

Continuing Medical Education Manager

About AACAP

The Mission of the American Academy of Child and Adolescent Psychiatry is to promote the healthy development of children, adolescents, and families through advocacy, education, and research, and to meet the professional needs of child and adolescent psychiatrists throughout their careers.

The Academy is a 501(c)(3) non-profit membership based organization, composed of over 9,200 child and adolescent psychiatrists and other interested physicians. Its members actively research, evaluate, diagnose, and treat psychiatric disorders and pride themselves on giving direction to and responding quickly to new developments in addressing the health care needs of children and their families. AACAP has earned Accreditation with Commendation from the Accreditation Council on Continuing Medical Education (ACCME).

Description and Required Experience

The CME Manager is responsible for being the primary resource for AACAP members and staff on Accreditation Council for Continuing Medical Education (ACCME) and American Board of Psychiatry and Neurology (ABPN) rules and regulations.

The individual would serve as the project manager for CME and Maintenance of Certification (MOC) activities, including working with committee members and subject matter experts to produce the Lifelong Learning Modules, managing a self-assessment question database and related activities, clarifying learning objectives, reviewing and analyzing evaluations, and in general, ensuring that the education sessions delivered at AACAP events are of high quality, meet learner expectations, and comply with CME and MOC requirements. In addition, the individual will manage vendors, prepare marketing materials, and manage budgets for these projects.

This position requires a self-starter who can manage concurrent projects in the context of a small-staff association. The ideal candidate will have experience specifically implementing continuing medical education (CME) and maintenance of certification activities.

This full-time position will work at AACAP's headquarters in Washington, DC. No relocation expenses are available; local candidates are preferred. Some travel and occasional weekend and evening hours may be required.

MINIMUM REQUIREMENTS

- Bachelor's degree required.
- Five years related work experience in continuing medical education / project management a plus.
- Experience implementing ACCME and Maintenance of Certification projects/programs.
- Solid oral, written communication and copy-editing skills.
- Strong attention to detail.
- Organizational skills, including ability to manage multiple projects simultaneously.
- Proficiency on computer, including word processing, Excel, PowerPoint, data bases, and email; and learning management systems a plus.

Interested candidates should email a cover letter, resume, and salary requirements to jobs@aacap.org.