Position Description:
Research Coordinator, Medical Education Action Committee

Updated 12/13/2019

Action Committee overview: Medical Education

The Medical Education (ME) Action Committee is responsible for executing AMSA’s programming and advocacy efforts in issues of medical education, including but not limited to diversity in medical education, gaps in medical education, curricular reform, student debt, innovation in medical education, academic medicine, graduate medical education.

Position Description

The ME Research Coordinator is responsible for executing AMSA’s efforts in issues of medical education, that are centered around the betterment of medical education. This may include, but are not limited to curricula that seek to advance students' understanding of basic principles in medicine in regard to core scientific knowledge, clinical practice, and competency in regard to all patients. While doing this, keeping in mind that student wellness is key, therefore identifying curricula that does not undermine students mental and physical health.

As a national Research Coordinator, the ME Research Coordinator will fulfill the general duties and responsibilities of a national Research Coordinator as described further below.

In addition to the general duties of a national Research Coordinator, specified responsibilities include:

- Continuing efforts to plan and execute, if possible, the Curricular Reform Leadership Institute (CRLI) and Training Tomorrow’s Teachers Today Institute (T4).

- Maintaining partnerships with Association of American Medical Colleges, American Osteopathic Association, Licensing Committee on Medical Education and Commission on Osteopathic College Accreditation in education efforts.

Research development includes but is not limited to in-person events (conferences,
symposia, institutes), online events (webinars, scholars programs, discussion groups), or educational materials (slides, audio/video, letters). It is important that the research coordinator investigate methods that can engage students into different realms of medical education that is rooted in evidence. Particularly in their content area, they will utilize and develop skills in research to...

- Support medical curricula with evidence
- Provide evidence based methods on how students can be successful during medical school
- Work to provide knowledge and awareness as to why ALL NBME exams should be reported as pass/fail to schools and to medical licensing committees.

Common responsibilities for Action Committee Programming Coordinators

Programming Coordinators work to design, develop, and execute various elements of AMSA's programming. Programming includes—but is not limited to—in-person events (conferences, symposia, institutes), online events (webinars, scholars programs, discussion groups), or educational materials (slides, audio/video, letters). Particularly in their content area, they will develop and use skills in advocacy to:

- **Continue sustaining projects** and create new programming projects.
- **Identify gaps in physician training** as opportunities for programming.
- **Promote programming opportunities** to membership.
- **Assess the effectiveness of AMSA programming** and areas for improvement.
- **Collaborate with members, leaders, or staff** in the development of AMSA programming.
- **Maintain relationships with partnership organizations** for AMSA, and identify or connect with new partners, particularly toward collaborative programming efforts.
- **Engage members regularly** in programming efforts.
- **Support members** in their own programming efforts.

Programming Coordinators are national leaders of AMSA. In their committee's content area, they will develop and use skills in leadership to:

- **Represent AMSA’s mission** and work to our members, our partners, and the public.
- **Work effectively and responsibly with members, leaders, and staff.**
- **Build the organization by refining our principles and operations,** inspiring members and leaders, and strengthening AMSA’s presence.

Programming Coordinators serve as content experts for AMSA. Particularly in their content area, they will develop and use skills in research and communication to:
- **Build knowledge in their content area**, including past/current events, up-to-date terminology or practices, resources, experts, AMSA's principles, etc.
- **Document knowledge** for the reference of members, leaders, or staff.
- **Provide consultation for members, leaders, or staff.**
- **Assess AMSA's principles and work to update them** as needed through processes outlined in AMSA's Constitution, Bylaws and Internal Affairs document (CBIA).

### Additional requirements and responsibilities

- **Priority is given to medical student applicants.**
- **AMSA membership is required.**
- **Establish and maintain contact with the leader’s own local AMSA chapter.** Attempt to attend both the chapter's tabling events, initial recruitment meetings, and subsequent chapter activities.
- **Work with other national leaders in the competition to recruit new members.** Individual recruitment of at least five new members during the leadership year is strongly encouraged.
- **Submit a mid-year report by November 15, and the end-of-year report by April 1.** A coordinator's reports are submitted to the chair of their committee. This report should document work accomplished for the committee's Week of Action, engagement with leaders, any chapter officers, and AMSA members.
- **Required meeting attendance**
  - Committee meetings (virtual), typically one or two per month
  - Building on Foundations national leadership training and planning meeting, **June 18-21, 2020** (in-person, location TBA. Date subject to change.)
  - Travel, hotel, and food are provided for mandatory in-person meetings with some restrictions.
  - For coordinators, attendance at the Annual Convention, **February 4-7, 2021** (in-person, Washington, D.C.) is strongly encouraged but not mandatory.