

Job Title: Manager of Certification Standards

Department: Administration

Reports To: Director of Certification Standards

Location: Dallas, Texas- ABOG Office (Uptown), Up to 15% Travel Required

FLSA Status: Exempt

Approved: 3.3.2023

Summary: Support the ABOG mission by managing relationship with OB GYN and subspecialty training programs. Serve as the main point of contact for OB GYN residents and fellows, program directors, and program managers regarding ABOG certification standards and requirements. Manage the resident and fellow registration processes and answer inquiries from training programs. Develop and implement systems, projects, programs, and processes for residents and fellows as related to graduate medical education and initial certification standards.

Essential Duties and Responsibilities:

- Serve as a primary liaison for ACGME-accredited program faculty and staff regarding ABOG certification standards and requirements. Respond to inquiries via phone and email; resolve issues related to training requirements for initial certification.
- Prepare documents for review by the Director of Certification Standards and the Credentials Subcommittee. Communicate decisions to programs for requests related to standards and policy exceptions.
- Develop a system to verify compliance of Board certification standards to ensure physicians' minimum training requirements are met for initial certification, including independent physician training verification.
- Develop a dashboard for residents and fellows which tracks their completion of ABOG certification standards during training to ultimately streamline the initial certification application processes.
- Develop a process to survey residents and fellows annually. Maintain necessary program records and documentation. Analyze reported data and prepare reports for internal and external presentations to key stakeholders.
- Develop and send communication to ACGME-accredited training programs. Collaborate with internal communications team to ensure that materials meet the ABOG branding standards and requirements. Export contact data for scheduled campaigns.
- Assist the Director of Certification Standards with the strategic initiative to create a resident and fellow panel to increase engagement with physicians during training. Facilitate the nomination and selection process for members of the panel. Prepare and send related communications and prepare materials for meetings.

- Provide support to Psychometricians, Data Analyst, and Information Technology team regarding systems, data, and report development related to residency and fellowship programs.
- Develop and contribute to materials for Division meetings, committees and Board of Director review as needed. Consult with Director of Certification Standards and Executive Director regarding new and emerging training-related issues.
- Work with external stakeholders, including but not limited to working with the ACGME, ABMS, ACOG, and other specialty related organizations related to certification standards and requirements.
- Participate in conferences and external meetings, including the CREOG and ABMS annual conferences.
- Ensure that the Ob/Gyn and subspecialty certification standards on the ABOG website are current and accurate.
- Perform other duties as required or assigned by the Director of Certification Standards or Executive Director.

Skills and Qualifications

- Bachelor's degree required; Master's in Education, Business, or related discipline strongly preferred
- 3-5 years of related experience, or experience in medical licensure, assessment, physician credentialing, medical certification, and/or graduate medical education
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook; experience working in virtual applications such as MS Teams and Zoom preferred
- Strong interpersonal skills with the ability to communicate effectively to physicians, executive leadership, and external stakeholders
- Experience managing multiple ongoing projects simultaneously preferred; ability to adopt internal project management process
- Strong written communication skills; must be able to prepare well-written correspondence appropriate to stakeholders
- Must have experience developing and delivering presentations to small and large groups virtually and in person
- Possess analytical and conceptual thinking skills and the ability to clearly communicate analysis and ideas; experience working with and interpreting data to make decisions

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and

arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

COVID-19 VACCINATION REQUIREMENT: Full vaccination against COVID-19 is a condition of employment with the American Board of Obstetrics and Gynecology, Inc. To be qualified for employment at the American Board of Obstetrics and Gynecology, Inc. or its affiliated organizations, employees must comply with the vaccination requirement or receive an approved exemption.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical office or administrative setting. The noise level in the work environment is usually low.

COMPENSATION: Salary commensurate with experience. Excellent benefits program including Health, Dental, Vision, Health Savings Account, employer-matching 401(k), Basic Life and AD&D insurance, and Long-Term Disability.