



## **Immediate Opportunity** **Director of Education and Training**

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The **Home Centered Care Institute (HCCI)** is dedicated to creating universal access to best practice house call programs, making home-based primary care the national standard for treating medically complex patients who are better cared for in the home. A national non-profit, HCCI was founded in 2012 by CEO Thomas Cornwell, MD, a house call physician and one of the country's preeminent experts in home-based primary care. HCCI's mission can only be accomplished with a committed and creative team, successful partnerships and a comprehensive plan for educating the workforce required to meet the needs of an aging population, conducting critical research, working for payment reform and telling the compelling story of this unique model of care.

The **Director of Education and Training** who will join our team is a natural when it comes to working with people. The upbeat individual we're pursuing is a positive people leader, but your real gift is the ability to use your expertise in continuing professional education to develop curriculum, working closely with Subject Matter Experts and Faculty. You shine in areas of instructional design, implementation and evaluation of education initiatives designed to train a workforce of clinicians and practice managers to provide home-based primary care (HBPC). You are the resident expert when it comes to the successful planning and execution of face-to-face workshops, live webinars, Internet enduring materials, and preceptorship learning.

When planning and prioritizing you're the definition of efficiency and attention to detail. Managing tasks has always been a breeze for you because you have the ability to think forward and have the attention to detail to back it up. As **Director of Education and Training**, nothing slips through the cracks when it comes to communications with Faculty, determination of educational needs, identification of learning objectives and selection of instructional methodologies aimed at achieving desired outcomes in continuing medical education (CME)/ continuing education (CE) activities.

### **Director of Education and Training** Primary Responsibilities:

- Oversee the planning, design, implementation, and evaluation of educational initiatives (i.e., face-to-face workshops, live webinars, Internet enduring materials, preceptorships) in clinical, practice management, and/or technology topics relevant to home-based primary care.
- Ensure compliance of HCCI's CME activities with the accreditation criteria of the Accreditation Council for Continuing Medical Education and with the American Medical Association's requirements for *AMA PRA Category 1 Credit™*.

- Conduct and analyze needs assessment studies to determine education and training priorities for HCCI's learning audience, including physicians, nurse practitioners, physician assistants, nurses, and practice managers/operations staff.
- Develop instructional materials grounded in the identified learning needs of the target audience, articulating clear and relevant learning objectives, incorporating adult learning principles and best practice data, and endorsed by the affiliated subject matter experts.
- Collaborate effectively with various partner organizations to propose, develop, and execute high-quality, HCCI-sponsored educational sessions at their national and regional conferences.
- Collaborate with HCCI Marketing staff as appropriate to promote assigned educational activities and to ensure appropriate registration processes.

**Director of Education and Training** Requirements and Qualifications:

- Strongly preferred: Master's Degree in Education, Curriculum Development, Instructional Design, Organizational Development/Training; Public Health, Healthcare Administration; minimum Bachelor's Degree in related field
- Minimum 5 years of experience with demonstrated success in the development and implementation of health care-related education and training activities, including needs assessment, evaluation, faculty development, and teaching methodologies
- Knowledgeable in the Accreditation Council for Continuing Medical Education (ACCME) accreditation criteria and requirements for *AMA PRA Category 1 Credits™*
- Experience in managing both live, in-person education activities and eLearning (live and enduring) activities
- Exceptional skills in oral and written communication, critical thinking, decision-making, and problem-solving
- Ability to effectively establish and maintain working relationships with colleagues, internally and externally
- Compelling work ethic, self-directed, and able to work independently while keeping the team and partners apprised of project status and next steps
- Competent in Microsoft Office (Word, PowerPoint, Excel, and Outlook)
- Occasional travel required (<25%)

If this sounds like you, we would like to talk with you about joining our team as our **Director of Education and Training!** For the right **Director of Education and Training** we offer an excellent salary and benefits commensurate with experience.

**SERIOUS APPLICANTS ONLY**