



Accreditation Council for
Graduate Medical Education

Job Title:	CLER Program Field Representative
Department:	Sponsoring Institutions and Clinical Learning Environment Programs
FLSA Status:	Exempt
Reports to:	CLER Team Lead

The following describes the various aspects of the designated job. Some or all of these aspects may be changed over time, with or without notice, at the sole discretion of the ACGME.

Applicants must be currently authorized to work in the United States (US) on a full-time basis. The ACGME will not provide employment sponsorship for this position (e.g., H-1B Visa or other US employment authorization).

JOB OVERVIEW

Conducts in-person site visits at the main participating sites of ACGME-accredited Sponsoring Institutions. Plans and conducts site visits and provides feedback to the clinical learning environment senior leadership in oral and written reports developed collaboratively by the site visit team. Engages in Clinical Learning Environment Review (CLER) Program protocol development and activities dedicated to creating resources for the graduate medical education (GME) community to promote improvement in the six CLER Focus Areas of Patient Safety; Health Care Quality; Teaming; Supervision; Well-Being; and Professionalism.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Conducts site visits, to include reviewing pre-visit materials and planning walking rounds based on the unique characteristics of the site and the residency/fellowship programs rotating in the clinical learning environment being visited; conducts virtual or in-person group interviews and in-person individual and small group interviews on walking rounds.
- Generates a written report with team members summarizing the findings and prepares a closing discussion to be presented to the clinical learning environment's senior leadership team.
- Serves as either the lead or supporting site visitor; while in a lead site visitor capacity, responsible for ensuring that the visit is conducted according to the CLER protocol, inclusive of virtual meeting(s) with the designated institutional official (DIO) prior to the visit and responding to questions about site visit logistics.
- Plans and coordinates travel arrangements for all team members.
- Engages in CLER Program activities, including protocol and subprotocol development, and efforts in outreach and engagement. such as developing social learning networks and sharing multimedia resources and tools.
- Provides input into the annual *National Report of Findings* and other CLER Program-related publications.
- Other duties as assigned.



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SUPERVISORY RESPONSIBILITY

None

QUALIFICATIONS

Minimum

- An earned MD or DO degree with active board certification and an active medical license.
- Five years' experience as a DIO, chief medical officer, chief quality officer, program director with expertise in patient safety and/or quality improvement, or clinical faculty member with GME experience, a leadership role, and expertise in patient safety and/or quality improvement.
- Proficiency in Microsoft Word, Outlook, and PowerPoint, as well as Zoom.
- Ability to communicate effectively and efficiently both verbally and in writing.

Preferred

- Ten years' experience as a DIO, chief medical officer, or other leadership role in a teaching institution with expertise in patient safety and/or quality improvement and GME.
- Proficiency with Microsoft Excel, Teams, and SharePoint.

REQUIRED KNOWLEDGE, SKILL SETS, AND ABILITIES

- Comprehensive knowledge of concepts, practices, and procedures in GME, including residency and fellowship structure and requirements.
- Working knowledge of patient safety and quality improvement terminology and processes, and the ability to apply this knowledge in complex, challenging, and/or unprecedented situations.
- Skilled in emotional intelligence and interpersonal skills that allow engagement of individuals who are reluctant to being interviewed.

WORK ENVIRONMENT/CONDITIONS

- Domestic travel (air, train, car) to clinical environments for site visits, staff meetings, and other venues.
- Must be able to manage a heavy travel schedule, including carrying luggage and equipment.
- Position requires sustained walking for up to two hours at a time and the ability to use stairs.
- Ability to drive and rent a car for team transportation to and from sites.
- Travel is separated by short periods of remote work, which requires the typical physical demands of an office environment.

The ACGME is an Equal Opportunity/Affirmative Action/Pro Disabled and Veteran Employer. The ACGME welcomes differences in the form of gender, race, ethnicity, disability, geography, socioeconomic status, age, politics, religion, philosophy, sexual orientation,



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gender identity, or expression status. All applicants who share this goal are encouraged to apply.



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APPROVAL SIGNATURES (*Typed name is acceptable for electronic submission*)

_____ Supervisor Name	_____ Supervisor Signature	_____ Date
_____ Department Head Name	_____ Department Head Signature	_____ Date
_____ HR Name	_____ HR Signature	_____ Date