



<b>Job Title</b>	Student Credentialing Liaison	<b>Job Code</b>	COM13, COM14
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	15
<b>Union</b>	AFSCME	<b>FLSA Status</b>	Exempt, Non-Exempt
<b>Job Family</b>	College of Medicine	<b>Union Code</b>	22
		<b>Subfamily</b>	

**Job Family & Subfamily Summary**

**College of Medicine Professionals** are specialized and unique to the UCF College of Medicine.

**Job Summary**

Responsible for tracking Enrollment Requirements (Immunization Compliance, Health & Disability Insurance Coverage, BLS Certification) as outlined by UCF COM. Also processes & disseminates hospital credentialing documentation for the Community of Practice & FIRE module, M3 clerkships & M4 rotations and extracurricular activities. Serves as an intermediary between students, student affairs, & hospital affiliate GME coordinators for all credentialing & enrollment verification.

**Representative Duties**

**1. Credentialing**

- Reviews, collates, & securely transmits completed student documentation from the PACTS secure data system to the hospital affiliates for in-processing and clearance procedures
- Communicates with module/clerkship coordinators and students to ensure the accurate and timely processing of documentation
- Corresponds with GME site coordinators to verify onboarding completion and receipt of documentation
- Works with PACTS system management to update documentation and credentialing guides to better assist the students in completing the requisite paperwork
- Updates credentialing resources on WebCourses or other sources for students

**2. Compliance**

- Verifies completion of all UCF COM Student Enrollment Requirements, including immunizations, urine drug screening and physical examinations
- Coordinates with Main Campus Student Health Records and Immunitrax for monitoring; Annual requirements include: FERPA-HIPAA-OSHA training modules, Basic Life Support Certifications, TB Screening verification, proof of seasonal influenza vaccination
- Generates all Letters of Good Academic Standing for certification with the COM Registrar Coordinator for dissemination to the Graduate Medical Education Offices at our hospital affiliates
- Notifies students whom are out of compliance, providing instruction on how to complete requirements
- Generates completion factor and tracking reports as needed

**3. Utility**

- Supports Office of Student Affairs at key events such as White Coat Ceremony, M1-M2 Orientation, Match Day, & Commencement
- Provides assistance during M3 orientation and M3 capstone regarding credentialing; Includes but not limited to event assistance, materials distribution and collection, presentation, documentation editing (policies, website, departmental forms)

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	Associate's or Bachelor's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
2+ years of relevant work experience		
<b>Additional Requirements</b>		
<ul style="list-style-type: none"><li>• Registrar &amp; student affairs experience preferred</li><li>• Customer service, Microsoft Office, telephone/email skills</li><li>• Required to complete COM and University trainings to include but not limited to FERPA; HIPAA; Industry Relations; others as required</li></ul>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**