



LOCATION: Company located in Sacramento, CA
JOB TITLE: Manager or Director of Continuing Education
NAME OF COMPANY: Advocacy Management Group
INDUSTRY: Association Management of Specialty Societies
JOB FUNCTION: Direction and oversight of accreditation compliance
JOB TYPE: Executive
JOB DURATION: Full time
LOCATION: Remote
MIN EDUCATION: Bachelor's degree
MIN EXPERIENCE: Five years in continuing education, at least 3 of which have been with an ACCME, ANCC or ACPE accredited organization
TRAVEL: Possible travel may include 1-5 trips per year
SALARY: \$85,000 to \$95,000 annual salary plus competitive benefits, negotiable
OTHER: Certified Healthcare Continuing Education Professional (CHCP) preferred
RESUMES: Submit resumes to gpeterson@amgroup.us

About AMG

Advocacy Management Group is based in Sacramento California. Our company is an association management company providing advocacy, membership resources and conference/meeting planning for our clients. We currently manage over 20 associations, four (4) of which are medical specialty society clients that offer accredited physician education. In the next year we plan to add additional medical specialty society clients. Each Society has one to four conferences per year that offer *AMA PRA Category 1 Credit(s)[™]* to physicians. We have engaged an experienced CME Consulting firm to help with the transition and onboarding for this newly created position.

Description of Position

The Manager of Continuing Medical Education is a remote position working with four to six accredited medical specialty societies. The Manager of CME is responsible for compliance oversight and support of the work of client societies' committees in planning and implementation of the educational portion of approximately eight (8) to ten (10) conferences per year and twelve (12) to twenty-four (24) enduring materials per year. The Manager must have a complete and in-depth knowledge of the ACCME accreditation requirements, the ACCME Standards for Independence and Integrity and the AMA formats and credit system. The Manager will work collaboratively with on-staff meeting planners who manage all logistics of the conference as well as with the Exhibits Manager for each conference. We seek a strong communicator and strategic thinker experienced in working with physician-driven planning committees.

Manager of Continuing Education Responsibilities

- Facilitate planning meetings with physician planners
- Monitor all aspects of the planning and execution of accredited activities for compliance with ACCME standards and requirements
- Provide information to committees to improve compliance with accreditation requirements
- Work collaboratively with Meeting Planners and Exhibits Manager
- Manage tasks and timelines through to completion of the conference, including reconciliation of any independent educational grants received by client societies

- Faculty management
- Work with Event Planners to make travel arrangements for faculty
- Facilitate review and mitigation of planner/faculty/staff disclosures
- Draft conference marketing material content and work with Meeting Planners and graphic designers to finalize and post marketing and registration materials
- Complete applications for additional forms of continuing education credit including Maintenance of Certification (MoC)
- Facilitate peer review of content as necessary
- Prepare the required accreditation information for inclusion in registration material
- Create evaluation templates, evaluation summary reports and follow up surveys
- With the accounting department, track income and expenses
- Solve problems and manage client expectations
- Supervise at last one CME coordinator
- Collaborate with CME Consultant on reaccreditation for CME clients

Requirements/Qualifications

- CHCP preferred
- Bachelor's Degree
- Minimum 5 years experience in physician education, with at least 3 years experience working in an ACCME, ANCC, or ACPE provider
- Knowledge of CME programming and ACCME accreditation criteria and standards
- Proficiency in Word, Excel and PowerPoint
- Strong project management and organizational skills a must
- Excellent oral and written communication skills required, including ability to work well in a team environment
- Candidate must be self-starter with the ability to create daily routine and stay organized while working remotely