

ACCME is the national accrediting organization for providers of continuing medical education, and offers employees the opportunity to contribute to the future of accredited continuing medical education. It fosters a professional, client-focused atmosphere that emphasizes accountability, integrity, open-mindedness, excellence and quality. ACCME has a staff of approximately 30 team members to whom it offers a generous benefits package including medical, dental, 401(k), flexible spending accounts, and more.

Position Title: **Systems Manager, Accreditation and Recognition**

Classification: Full-Time, Exempt

Primary Purpose:

The Systems Manager performs a critical role in the implementation of systems designed to ensure the accuracy, consistency and integrity of the Accreditation and Recognition processes that are core functions of the ACCME. This person will be responsible for the cohort-based accreditation review process for approximately 700 nationally accredited providers, and support the systems related to ongoing audit of accreditation decision making for 40 State Medical Society Recognized Accreditors. The Systems Manager will also spark and support innovations and improvements to the systems, timelines, and workflows associated with these entities and functions. This role ensures a smooth transition from data collection processes to decision-making, and supports related committees of the ACCME, as assigned.

Essential Functions will include:

In close collaboration with the accreditation, and technical teams at the ACCME, develop and manage the system of accreditation and working in alignment with the Manager of Recognition Services work to drive the equivalency of the State Medical Society system of accreditation.

1. Establish a deep understanding of the systems of accreditation and recognition ensuring their accurate and efficient function.
2. Collaborate with internal teams and external stakeholders to creatively solve problems and brainstorm solutions in the incorporation of new and changing requirements into the accreditation and recognition processes.
3. Manage the workflow of the Coordinator and Administrative Assistant, working with the Director of Accreditation Services to prioritize tasks and resources to ensure that all providers complete the accreditation process in each cohort.
4. Manage and participate in the implementation of the processes and timelines associated with accreditation and recognition.
5. Respond to providers, accreditors, surveyors, and reviewers to address their questions about the accreditation and recognition processes.

6. In collaboration with internal team members, participate in the staff support of the Accreditation Review Committee (ARC), Committee for Review and Recognition (CRR) and the Decision Committee.
7. Identify risks or opportunities that could impact the success of the accreditation and recognition processes and systems, proactively notifying the team and escalating issues when appropriate.
8. Participate in the development and presentation of educational content for providers, volunteers and recognized accreditors, in collaboration with the Education team.
9. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Qualifications:

1. Master's degree in management/administration or adult education is preferred; Bachelor's degree is required.
2. Minimum 5 years professional work experience with an accreditation or credentialing organization, including an understanding of the healthcare and physician communities that comprise ACCME's stakeholder group.
3. Demonstrated talent for leading teams.
4. Experience with systems integration and implementation projects.
5. Demonstrated experience with project management, including timeline and budget monitoring experience.
6. Strong analytical and critical thinking skills.
7. Proficient with Microsoft Office Professional, including Visio. Expertise with MS Excel.
8. Detail oriented, with ability to multi-task and meet deadlines.
9. Self-motivated, collaborative team player.
10. Excellent verbal and written communication skills.
11. Strong service orientation, with demonstrated initiative and tact.

Reports To: Director of Accreditation Services

Interested candidates should submit their CVs, references, and salary requirements to The Synergy Companies, Inc. at 230resumes@mysynergy.com.