

American Board of Emergency Medicine
Job Description

Position Title	Department	Reports to
Director of Medical Affairs	Organizational Services	Executive Director, Professional & Clinical Affairs
Employment Status and Location	FLSA Status	Effective Date
Full-time and Remote Eligible	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	August 2024

POSITION SUMMARY

This position provides leadership, clinical content knowledge, and expertise to relevant ABEM projects and activities. Represents ABEM leadership with external organizations as a liaison for specialty-related issues and relationships. Develops operational procedures, coordinates, and implements projects, practices, and programs to meet and advance the initiatives of ABEM’s medical and academic affairs. Provides expertise and advances integration of informational technology through a clinician lens to optimize the work of the Board. This role supports the Executive Director, Professional and Clinical Affairs (EDPCA) by developing and facilitating full-scale project plans and coordinating cross-functional collaboration across the key programs and within the organization, as well as working with individuals at other ABMS Boards and EM-related organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

1. Supports the EDPCA with content expertise and material development for Academic Affairs, including the development of new subspecialties, focused practice designations, and initiatives related to competency-based medical education. Works with stakeholders by representing ABEM by serving on task forces and special project workgroups related to graduate medical education as assigned.
2. Provides expertise and implements strategies to integrate informational technology in the development of future assessments including using data analytics, artificial intelligence, and clinical decision support tools. Provides clinical, data driven, forward thinking expertise to support information technology development related to the Certifying Exam and other assessment development and administration, Board initiatives, ABEM systems, and ABEM-related research, including the use of big data and quality measures.
3. Provides leadership and content expertise to the Coalition of Board-Certified Emergency Physicians (COBCEP), including the identification of issues and strategic priorities, development of material for monthly conference calls, and outreach to professional societies, regulatory agencies and health systems.
4. Provides leadership and content expertise for the Resident Ambassador Panel (RAP), including development of material, supervision of the work of the RAP, and facilitating collaboration between the RAP and the ABEM Board Liaison.
5. Strengthens ABEM’s relationships within the medical education community by serving as a

liaison with the ACGME, RC-EM, EUFAC, resident-related organizations, and other external organizations, as assigned. Supports the maintenance of strong intra-specialty relationships by representing ABEM at national meetings as assigned which could include ACEP, AAEM, CORD, EMRA, RAMS, RSA, and SAEM.

6. Aids in responding to inquiries from ABEM-certified physicians and training program leadership when the inquiry requires an elevated response or clinical expertise.
7. Supports the development of position papers and provides leadership to issues of public policy and governmental regulations related to board certification, continuing certification, scope of practice, and quality of emergency care.
8. Provides clinical and specialty-related expertise and staff support to relevant BOD committees, including developing written materials and attending in-person and virtual meetings.
9. Advises the Executive Director Professional and Clinical Affairs on strategic issues.
10. Performs other duties as needed or assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- M.D. or D.O. required. Current ABEM or ABMS certification required.
- A minimum of seven years of experience in graduate medical education (GME) as core faculty in an EM residency required. Associate Program Director or Program Director experience is preferred.
- Experience with clinical informatics, clinical decision support systems, medical simulation, data analytics, business intelligence tools, software design, large language models (LLM), and/or generative AI applications preferred.
- Significant experience in a leadership role (e.g., Board of Directors, Committee) within organized medicine at a state or national level and/or a medical professional society preferred.
- Proficiency in Microsoft Office suite required.
- Ability to travel up to 20-30 percent time.
- Familiar with the American Board of Emergency Medicine programs, services, and activities.
- Strong interpersonal skills and the ability to communicate, collaborate and build effective relationships at all levels within the organization as well as with diverse individuals and outside agencies.
- Strong oral and written communication skills and the ability to present complex information in a concise, understandable format.
- Strong problem solving, analytical and critical thinking skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.

- Must maintain a high level of professionalism and confidentiality about sensitive matters and all organizational information.
- Strategic thinker.
- Self-directed, organized, and the ability to manage multiple priorities with strong attention to detail.
- Ability to effectively negotiate, coordinate, and communicate with individuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and compliance and regulation requirements.
- Knowledge of organizational policies and practices that ensure accountability and transparency in an organization's relationship with its stakeholders.
- Ability to travel up to 30 percent of the time.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this position, the employee is regularly required to talk or listen. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, and reach with hands and arms. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is typically low to moderate.

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.