Position Description

Date: July 21, 2023
Position Title: Associate Director, Accreditation
Reports To: Vice President, Education
Status: Exempt

Position Summary
This position reports to the Vice President of Education to ensure the successful strategic development, creation, and implementation of accreditation for Interprofessional Continuing Education (IPCE) and Maintenance of Certification (MOC) across all ASAM education programs. The Associate Director works closely 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.

Responsibilities:
- Provide strategic guidance and leadership to the education department in accordance with ACCME Standards and Joint Accreditation requirements, CME/CE, and MOC/CCP processes
- Manage the CE Committee by serving as a liaison and overseeing committee activities
- Oversee budgets for accreditation of educational activities and effectively manage them to meet revenue, expense and net income targets
- Ensure adherence to ACCME standards and Joint Accreditation guidelines to provide strategic guidance and support for the expansion of ASAM's continuing education accreditation and board certification/maintenance of certification for primary boards and addiction medicine
- Co-lead the Evaluation and Assessment team to ensure the effective implementation of accreditation processes, including the development and execution of evaluation frameworks, tools, and methodologies for assessing educational programs
- Drive data-informed decision-making by conducting program evaluations, analyzing educational outcomes, and identifying areas for improvement within the education department
- Collaborate with cross-functional teams to develop strategies that maximize the impact and effectiveness of addiction education, while ensuring compliance with accreditation requirements and standards
- Supervise the Specialist of Accreditation through implementation of Joint Accreditation
- Build strong relationships with education and accreditation counterparts from other organizations to stay informed of changes and how others are handling them
- Maintain membership with the Alliance and leverage network of other accreditation professionals
- Develop and maintain subject matter expertise in exam requirements for board certification in addiction medicine

Associate Director, Accreditation – July 2023
• Travel as needed
• Open to new ideas and other duties as they arise and are assigned

**Required Qualifications**
- A minimum of 5 years of experience managing and maintaining accreditation and certification programs
- Bachelor’s degree
- Demonstrated experience of building, implementing, or improving accreditation processes for education
- Solid understanding of ACCME or Joint Accreditation guidelines and standards
- Ability to remain flexible, think quickly, and pivot when the field changes requirements
- Strong skills related to organizational, tracking, and document retention
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)

**Desired Qualifications**
- Demonstrated experience successfully directing accreditation and reaccreditation audits for accredited continuing education(s)
- Experience with ACCME’s or Joint Accreditation’s Program and Activity Reporting System (PARS) preferred
- Familiarity with ABMS member board MOC programs preferred
- Experience with program evaluation including measuring and analyzing amassed learner data

**Skills and Abilities:**
- Excellent organizational skills including setting priorities in work assignments, coordinating and managing 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
- Resourcefulness and creativity valued
- Good customer / member service skills

**To Apply:**

Please submit your resume and cover letter explaining your interest in this position and how your skills match at:

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.