Assistant DIO

David Geffen School of Medicine at UCLA

Assistant Designated Institutional Official:

Primary Function:

The Assistant DIO is a key member of the education leadership team, reporting to the Associate Dean for GME and DIO. In this role the Assistant DIO works closely with the Associate Dean for GME and DIO to provide oversight and administration of each of ACGME-accredited program, ensuring compliance with the ACGME Institutional, common and specialty-specific Program Requirements.

Job Duties:

1. Assist in the day-to-day functions and operations of the office of the Associate Dean for GME, liaising closely with administrative staff and leadership.
2. Assist in obtaining and maintaining institutional and program accreditation in order to ensure exceptional education for our residents and fellows.
3. Provide operational oversight of program accreditation, including monitoring program quality, measuring compliance with ACGME and institutional reporting requirements, including annual program evaluations.
4. Uses assessment and tracking systems to define and implement solutions and improvements at the institutional level and to assist in program-level improvement of educational quality and accreditation.
5. Provides oversight and leadership in the special review process.
6. Facilitates an integrated approach to addressing the CLER pathways as defined by ACGME.
7. Advocates for and pursues action to promote a non-punitive environment free from intimidations, retaliation, and learner mistreatment or neglect.
8. Serves as a resource to residents, programs, and others for achieving culture change and innovation to support improvements in the learning environment. Attend committee meetings related to the GME, including GMEC, program director conferences, Chief Resident council and other meetings as identified by the Associate Dean for GME.
9. Assist in planning the annual Program Directors Conference and other GME faculty development activities.

Competencies Required:

- M.D. or M.D./Ph.D.
- Experience in medical education administration/educational leadership positions and teaching resident and fellows.
- Strong organizational and managerial skills
- Excellent written, oral, and interpersonal skills
• Demonstrated ability to communicate effectively and work with members of the academic and clinical community
• Strong service orientation and commitment to teamwork
• Demonstrated knowledge and skills in interpersonal and group communication that reflect a commitment to cultural diversity

Interested candidates should apply by emailing a letter of interest and CV to Lupita Perez, c/o Dr. Kate Perkins, at guperez@mednet.ucla.edu.

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