

# Director Academic Affairs



**Job Code**  
**OLL072651**

**Job Description Title**

**FLSA Status**  
**EXEMPT**

## Job Summary

The Director of Academic Affairs directs the operation and activities of graduate medical education, undergraduate medical education, and allied health at OLOL and its affiliates. The Director also provides guidance and support re: medical education and clinical learning to partner organizations within FMOLHS. The Director ensures compliance with all federal, state, and local regulations regarding medical education and clinical learning. The Director also leads innovation and improvement activities within the clinical learning environment. The Director is actively involved in the development and implementation of strategic planning initiatives of the organization related to the academic mission.

## Job Description Disclaimer

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (eg., emergencies, changes in personnel, workload, rush jobs, or technological development).

## Specifications

<b>Description</b>	<b>Minimum Required</b>
Experience	Five (5) years of GME or equivalent healthcare leadership experience or higher education leadership experience
Education	Master's Degree in Healthcare or Business Administration or related field. Doctoral degree from an accredited institution can be substituted for one year of experience
Training	
Special Skills	
Licensure	

### Does this position formally supervise employees?

Yes

If set to YES, then this position has the authority (delegated) to hire, terminate, discipline, promote or

effectively recommend such to manager.

## Job Standards - Total Weight 60%

### Job Standards and Performance Expectations

Weight

#### •Leadership

15%

- Establishes and promotes work relationships with affiliated institutions and FMOLHS hospitals, medical staff, residents and other GME personnel, UME & Allied Health. Serves as liaison between OLOLRMC and affiliated entities and between healthcare learners and their affiliated institutions.
- Actively participates in development and implementation of strategic initiatives for the organization. Provides leadership support on division initiatives as they are assigned.
- Recommends departmental policies and procedures that are consistent with the mission and the operating goals and objective of the hospital. Monitors the utilization and application of policies and procedures in order to ensure that applicable standards are met by all healthcare learners and their affiliated institutions.
- Provides guidance and support to staff members, aids in removing performance barriers and facilitates effective problem-solving among team members. Reviews departmental performance, identifies performance deficits and implements prudent recommendations that promote departmental efficiency. Identifies, resolves and facilitates the resolution of departmental problems and encourages team members to voice ideas for better organizational operation, improved communication between staff members and higher quality customer service.
- Oversees the creation, development and implementation of healthcare analytic reports and dashboards for Academic Affairs.

#### •Program Management and Daily Operations

15%

- Oversees activities of Academic Affairs including GME, UME and Allied Health, to assure compliance with all agreements, regulatory requirements and budgetary commitments. Knows and understands current ACGME institutional requirements.
- Plans, organizes and facilitates GME, UME and Allied Health activities in collaboration with administrative and clinical leadership. Includes on-call activity.
- Communicates with affiliated institutions, medical staff, administration and directors in regards to changing policies or workflow issues related to GME, UME and Allied Health. Counsels and collaborates with faculty, administrators and departmental staff representatives across the clinical learning environment on educational programs and resources, particularly with respect to mandated activities for continued institutional accreditation as well as innovative educational programs.
- Oversees scheduling and coordination of GME, UME and Allied Health orientations.
- Supports division leadership in executing financial commitments to partner organizations, such as housing commitments to LSU residents and oversight of payments to LSU as part of the OMNIBUS Cooperative Endeavor Agreement.
- Prepares and distributes external reports and correspondence for regulatory agencies.
- Serves as a resource for market data and demographics and generates reports to support strategic planning initiatives.

#### •Performance Improvement and Quality

15%

<ul style="list-style-type: none"> <li>• Ensures continual improvement of Academic Affairs processes, including policies and strategic support of division and organizational goals for recruitment and workforce development.</li> <li>• Ensures integrity of learners access to healthcare records.</li> <li>• Promotes and encourages the growth and development of staff members.</li> <li>• Promotes the quality and efficiency of his/her own performance by remaining current with the latest trends in field of expertise.</li> </ul>	
<ul style="list-style-type: none"> <li>• Special Projects and Other Duties as Assigned</li> <li>• Administrative oversight of multi-institutional medical education initiatives that OLOLRMC might join.</li> <li>• Operationalizes wellness initiatives, developed and designed by the committees focused on peer support and stress reduction for providers.</li> <li>• Collaborates with operations leaders to create an efficient workplace which relieves burden on providers.</li> <li>•</li> </ul>	15%

**FMOLHS Standards - Total Weight 15%**

<b>Job Standards and Performance Expectations</b>	<b>Weight</b>
1. SERVICE - "The privilege of reaching out to meet the needs of others." <ul style="list-style-type: none"> <li>a. Focuses on the customer; identifies the customer's needs; responds to the customer; satisfies the customer; takes ownership.</li> <li>b. Responds immediately to customer's needs and solving repetitive service problems.</li> <li>c. Demonstrates enthusiasm and positive attitude with customers.</li> </ul>	3%
2. REVERENCE AND LOVE FOR ALL OF LIFE - "Acknowledging that all life is a gift from God." <ul style="list-style-type: none"> <li>a. Exemplifies the professional image of FMOLHS through compliance with the appearance standards.</li> <li>b. Serves the organization with honesty and integrity by complying with all organizational and departmental policies and procedures.</li> </ul>	3%
3. JOYFULNESS OF SPIRIT - "An awareness of being blessed by God in all things." <ul style="list-style-type: none"> <li>a. Works well with others by recognizing the value of our diverse workforce and remains open to new view points, ideas and talents.</li> <li>b. Takes on other responsibilities when needed recognizing that customer satisfaction is everyone's job.</li> </ul>	3%
4. HUMILITY - "Being authentic in serving as an instrument of God." <ul style="list-style-type: none"> <li>a. Demonstrates selflessness by being supportive and cooperative with team members.</li> </ul>	3%
5. JUSTICE - "Striving for equity and fairness in all relationships with special concern for those most in need." <ul style="list-style-type: none"> <li>a. Adheres to organizational and departmental policies regarding tardiness, breaks, time clocks, and use of benefit time.</li> <li>b. Demonstrates accountability for responsibly managing resources by completing work on time and using supplies as appropriate.</li> <li>c. Prioritizes the needs of customers especially those most in need.</li> <li>d. Demonstrates knowledge of and compliance with applicable federal and state laws and the Standards of Conduct.</li> </ul>	3%

**Management Duties Job Standards - Total Weight 25%**

<b>Job Standards and Performance Expectations</b>	<b>Weight</b>
1. Challenges the Process a. Seeks challenges aggressively; ensures innovation, and questions the status quo. b. Is not risk-averse; learns from failure, realizes mistakes are opportunities for growth. c. Sets clear stretch goals for self, peers and direct reports. d. Demonstrates understanding of natural sources of conflict and acts to prevent them; does not compromise to avoid conflict. e. Knows where to go to get things done. f. Creates a "no blame" environment. g. Recognizes early signs of changing environment and adjusts as necessary.	4.17%
2. Inspires a Shared Vision a. Designs a vision and creates environment to support that vision. b. Articulates the vision and describes the internal and external changes that will accompany implementation. 2.3 Demonstrates professionalism, builds trust and credibility that reflect FMOLHS mission, vision and values.	4.16%
3. Enables Others to Act a. Employs techniques designed to improve discussions between people when stakes are high, emotions run strong, and opinions vary. b. Works constructively to identify and remove barriers and resolve conflict. c. Takes a sincere interest in the coaching and professional development of team members; Meets regularly with team members to discuss and agree on performance expectations and goals. d. Works well with different audiences. e. Encourages collaboration. f. Allocates resources across competing priorities.	4.17%
4. Models the Way a. Fosters a culture of spirituality and inclusion. b. Finds personal meaning in work. c. Guides decision-making according to Franciscan mission and values. d. Demonstrates humility. e. Demonstrates high standards for professional appearance of self and facility.	4.17%
5. Encourages the Heart a. Exhibits caring and respectful behavior. b. Takes personal responsibility for customer/patient satisfaction and loyalty. c. Receptive to being held accountable for performance/results. d. Shows sincere interest in others and their personal goals. e. Strives to make all people feel welcomed and valued. f. Rewards and recognizes achievement.	4.17%
6. Promotes and Supports Compliance in the Workplace a. Demonstrates expertise for all compliance standards in areas of responsibility. b. Demonstrates awareness of and support for all competency requirements, mandatory regulatory standards, and credentialing or certification requirements for areas of responsibility. c. Responsible for monitoring compliance with all applicable laws by team members for whom there is administrative responsibility. d. Promotes employee safety by assessment of risks within the department and promoting good safety principles with the team.	4.16%