

**Department of Health and Human Services
National Institutes of Health
Clinical Center**

**Designated Institutional Official for Accreditation Council for Graduate Medical Education
(ACGME) Accredited Programs**

The NIH Clinical Center (CC) is seeking a strategically-minded, action-oriented, hands-on, and experienced Physician, GP-0602-15, to serve as the Designated Institutional Official (DIO) for ACGME accredited programs sponsored by the NIH Clinical Center.

The NIH CC is the research hospital of the NIH. The NIH CC supports the NIH intramural clinical research program (IRP) hosting over 100,000 outpatient visits and 6,600 inpatient admissions a year. The NIH CC provides all medical and patient support services for patients participating in human subject's research protocols. In addition to the primary role of supporting Institute clinical research and patient care, CC staff conducts both collaborative and independent research and supports 20 ACGME accredited graduate medical education training programs.

Within the NIH CC, DIO is appointed in the Office of Clinical Research Training and Medical Education (OCRTME). The OCRTME is an essential part of the executive organizational structure in support of the Clinical Center's mission to train the current and next generation of clinical and translational researchers. Accordingly, the OCRTME develops, administers and/or supports, and evaluates a comprehensive portfolio of clinical research training and medical education initiatives, including both accredited and non-accredited graduate medical education (GME) training programs.

In order to qualify, the candidates must have an M.D. or equivalent degree and be a US citizen.

The incumbent is primarily responsible for developing and monitoring Graduate Medical Education Committee (GMEC) policies and procedures, and for coordinating institutional support to ensure that the Clinical Center, as an accredited sponsor for graduate medical education, and its sponsored specialty/subspecialty training programs meet the specific criteria prescribed by the ACGME. Additional responsibilities include: serving as the Institutional Official for the National Residency Matching Program, providing support of the NIH GMEC, leading the orientation of new clinical trainees, collaborating with the NIH Clinical Fellows Committee on professional development of trainees, and tracking GME outcomes. The incumbent will supervise a Program Coordinator.

Salary is commensurate with experience and accomplishments. Title 38 pay is included in the salary of this position and is based on the physician's experience and field of expertise.

HOW TO APPLY:

To apply to this position, please log on to www.usajobs.gov and apply between August 28, 2021 and September 7, 2021, to Job Announcement #: NIH-CC-DH-21-11186886. Please be sure to read the vacancy announcement carefully and upload all requested documents.

In addition, applicants are strongly encouraged to prepare a supplemental narrative cover letter statement that addresses: (1) how you meet the specialized experience qualification

requirements in the vacancy announcement, (2) a vision statement, and (3) provide the names, titles, and telephone numbers of 4-5 references.

Helpful resources on how to apply for this position and other Federal jobs, including what to include in your resume, can be found under the following link:

<https://www.usajobs.gov/Help/how-to/>.

This is a GP-15 federal appointment in the competitive service. A full benefits package (including retirement, health, life and long-term care insurance, Thrift Savings Plan participation, etc.) is available. Appointees must be U.S. citizens.

There may be some additional incentives offered such as:

- The NIH may repay certain outstanding Federally insured student loans to facilitate the recruitment and retention of highly qualified people.
- A newly appointed individual may receive assistance with relocation expenses.
- A newly appointed or reappointed individual may receive a recruitment incentive.
- A current federal government employee may receive a relocation incentive if moving from a different geographic location.
- A newly appointed or reappointed employee may receive service credit for prior work experience or active-duty uniformed service that otherwise would not be creditable for the purpose of determining his or her annual leave accrual rate.

Recipients will be determined on a case-by-case basis based on organizational needs, specific case justification, and budget limitations.



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Clinical Center