



THE AMERICAN BOARD OF SURGERY

1617 John F. Kennedy Boulevard Suite 860 · Philadelphia, PA 19103 · 215.568.4000 · www.absurgery.org

Position Responsibilities

Vice President, American Board of Surgery

General Responsibilities

The title of this position is vice president of the American Board of Surgery (ABS). This position is a full-time, senior-level administrative post, reporting directly to the CEO. The vice president (VP) will work closely with the ABS staff, Board of Directors, Council, Council Committees, Specialty Boards, and other stakeholders. The VP will serve as a stand-in for the chief executive officer (CEO) in significant roles in the surgical education community, and will collaborate with other partner societies and organizations as directed by the CEO.

General charges and responsibilities will be to:

- Provide insight and thought leadership regarding the ABS in the surgical community, including: its evolving role in surgical education both during training and after; its role across the surgical specialties; and regarding how the ABS can address the needs of program directors, faculty, trainees and diplomates.
- Represent the ABS' interests by attending meetings at the ABMS, RRC, ACGME, or other societies and committees as requested or appointed by the CEO.
- Participate with the CEO and other executive leadership in general administrative functions of the ABS office.
- Work closely with the chief diversity, equity, and inclusion officer to advance representation of URIM across all levels of the organization, as well as to forward the goal of making the ABS an anti-racist institution.

Entrustable Professional Activities

The ABS has recently undertaken a multi-year project to introduce and require a portfolio of Entrustable Professional Activities (EPAs) as part of surgical training. Oversight and management of EPAs is a significant portion of the portfolio of the vice president. The project is in the early phases, which involves extensive volunteer work across seven different committees and advisory councils. These committees will generate work product which will then be implemented and will require communication, education, and infrastructure.

The vice president will:

- Provide oversight, management, direction and strategy for all EPA activities, including coordination and participation in all committees and working groups, volunteer recognition, communications with stakeholders, vendor and customer relationships, as well as business development and fiscal management.

- Serve as the primary liaison (assisted by the chief operating officer and chief information officer) between EPA project and its vendors and affiliates, including negotiating contracts with affiliate groups.
- Manage administrative function for EPAs including but not limited to overseeing annual performance reviews of all ABS employees primarily involved with EPA work, as well as recruiting, hiring, and retaining such personnel.
- In consultation with the chief operating officer and controller, draft annual budget and oversee fiscal management of EPA matters.

Additional Responsibilities

- Oversee and manage new or evolving initiatives or ad hoc task forces and working groups as requested by the CEO.
- Maintain working relationships or primary oversight of specialty boards, council committees or other groups as necessary.
- Provide executive-level support for certifying examinations time to time as requested by the CEO, to include in any case a few times each year.
- Develop programming for strategic or educational retreats as requested by CEO.
- Attend office meetings, including twice monthly executive staff meetings.

Requirements

Applicants for the vice president position must possess an M.D. degree or equivalent. National recognition as a leader in surgery, surgical education or assessment is highly desirable. Experience in senior leadership at a hospital, university, medical school, or other environment is expected. Prior experience as a volunteer within the ABS is desirable but not required. The vice president is encouraged but not required to remain clinically active to some degree.

The successful candidate will have skill in change management, the ability to listen and learn, the ability to attain consensus, and to manage resistance without becoming resistant. They must have some experience in managing staff and helping them to do their best work and develop professionally. They must be able to share or give credit for work done. The vice president must be able to represent the ABS across a wide variety of constituencies with grace and eloquence, and must be attentive to the workings of the organization to step into a variety of roles according to the needs of the organization.

Application

Interested candidates are invited to send their CV and a letter of interest outlining their accomplishments and qualifications for the position, with particular emphasis on their experience in education. **Letters of interest will be accepted through end of day on June 18, 2021.** Send all communications to Tania Rosha at trosha@absurgery.org.

ABS is an equal opportunity employer. We offer equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We celebrate diversity and are committed to creating an inclusive environment for all employees.

About the ABS

The American Board of Surgery (ABS) is an independent, nonprofit organization founded in 1937 for the purpose of certifying individuals who have met a defined standard of education, training and knowledge in the field of surgery. Surgeons certified by the ABS have completed at least five years of surgical training following medical school and successfully completed a written and oral examination process administered by the ABS. They must then maintain their board certification through ongoing learning and practice improvement activities. The ABS offers board certification in general surgery, vascular surgery, pediatric surgery, surgical critical care, complex general surgical oncology, surgery of the hand, and hospice and palliative medicine. It is one of the 24 member boards of the American Board of Medical Specialties.