

## POSITION DESCRIPTION

TITLE: CME/CE Manager, ASHP Advantage

REPORTS TO: Managing Director, ASHP Advantage

SUMMARY: The CME Manager serves as the ASHP Advantage expert and manager of matters related to continuing education accreditation and serves as the liaison between ASHP Advantage and ASHP's Educational Services Division.

### DUTIES AND RESPONSIBILITIES:

- Serve as the advisor and staff resource to other ASHP Advantage staff on all matters related to continuing education accreditation.
- Collect and maintain all required CE documentation for CE activities.
- Coordinate field-testing of enduring activities, including review and revision of test questions, assignment of activities to field testers and review of field test results.
- Draft, update and review ASHP Advantage policies and procedures related to continuing education accreditation to ensure they are compliant with current guidelines and regulations.
- Prepare, update and review forms, templates and other resources used in coordinating CE activities.
- Remain current on ACPE and ACCME policies, guidelines and activities and actively monitor for policy changes. Make recommendations to ensure compliance with guidelines.
- Assist in the ongoing analysis of and serve as the ASHP Advantage staff expert on matters related to educational needs assessment data, monitoring of outcomes from CE activities and review of ASHP Advantage CE activities.
- Develop and implement staff training as needed on CE policies and procedures and accreditation standards.

DUTIES AND RESPONSIBILITIES (CONTINUED):

- Assign and maintain an accurate database of Universal Program Numbers (UPNs) and activity codes for ASHP Advantage CE activities.
- Audit CE activity files (in electronic and print format) to ensure accuracy and completeness of information.
- Actively participate in development of ACPE and ACCME provider self-study and accreditation site surveys, working collaboratively with the ASHP Educational Services Division.
- Serve as a member of the ASHP CME Team and other CE-related committees and groups.
- Assist in project management of continuing education activities when required.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree with a minimum of three years experience in health care continuing education required.
- Extensive knowledge and understanding of accreditation requirements for continuing health profession education, especially ACCME and ACPE, required.
- Experience with and extensive knowledge of educational needs assessment evaluation and CE activity evaluation required.
- Knowledge of legal and regulatory requirements governing medical education grants a must.
- Evidence of strong attention to detail, with proven ability to engage in effective decision-making.
- Demonstration of excellent verbal and written communications, presentation and organizational skills.
- Mastery of Microsoft Office applications required.
- Willing to travel an estimated 25% or more of the work year.

Position Description  
CME/CE Manager, ASHP Advantage  
Page 3

QUALIFICATIONS (CONTINUED):

- Ability to establish and work from home-based office (if appropriate).
- Attention to detail, high level of motivation, “can do” attitude.
- Highly customer-service oriented.

CLASSIFICATION: Exempt

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Position Supervisor's Signature

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Corporate Supervisor Signature

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