Position Description

Date: August 16, 2019
Position Title: Senior Manager, Professional Development
Reports To: Associate Director, Professional Development
Status: Exempt

Position Summary:

ASAM is a medical professional society representing more than 6,200 members with 50+ staff and a $10M annual operating budget. It is an energetic, fast-paced organization with multi-faceted opportunities in the area of addiction medicine.

This position will report to the Associate Director, Professional Development and lead the successful management and implementation of Maintenance of Certification (CME), accreditation and CME across all ASAM education programs. The Senior Manager will work with staff across the organization and with staff in other organizations to ensure appropriate credits and MOC offerings are available for ASAM members and non-members who participate in ASAM education programs. This person will work to ensure that ASAM is the leading organization for offering the appropriate credits and MOC needed for addiction medicine.

Responsibilities/Duties:

- Manage and lead the ASAM MOC Committee and processes involved in managing and creating all parts involved in MOC such as creating and maintaining an information guide, providing part II MOC from ASAM and developing a new Part IV self-assessment program.
- Manage the ASAM CME Committee and work with current CME Consultant.
- Manage and build strong relationships and communications with education and MOC coordinators from other organizations as required and needed.
- Develop and manage an effective method of tracking and reporting course attendance, evaluations and for following Continuing Medical Education (CME) guidelines.
- Serve as the leader and go to person in the department to ensure proper credits and MOC is acquired for ASAM education programs.
- Serve as central point of contact and information regarding the alternate pathway for becoming an addiction specialist and referring people to ABPM regarding the addiction medicine Exam.
- Compile and distill evaluation reports for programs managed and provide results to MOC and CME Committees.
- Oversee the adherence of activities to ACCME and CME guidelines, including appropriate reporting, working closely with the CME Consultant.
- Develop, manage and monitor budgets for this area of responsibility.
- Conduct regular reports of completed MOC trainings to the ABPM and other ABMS boards.
- Work with the CME Consultant to complete annual PARS reports.
- Lead and manage all aspects of credentialing and credit processes for ASAM education programs.
• Develop, implement, and manage all requirements and offerings for MOC including the development of a new safety course and Part IV MOC self-assessment program.
• Provide customer service oversight, training and coordination for staff who provide phone support to members for education, credit and MOC activities. Interact with members and customers as needed regarding courses, programs and products.
• Manage temporary employees and contractors assigned to assist the education department with customer service.

Education and Experience:

• Two to five years of experience creating and maintaining CME or MOC products and programs required
• Two to five years of experience with medical organizations or professional adult education required
• Familiarity with ABMS member board MOC programs preferred
• Familiarity with ACCME accreditation procedures, guidelines, and standards preferred
• Experience with ACCME’s Program and Activity Reporting System (PARS)
• Bachelor’s degree required; major in professional development, adult education, or similar field preferred
• Master’s degree or some graduate school in a related field preferred

Skills and Abilities:

• Excellent organizational skills including setting priorities in work assignments, coordinating projects, and following up on assignments with minimal direction
• Ability to efficiently handle multiple priorities in a fast-paced environment with attention to detail
• Good interpersonal skills with ability to interact effectively, efficiently and professionally with individuals at all levels of the organization
• Excellent written, organizational, communication and customer service skills are required
• Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
• Good customer / member service skills
• Resourcefulness and creativity valued
• Team player with positive attitude, enthusiastic energy and ability to have fun with team members

Works closely with:

• Chief Learning Officer and other members of the education team as needed.
• Professional development, marketing and membership staff for marketing and customer satisfaction and course planning committees
• CME consultant(s) for adherence to ACCME education guidelines and instructional design guidance
• ASAM Committee members, particularly the CME and MOC Committees
• The MOC Coordinator at the American Board of Preventive Medicine and other ABMS Member Boards

Benefits of Working at ASAM:
• ASAM’s work with physicians and clinicians helps millions of patients, families, and communities impacted by addiction
• ASAM’s work helps address the vast national crisis of opioids and addiction
• ASAM enjoys a strong organizational culture, living by values determined by staff of open collaboration, trust, courage, and connectedness
• ASAM is proud to have earned the Sloan Award for Excellence in Workplace Effectiveness and Flexibility
• ASAM offers competitive compensation (commensurate with experience) and benefits that include paid vacation and sick leave, transportation reimbursement, medical insurance, and 401k.

**Recruiting salary range:** Commensurate with experience (with a robust benefits package)

**To Apply:**
Please submit a resume and cover letter explaining your interest in the position and how your skills match the position.

ASAM provides equal opportunity to all staff. No person shall be discriminated against because of race, color, religion, sex, national or ethnic origin, age, physical handicaps, marital status, sexual orientation, family responsibilities, political affiliation, or any other category that is protected by federal law or the laws of the Maryland.

ASAM is proud to be honored with the Sloan Award for Excellence in Workplace Effectiveness and Flexibility for its use of flexibility and other aspects of workplace effectiveness as a workplace strategy to increase business and employee success. ASAM was one of eight organizations and the only association to be recognized in the state of Maryland.