



November 13, 2024

Position Summary

Healthy Rural California seeks a Designated Institutional Official (DIO) -- a leader who champions medical education in rural areas and advocates for the unique consortium-model on which we are founded.

Healthy Rural California (HRC) is a Sponsoring Institution for ACGME-accredited Graduate Medical Education (GME) programs. The Designated Institutional Official (DIO) is appointed by the HRC Chief Executive Office with consent and approval of the HRC Board of Directors.

The DIO has the authority and responsibility for the oversight and administration of the Sponsoring Institution's programs and responsibility for assuring compliance with Accreditation Council for Graduate Medical Education (ACGME) Institutional, Common, and specialty-specific Program Requirements and other applicable professional, educational, accreditation, and regulatory standards.

Healthy Rural California successfully launched a Community Psychiatry Residency with the first class of 4 in June 2024 and planning a Child and Adolescent Psychiatry Fast Track option for this first class. Our Family Medicine Residency was accredited in February 2024 and will accept its first class of 4 in 2025.

Our academic affiliations are with UC Davis School of Medicine and Touro University College of Osteopathic Medicine. Our clinical partners for Psychiatry include the VA of Northern California (Mather, Chico), UC Davis Medical Center, Northern Valley Indian Health, Butte County Behavioral Health, Yuba-Sutter, Behavioral Health. For the Family Medicine Residency, Enloe Health in Chico is the primary hospital and continuity clinic.

Healthy Rural California was awarded planning and development funds from HCAI. We look to pay the DIO as an independent contractor with monthly invoices for approximately 8 hours of work each week.

Major Duties and Responsibilities

- Provide administrative oversight and educational guidance for all GME programs sponsored by or operated at HRC.
- Develop and obtain legal approval of a standard resident contract for trainees in all HRC GME programs. Sign contract for each trainee, regardless of funding source.
- Review information and assure that all documents required by ACGME, Healthy Rural California GME Programs, and other GME regulatory and accreditation agencies related are submitted in a complete, accurate, and timely manner.
- Reviews and cosigns all Program Letters of Agreement, participation agreements, applications for accreditation, requests, and other documents or correspondence submitted to the ACGME by program directors that either address program citations or request major changes in HRC GME programs.
- Familiarity with and access to ADS.
- Establish and implement procedures to gather requisite data, review information and utilize GME data to inform HRC strategic and other organizational planning processes.
- Establish and implement GME institutional policies and procedures.
- Work closely with the GME Department on program and resident matters.
- Meet as needed with program directors.
- Meet as needed with residents/fellows regarding GME concerns.
- Participate in funding and position negotiations with affiliated hospitals/entities.
- Present quarterly reports to HRC Board of Directors and the governing body of major participating institutions which do not sponsor GME programs. This report will review the overall GME Program, including but not limited to, activities of the GMEC, resident supervision, resident responsibilities, resident evaluation, compliance with duty-hour standards, and resident participation in patient safety and quality of care education.

- In cooperation with the Program Directors and the GMEC, prepare and obtain approval of annual operating and capital budgets for GME programs.
- Preside over Graduate Medical Education Committee (GMEC) meetings as Chair.
- Assist GMEC in fulfilling its duties as specified in its Scope and Authority.
 - In event of the absence of the DIO, the Vice Chair – GMEC is designated to perform the functions of the DIO.

Desired Qualifications:

- Master's or Bachelor's degree in relevant field of medicine, education and/or biomedical sciences.
- Minimum of 5 years management experience in a university, medical school, or complex academic health center environment
- Proven ability to partner and delegate, empowering personnel to achieve results.
- Recognizable comfort in interacting with physicians and staff.
- Evidence of the highest integrity, stamina, energy, tenacity, and patience.
- Possess excellent verbal and written communication skills; experienced public speaker in one-on-one or large group setting. Ability to effectively articulate and communicate a compelling vision as well ACGME requirements and learning milestones.
- Ability and confidence to act as highly visible leader who can motivate physicians and staff to achieve new heights and effectively engage industry, government, community leaders and prospective donors in successfully building programs.
- Ability to successfully integrate the organization's goals and objectives into everyday operations
- Proven practice in building internal and external relationships with stakeholders and potential partners.
- Willingness to educate at all levels and value the role of education.
- Demonstrated leadership, organization, management communication, negotiation, analytic and team building skills
- Working knowledge of rules and regulations governing Graduate Medical Education.
- Experience in working with accreditation agencies such as ACGME, etc.
- Experience in developing and implementing strategic plans in clinical education and training.
- Evidence of passion for healthcare research and health professional education and training.

Please apply by sending your CV to Kristy Bird MaKieve, CEO and GME Administrator, Healthy Rural California, at kmakieve@healthyruralca.org. You may also contact Kristy by phone at (916) 835-1570.