Program Coordinator

Job/Position Description Template

1. The title of this position should be one that indicates leadership, such as coordinator, manager or director.
2. The following must be included in the description of the tasks:
   - Oversight of the planning, implementation and evaluation of the DSME program (at all sites, if there is more than one site in the program)
3. The following must be included in the qualifications for this position
   - Academic and/or experiential preparation in program management
   - Academic and/or experiential preparation in the care of people with a chronic disease.
   - Education Requirements
   - License/Registrations/Certifications as applicable

EXAMPLE

JOB TITLE: Diabetes Program Coordinator
DEPARTMENT: Outpatient clinic
REPORTS TO: VP of Nursing

JOB SUMMARY
The Diabetes Program Coordinator is responsible for overseeing the day-to-day operations of the DSME program at all sites. Ensures that the National Standards(NSDSME) are met and maintained at all times.

DUTIES AND RESPONSIBILITIES

1. Oversees the planning, implementation and evaluation of the DSME program.
2. Arranges and coordinates the activities of the Advisory Group.
3. Liaises between the staff, the Advisory Group, other departments and administration.
4. Monitors and facilitates maintenance of staff qualification (CE credits, licensures, and registrations)
5. Responsible for maintaining ADA Recognition and participating in the evaluation of the program’s effectiveness.

QUALIFICATIONS

1. Required/expected academic preparation (e.g. minimum of Bachelor’s degree required, Master’s preferred, etc.)
2. Required licenses, registrations, certifications for area of specialty
3. Required experience in clinical practice
4. Required experience in program management