

Accreditation Manager, Graduate Medical Education
University at Buffalo, The State University of New York

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Posted Aug. 27, 2024, set to expire Aug. 4, 2025

Job Title	Accreditation Manager, Graduate Medical Education
Department	Graduate Medical Education
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 27, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/52416

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Job Description

The Office of Graduate Medical Education invites applications for the Graduate Medical Education Accreditation Manager. As the Accreditation Manager you need excellent interpersonal and professional communication skills, analytical skills, and experience working with residency/fellowship programs and hospital affiliates. In this role, your primary focus will be to lead a variety of high-impact activities essential to GME's mission, including strategic accreditation oversight for over 70 ACGME-accredited residency/fellowship programs and 40 nonstandard training programs, ensuring compliance with the highest standards of excellence.

The GME office is a small, team-based environment where collaboration, creativity, self-directedness and continuous improvement are valued. This role will involve regular interaction with GME staff members, hospital personnel, residents, and residency program directors and administrators.

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This individual will collaborate frequently with GME Office peers and leaders, including the Sr. Associate Dean/Designated Institutional Official and Assistant Dean for Education and Resident Services.

Accreditation Manager responsibilities include, but are not limited to:

- Act as the ACGME Institutional Coordinator. Provide strategic support and high-level guidance. (including site visits and review of accreditation documents);
- Lead and manage complex projects for the accreditation team, ensuring strategic planning and timely completion of critical accreditation tasks.
- Serve as the institutional expert and strategic liaison for the MedHub Residency Management System, leading optimization efforts and providing high-level guidance to accreditation team staff.
- Collaborate closely with hospital partners on IPRO (New York State Department of Health) on- site and off-site visits for hospital accreditation. Prepare documents and pull data as requested by surveyors.
- Serve as project manager for the Outside the Match (including exceptionally qualified candidates) process for reviewing applicants (approximately 20-30 annually) who apply to UB-sponsored, ACGME-accredited residency/fellowship programs outside of the NRMP Match.

Outstanding Benefits Package

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our UBF benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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