**Department of Radiology**

**Job Description, Vice Chair for Education**

This document is a product of ADVICER (Alliance of Directors and Vice Chairs of Education in Radiology), a group within ACER (Alliance for Clinician Educators in Radiology), and is meant to be open source and modifiable. The Vice Chair for Education position is intended to promote excellence in training, teaching, educational scholarship and innovation within the Radiology department. This executive position*,* which centers on the classical academic mission of education/teaching*,* includes leadership and guidance in supporting and directing educational programs, as well as educational support, promotion and mentorship.

***The following was designed as a comprehensive description of all the activities that could potentially fall under the direction of the Vice Chair for Education, either directly or indirectly. It should be clear that few, if any, departments will require the Vice Chair for Education to administer ALL these activities, and it should be left to individual Chairs and Vice Chairs to modify this into a job description that is specific to their own department.***

We welcome your feedback on this document, especially suggestions for improvement. To give feedback, please email Petra Lewis MB.BS at petra.lewis@hitchcock.org or Eric England at eric.england@uc.edu.

1. **General Summary, Principal Duties and Responsibilities**

The Vice Chair for Education will report to the Chair and have general oversight and executive managerial responsibility for all of the department’s diverse educational programs.  This includes providing support, guidance and advice to all of the following Directors:

 Director of Medical Student Education in Radiology

Program Director, Diagnostic Radiology Residency

 Program Director, Interventional Radiology Residency

Program Director, Nuclear Medicine Residency

Program Director, Medical Physics Residency

Program Director, Technologist Training Program

Program Director(s), Radiology Fellowship Program(s) (including ACGME-accredited and non-ACGME-accredited

Director, Visiting Professor and Grand Rounds Programs

Director, CME Programs

Director, Radiology Library and Educational Resources

Director, Educational Outreach programs

The Residency and Fellowship Program Directors and their administrative team will report to and are accountable to the Vice Chair for Education.

**The Vice Chair for Education will**

* Ensure the quality of all educational programs and their compliance with regulatory requirements; seek opportunities to combine administrative support resources across these programs in order to improve quality and reduce costs; manage the expense budgets, governing policies, and procedures of these programs; and be the chief departmental advocate for investment and improvement in existing educational programs.
* Convene regular meetings of the departmental educational community through an educational leadership group to ensure the best possible integration and communication across individual program lines.
* Assist the Chair in fostering an environment that values and supports educational programs.
* Advise the Chair on educational priorities, funding needs, recruitment and infrastructure support for programs.
* Work with the Department Administrator (Director of Management Operations, DMO) and the Chair on developing and maintaining annual operating budgets for all educational programs, including regular review of endowment fund expenses and their allocation.
* Allocate funding to resources that align with the educational mission of the department.
* Find ways in which the quality of the educational programs can be improved while, at the same time, lowering their costs to the department via creative consolidative/integrative efforts.
* Liaise with the university and other departmental and institutional educational and administrative leaders, in support of educational programs and initiatives, while promoting collaborative educational opportunities.
* Maintain and enhance systems for reporting trainee and faculty performance and educational program evaluation data for the purposes of assessment, improvement and planning.
* In conjunction with residency and fellowship program directors, maintain and enhance the departmental educational infrastructure including the library, the educational portions of the department website, conference rooms and remote conferencing facilities.
* Oversee in partnership with other department leadership mentoring within the department.
1. Provide support and mentoring to faculty who have a specific interest in medical education and/or who are career educators.
2. Mentor faculty with defined deficiencies in education, e.g., based on evaluation.
3. Develop and implement a department-wide mentoring program, with the focus on senior faculty members mentoring junior faculty members.
4. Assign mentoring pairings as appropriate.
5. Provide access to mentoring materials.
* Oversee in partnership with promotion committee chairs faculty development for medical student, resident, and fellow education.
1. Create faculty development seminars and workshops, including teaching faculty members how to teach, how to effectively evaluate students, residents and fellows, and how to give appropriate feedback.
2. Participate in and facilitate faculty recruitment.
3. Orient new faculty members to roles and responsibilities in education and teaching.
4. Review and monitor educational contributions of individual faculty members as required ensuring fulfillment of departmental educational mandate.
5. Ensure that faculty members are aware of institutional and national opportunities for the development of educational leadership and expertise.
6. Encourage faculty members to contribute to the residency and fellowship educational programs, as well as those of the medical school.
7. Advise the Chair regarding potential candidates for educational leadership positions in the department.
8. Encourage all faculty members to maintain an on-going portfolio of educational contributions for promotion and tenure purposes. Work closely with Promotion Committee Chair to review any faculty eligible for the Academic Promotion and ensure timely paperwork preparation for any new faculty in need of Academic Appointment.
9. Contribute summary information of each faculty member’s educational contributions, based on his or her submitted educational portfolio, for annual review and/or promotion.
10. Participate with the Chair in a faculty annual review process.
11. Foster and develop medical education research.
* Serve as an alternate representative for the Chair on hospital and university committees relevant to educational activities, in the Chair's absence or as the Chair deems appropriate.
* Meet with the Chair at least annually to review overall departmental educational events and contributions, anticipated or planned initiatives/goals for the upcoming year, as well as redefinition of the scope and direction of the Vice Chair for Education responsibilities.
* In collaboration with the Vice Chair of Quality and Safety (or equivalent), develop a mechanism to track faculty CME credits, Maintenance of Certification (MOC), and other licensing and certification requirements.
* Provide executive leadership and oversight of all department CMEcourses.
* Develop a vision for the continuing medical education agenda.
* Promote and market departmental CME conferences.
* Work closely with Section Chiefs on soliciting visiting professor opportunities and improving education within each division and site.
* Work closely with the Education Coordinator and the Residency and Fellowship Program Coordinators on providing speakers and topics for Grand Rounds lectures.
* Identify and design creative, innovative activities that will enhance the educational experience of the members of the department aligned with the department guidelines.
* In collaboration with the Vice Chair of Informatics or Medical Imaging Informatics Director and the Residency Director (or their equivalents), utilize the most up-to-date available technology to enhance the learning and education of radiology residents, including formal education of imaging technology.

**II. Medical Student Education**

**The Vice Chair for Education will**

* Oversee medical student education to ensure that medical students are receiving an appropriate level of exposure to Radiology and Radiology services with appropriate instruction on Radiology electives and clerkships.
* Work closely with the Director of Medical Student Education and the Medical Student Program Coordinator on recruitment of lecturers and tutors, clinical skills preceptors and anatomy teachers from the Department of Radiology, coordination of clerkship electives, and oversight of the student curriculum.
* Support the leaders and the members of the Radiology Interest Group in their activities to ensure continued interest in Radiology as a profession and pipeline of future residents and colleagues.
* Engage university leadership regarding incorporation of Radiology into the medical student curriculum as well as core clerkships and other electives and foster outreach.

**III. Radiology Resident Education**

**The Vice Chair for Education will**

* Assist the Program Director/Associate Program Director/Assistant Program Director with compliance with ACGME, ABR, Institutional and Joint Commission rules and regulations.
* Assist with developing and fostering cutting edge education techniques and educational innovation.
* Review resident evaluation of faculty and faculty evaluation of residents to identify any areas for improvement.
* Oversee the creation and implementation of the education/conference curriculum including clinical, radiation physics, radiation safety and conferences related to non-clinical topics such as research, business of medicine, professionalism, ethics, etc.
* Work with the Program Directors in developing and allocating rotations for the focused senior year, including the development of non-clinical rotations; help support and create new mini-fellowships based on learner’s interests and departmental opportunities.
* Oversee in partnership with the Program Director the scheduling, timing, organization and delivery of Board reviews.
* Promote educational research and scholarly activity among faculty, residents and fellows within the department
* With the Program Directors, review all RRC communications.
* Ensure that the Residency Clinical Competency Committee is fulfilling its duties in a timely and efficient manner.
* Review submitted Milestone data biannually.
* Ensure that the Residency Program Evaluation Committee is fulfilling its duties in a timely and efficient manner.
* Review the Annual Program Evaluation as well as Annual Data Submission (ADS) .
* Have a leadership role in recruitment and retention of radiology residents with oversight of applications, resident selection, credentialing, etc.
* Work with the Program Directors on the creation and implementation of a resident mentoring program.
* Act as a consultant to the Program Directors during disciplinary and remediation processes.
* Interface with the office of Graduate Medical Education (GME) when necessary.

**IV. Radiology Fellow Education**

**The Vice Chair for Education will:**

* Assist the Program Director/Associate Program Director/Assistant Program Director with compliance with ACGME, ABR, Institutional and Joint Commission rules and regulations.
* Assist with developing and fostering cutting edge education techniques.
* Work closely with individual sections on existing fellowship programs, including both ACGME accredited and non-ACGME-accredited programs.
* Attend regular meetings with Fellowship Program Directors.
* Ensure Fellowship Program Directors have developed and implemented a thoughtful curriculum that balances education and service needs.
* Review fellow evaluation of faculty and faculty evaluation of fellows to identify any areas for improvement.
* Ensure that the Fellowship Clinical Competency Committees are fulfilling their duties in a timely and efficient manner.
* Review submitted Milestone data biannually.
* Ensure that the Fellowship Program Evaluation Committees are fulfilling their duties in a timely and efficient manner.
* Review the Annual Program Evaluations as well as Annual Data Submission (ADS).
* With the Program Directors, review all RRC communications.
* Act as a consultant to the Program Directors during disciplinary and remediation processes.
* Oversee fellow applications, selection and credentialing processes.
* Interface with the office of Graduate Medical Education (GME) when necessary.

**V. Committee Participation**

**The Vice Chair for Education will participate in the following committees/meetings:**

* Departmental Executive Committee
* Clinical Competency Committee (CCC)
* Program Evaluation Committee (PEC)
* Resident Education Committee
* Resident Selection Committee
* Fellowship Education Committee
* Medical Student Education Committee
* Institutional Graduate Medical Education Committee
* Departmental Promotion and Tenure Committee
* Vice Chairs Meeting
* Section Chiefs Meeting
* Department Finance Committee

**VII. Qualifications**

**The Vice Chair for Education**

* Must be a faculty member in the Department of Radiology at 0.8 FTE or above at the rank of Assistant Professor or above as defined by institutional criteria and policy.
* May concurrently hold the position of Program Director (Residency or Fellowship), Director of Medical Student Education, or additional leadership role in the department.
* Must demonstrate interest, commitment and leadership in education with excellent communication skills.
* Must be willing to function at a high managerial level in a complex health care organization.

Drafted by ADVICER September 16, 2014

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