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# Example of Residency Coordinator Job Description

Our company is looking for a residency coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for residency coordinator

* Maintain program compliance with accreditation agencies, such as the ACGME, SSO, and SUO
* Accreditation-Participate with the Program Director, faculty, residents, and residency committees in program planning and in the development of academic and clinical requirements to assure that accreditation standards are maintained
* Coordinates, administers and schedules student affiliations
* Updates and maintains current contracts with affiliating schools
* Designs and provides instruction for therapists who have not received training as clinical instructors
* Performs all duties and responsibilities of a therapist
* Performs medically prescribed physical therapy evaluations and treatments on patients with musculoskeletal, neurologic, cardiac, integumentary, and general systemic impairments and psychiatric disorders
* Monitors and manages the day-to-day operations and compliance and accreditation of the neurologic physical therapy residency program
* Serves as the education coordinator for the physical medicine departments
* Acts as mentor to the physical therapists participating in the neurologic physical therapy residency program

## Qualifications for residency coordinator

* Ability to work independently with minimal supervision and to coordinate multiple assignments with fluctuating priorities
* 5 years of experience in a medical and/or academic setting
* Knowledge and ability to plan for and manage the administrative activities of a residency program through application of prescribed standards, policies and procedures
* Knowledge and skill in the use of computer systems and software
* Interpersonal skills, including ability and skill in establishing and maintaining effective working relationships with other residency program personnel, faculty, staff, residents, medical students, hospital staff and the general public
* Knowledge of residency training program administration and requirements