

Education Institute Department/Center

Graduate Medical Education

Description of the Department/Center

Graduate Medical Education (GME) is the department within the Education Institute that provides administrative services to over 1,400 trainees and the employees who direct and coordinate their individual training programs. Our office of 14 employees oversees and monitors training program accreditation, payroll and benefits; onboards and terminates trainees; and acts as a customer service resource for the entire institution regarding GME activities. The GME office offers a supportive environment for student learning.

Learning Opportunity

The student will learn about Graduate Medical Education and healthcare policy while working in the Cleveland Clinic GME office. The student will review Accreditation Council for Graduate Medical Education (ACGME) policies and, with support and guidance from the GME office, help a select few of the individual training programs develop their own policies based on ACGME requirements. At the end of the semester, the goal is to implement the new policies in a few of the programs and develop a plan to cascade those policies to the remaining training programs.

Learning Outcomes

At the conclusion of the internship experience, the intern should be able to:

1. Develop a project management plan with a timeline of tasks to be completed.
2. Understand the importance of ACGME program policies/procedures.
3. Work with training programs to tailor policies based on the ACGME policies and requirements.
4. Write clearly and cohesively.
5. Review final policy drafts to ensure completeness and thoroughness.
6. Demonstrate the ability to work as an effective team member - this student will be an active member of the GME IRAT (Institutional Requirements Administrative Team) and will have the opportunity to provide updates at meetings.

7. Behave professionally in various environments and with various levels of caregivers. The student will be meeting with training program directors and program coordinators and will need to professionally communicate in various forms (e-mails, face-to-face, presentations, etc.).
8. Gain new knowledge and further enhance their written and verbal communications skills.

Minimum Requirements

Undergraduate or graduate student enrolled in communication, healthcare administration, business, organizational development, or related field of study with at least a 3.0 GPA.

Completed coursework in procedure and/or policy writing, strong written and verbal communication, and critical thinking skills required.

Intermediate user of Microsoft Office preferred.

Application Requirements

Transcript
Resume
Statement of interest
Portfolio (including writing samples)
Faculty Recommendation Letter (1)

Academic Affiliations

Will consider qualified applicants from all colleges/universities. The opportunity will be posted on the Cleveland Clinic job board as well as communicated to the local colleges/universities for greater exposure.

Hours

15-20 hours per week; will work around the student's schedule regarding the days of the week.

Number of Opportunities

Summer Semester - (1)

Location of Internship

Cleveland Clinic Main Campus
9500 Euclid Avenue | NA2-23
Cleveland, Ohio 44195

Contact Information

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Application Deadline

Summer Semester – March 24