



Pennsylvania
MEDICAL SOCIETY®

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CME Accreditation Manager

The Pennsylvania Medical Society (PAMED), a statewide professional association which provides education, representation and advocacy for physicians, seeks a CME Accreditation Manager.

The Continuing Medical Education (CME) Accreditation Manager manages PAMED's ACCME-accredited CME program of activities for physicians, PAMED's ACCME recognition as a state accreditor of other institutions and organizations, and production of PAMED's annual CME publication.

The CME Accreditation Manager focuses on interactions with physicians, on an executive level, to answer questions, solve problems, and convey the value of PAMED membership, especially in the areas related to continuing medical education. Providing training and assistance to PAMED staff and external representatives of other organizations who plan, deliver, or financially support CME activities to ensure they comply with accreditation requirements is also a core responsibility of the person in this role.

QUALIFICATIONS

- Bachelor's Degree preferred, with a minimum of 3 years of CME/CE experience;
- Must have working knowledge of AMA's activity accreditation requirements, as well as demonstrated ability implementing the ACCME's Accreditation Requirements and using their online Provider Activity Reporting System (PARS);
- Other skills include: customer service, conflict resolution, project management, ability to prioritize/meet deadlines, public relations/diplomacy; oral and written presentation skills, computer/database management, decision-making, and the ability to understand complex policies;
- Physical abilities: speech, hearing, sight, mobility, driving, and lifting up to 50 lbs.

Special Requirements include the ability to communicate and work cooperatively with many different people and organizations, to adjust to constant change, and to periodically travel to occasional evening/weekend meetings.

This is a Full-Time, Exempt, Monday through Friday position. A comprehensive salary and benefits package (Medical, Dental, Vision, Group & Voluntary Life, and 401k with match & profit-sharing) is offered. If interested in viewing the full job description and applying for this position, email your resume to humanresources@pamedsoc.org and/or go to our website www.pamedsoc.org/jobs. Complete an application online and include your cover letter, with salary requirements, and resume. EOE.