ACADEMIC ASSOCIATE PROGRAM
2017-2018

Clinical Research · Healthcare Administration · Performance Improvement · Continuing Medical Education (CME) · Information Technology
ACADEMIC ASSOCIATE PROGRAM OVERVIEW

The Academic Associate Program is a one- or two-year, full-time, paid position based at North Shore University Hospital’s Department of Emergency Medicine.

Benefits of the Academic Associate Program include the following:
• Full benefits
• Competitive stipend salary
• Ability to work closely with experienced clinicians, researchers, and administrators in the emergency department

The position is designed for post-undergraduates who are interested in gaining experience in clinical research, quality improvement, and/or hospital administration.

Academic Associates most often apply to medical school but also go on to pursue other careers in fields such as public health, research, and healthcare administration. Strong ambition, motivation, the ability to multitask, and interpersonal and leadership skills are absolutely necessary for these positions. Experience/interest in translational & clinical research, public health, hospital administration, and information services are highly desired.

Associates gain exposure to many aspects of academic medicine. They work primarily with physicians but also collaborate with other healthcare professionals including administrators, statisticians, nurses, and physician assistants (PAs). The program has five key areas of focus: (1) Healthcare administration, (2) Research, (3) Performance Improvement, (4) Information Technology, and (5) Continuing Medical Education (CME). This breadth of focus provides Associates with a comprehensive perspective on the workings of an academic medical department.

This brochure contains details on the application process as well as contact information for current Academic Associates should you have any additional inquiries.
RESPONSIBILITIES

• Identifying, screening, and obtaining consent from patients
• Collaborating with physicians to plan, write, and execute new and ongoing studies
• Assuming on-call responsibilities for patient enrollment and other projects
• Overseeing data collection and regulatory documentation
• Directing laboratory research procedures to process blood, urine, and spinal fluid samples
• Writing abstracts, manuscripts, and presentations while coordinating submissions to outside agencies
• Procuring funding, negotiating budgets, and communicating with extramural funding sources
• Administering the Research Internship Program, including recruitment, training, and ongoing intern management
• Traveling as necessary for off-site projects and presentations
• Coordinating committee meetings for the Emergency Medicine career and advancement programs
• Preparing Continuing Medical Education modules, workshops, and regularly-scheduled series
• Conducting quality assessments within the health system and writing departmental reports, reviews, and newsletters
• Tracking and compiling scholarly activities
• Participating in the development of the Hofstra-Northwell School of Medicine curriculum and Emergency Medicine Residency Program organization
• Engaging with practicing physicians locally and nationally in professional meetings and other departmental, regional, and national events

REQUIREMENTS

• Must be ambitious and motivated
• Ability to multitask
• Strong interpersonal and leadership skills
• Translational and/or clinical research experience a plus
• Public health experience a plus
• Hospital administration and/or information systems experience a plus
• Ability to work independently and collaboratively
APPLICATION PROCESS

We are currently accepting applications for the 2017-2018 academic year and urge all interested students and recent college graduates to complete the online application as soon as possible as decisions are made on a rolling basis.

Please remember to attach and upload your cover letter, résumé, undergraduate transcripts, and photograph at the end of the online application form. If your file type or size is not supported, please send all documents in a single email to both Kendall Carpenter and Jia Gao at emaap@northwell.edu with the subject line: "Emergency Medicine Academic Associate Program Application 2017-2018".

The deadline to submit a completed application with all supporting documentation is Wednesday, March 1, 2017 at 11:59PM.

Applications will be reviewed in the order in which they were received and marked complete. Interview invitations and acceptances will be extended on a rolling basis.

Due to the high volume of applicants each year, please allow up to one week to hear back about inquiries into your application status.

CONTACT US

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