

MEDICAL EDUCATION COORDINATOR I

CAREER STATEMENT

My goal is to obtain a position that will allow me to utilize my strong organizational skills, educational and professional background, and ability to work well with others

WORK EXPERIENCE

Medical Education Coordinator I ♦ King Abdulaziz Medical City - NGHA ♦ 05 February 2020
Medical Education Coordinator II ♦ King Abdulaziz Medical City - NGHA ♦ 07 October 2004
Administrative Assistant III ♦ King Abdulaziz Medical City - NGHA ♦ 04 Dec 1999

Responsibilities:

- Lead residency training teams, supervise the daily activities of the teams
- Assuming managerial responsibilities when the manager is on leave to supervise the daily activities of the PGME staff
- Responsible for posting advertisement to newspaper regarding residency & fellowships program of KAMC in Arabic as needed
- Assist in informing the accepted candidates to present and complete their requirements for acceptance
- Assist in informing the candidates for their interview dates
- Preparing Arabic memos and other communications as directed by the Director of Medical Education and the Associate Dean
- Preparing residents/fellows/rotating residents training report as needed in Arabic
- Maintains the Admission Discharge Transfer (ADT) for all rotating residents ensuring that they have their ADT's during the period of their training
- Responsible for the day-to-day tasks to all training that comes to Medical Education.
- Preparing resident/ fellow certificates in Arabic.
- Preparing correspondence to Saudi Council regarding the local training & examinations committee representative and membership.
- Represents Postgraduate Education & Academic Affairs in the Medical Career Day sponsored by King Saud University, Riyadh.
- Processing CME Hours Request on line and Coordinate with Saudi Council in this regard FOR ALL KAMC activities.
- Ensures accurate documentation of holidays (TRAs), sick days and unauthorized absences of all residents in the entire programs.
- Preparing and submit resident's evaluation forms to the Program Directors and submit them to Saudi Council accordingly.
- Processing rotating residents and maintains their corresponding files and communications to the concerned departments / universities/hospitals and other related matters concerning them including their clearance.
- Processing of rotating residents and other trainees (badge, pager, evaluation etc)
- Activate SMS Service enable Medical Education Team to contact the applicant/acceptance /summer training and other trainees, which save time and maintain the call budget for our department.
- Scanned all resident/rotating resident evaluations and TRAs and other related issues.
- Coordinate with ISD to create a useful database for all our training information including its maintenance and back-up plan.
- On Call Rooms and other related matters.
- Assist other Medical Education Staff whenever needed.
- Provide coverage for other Medical Education Staff when on holiday.

KEY ACHIEVEMENTS

- Appreciation letter from the Associate Dean of Postgraduate Medical Education Dr. Ghassan Al Ghamdi
- Employee of the month (November 2003)
- Appreciation letter from the Associate Dean Postgraduate Education & Academic Affairs Dr. Abdulrahman Al-Fayaz
- Appreciation letter from Dean Postgraduate Education & Academic Affairs Dr. Abdullah Al-Shimemeri
- Letters of Recommendations *(attached)
- Certificate of Appreciations *(attached)

EDUCATION

- Institute of Public Administration
- Diploma of Executive Secretary Program (IPA)
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- University of Cambridge (ESOL Examinations – June 2003)
- Preliminary English Test (Entry Level Certificate in English (ESOL) Entry 3)

PERSONAL SKILLS

- Bilingual (English – Arabic)
- Fast learner
- Hard worker
- Team worker
- Team leader
- Multitasked
- Excellent communication skills
- Excellent management skills
- Possess excellent planning skills
- Problem solver

REFERENCES

Available upon request