical Education (CME) and the ACCME PARS system.
2. Bachelor's degree preferred/Associates required.
3. Proficiency with software programs for data collection and tracking.
4. Excellent oral and written communication skills.
5. Excellent interpersonal, planning and organizational skills.
6. Must display a high degree of professionalism. Ability to work independently while still working well with others

Federation of State Medical Boards Position Description

Title: Senior Director, Education Services

Reports to: Chief Advocacy Officer (CAO)

General Summary:

Under the supervision of the Chief Advocacy Officer, the Senior Director of Education Services oversees all functions of the Education department. This includes the development and delivery of educational services, programs and products, providing educational assistance to state medical boards, and collaborating with external entities in the interest of state medical boards. The Senior Director of Education Services is also responsible for managing all functions required to support the FSMB Foundation's leadership, governance and operational goals.

Responsibilities:

1. Provide direct oversight of Education Services and the administration of educational programs and services in accordance with the overall objectives of the organization.
2. Manage the development, distribution and provisions of educational program services and tools designed to inform and instruct participants about FSMB's goals, policies and activities or to address issues of interest to member boards:
 - Coordinate the development of educational programming
 - Coordinate the development and production of educational materials to be used during educational programs
 - Coordinate with other department Directors/Managers to develop, produce and distribute all collateral material required to promote FSMB educational programs.
3. Manage current CME joint sponsorship programs, including building relationships and serving as liaison with appropriate CME providers, participating in annual planning meetings, maintaining required files, securing and maintaining appropriate documentation in accordance with ACCME requirements
4. Oversee all aspects of FSMB's pursuit of accreditation and re-accreditation with the Accreditation Council for Continuing Medical Education (ACCME) including the development of new and updated policies, procedures and practices as needed.

5. Support the FSMB Foundation's leadership, governance and operational goals. Oversee the development, design and delivery of Foundation initiatives, assuring that the goals and objectives are aligned with the Foundation's overall business plan. Organize, plan, monitor and report on fundraising activities while keeping current on fundraising practices and procedures being used in the nonprofit sector.
6. Serve as project manager for grants and contracts awarded to both the FSMB and the FSMB Foundation for the purposes of education and research.
7. Maintain fiscal responsibility through management of departmental resources; develop annual departmental work plans and budgets.
8. Provide support for FSMB standing and special committees, including the Education Committee.
9. Develop and draft correspondence, articles, grant applications, reports, position papers, testimony and other policy-related materials.
10. Oversee, manage and train staff of the Education department in accordance to FSMB's policies and procedures. Adhere to FSMB's performance management process for all staff which includes monitoring staff performance on an on-going basis and conducting annual performance reviews.
11. Develop new initiatives and manage special projects as assigned by the Chief Advocacy Officer.

Professional Background Required:

Education: Bachelor's degree is required; Master's degree preferred.

Experience: Minimum of ten years of managerial and administrative experience, preferably in an association or health care setting.

Skills: The ideal candidate will possess excellent oral and written communication skills, excellent project management skills; and understand basic research techniques. He/she will possess excellent organizational and analytical skills, interpersonal skills, and will be detail-oriented, highly motivated, and able to work within deadlines and with minimal supervision.