

Gabrielle Pett, MHA

SUMMARY OF QUALIFICATIONS

Effective communicator, collaborator, consultant, and thought partner with 18+ years of experience in medical education accreditation, policy development, program management, compliance oversight, and operations in a large academic health care system. Skilled at examining system-level issues and forecasting the impact of change initiatives. I am motivated by working with physician leaders, staff, and post-graduate medical education trainees to navigate barriers and optimize learning environments within health care organizations.

EMPLOYMENT HISTORY

University of Washington, School of Medicine, Seattle, WA, March 2002 - Present

Senior Director, Business Affairs, Graduate Medical Education, February 2018 – present

- Partner with constituents from within the Graduate Medical Education (GME) community and across the institution to improve operational oversight of the School of Medicine's 120+ accredited graduate medical education training programs.
- Lead ongoing GME policy development and implementations addressing appointments and credentialing, program eligibility and recruitment, licensure, non-accredited program oversight, visas, industry interactions, and telehealth to ensure compliance with institutional, accreditation, and regulatory requirements. Lead annual review and updates to resident and fellow appointment agreement.
- Oversee program evaluation, resource development, and oversight for 80+ non-ACGME accredited fellowship programs. Led review and approval of 21 new non-ACGME accredited fellowship programs in 13 clinical departments. Administer annual survey of programs and graduating fellows and conduct analysis of findings.
- Develop resources and trainings on resident/fellow recruitment policies and processes for program faculty leadership and program staff. Prepare annual institutional recruitment reports for GME and program leadership. Launched annual institutional post recruitment survey for program applicants.
- Provide visa expertise and support to programs and departments and manage 50+ visa applications annually. Successfully partnered with clinical department leadership on visa policy exception proposal to address fellow and faculty recruitment.
- Provide project management and leadership for GME committees.
- Serve as GME liaison on UW Medicine IT Services committees addressing provider onboarding, electronic health record use, and training. Served as Readiness Lead for GME on UW Medicine Destination: One Epic electronic health record (EHR) implementation project.
- Partner with School of Medicine Dean's Office academic appointments and compensation and medical staff units on projects and issues focused on provider licensing, appointment eligibility, and title determinations for academic personnel.
- Lead professional development activities for 100+ training program administrators, including new program administrator onboarding, monthly meetings, and facilitating ad hoc trainings.
- Lead development and ongoing management of GME website.
- Provided continued analysis of GME business processes and data validation of resident and fellow appointments in the Workday HR/payroll system post-implementation.
- Served as a member of the UW negotiations team in initial bargaining meetings with the postdoctoral scholar union.
- Represent GME as subject matter expert to institutional and external stakeholders on special projects.

Director, Graduate Medical Education, February 2013 – January 2018

- Oversaw onboarding and credentialing of 1350 post-graduate medical education trainees annually. Oversaw Workday transition and implementation for GME appointments as GME business process owner for the UW Human Resource/Payroll (HR/P) modernization program, including evaluation of existing appointment and payroll business processes. Developed GME specific workflows, provided ongoing evaluation of the system in transition from project to stabilization.

- Developed GME policies and procedures.
- Managed visa applications for residents and fellows.
- Served as GME advisor for electronic health record (EHR) training and IT projects.
- Oversaw professional development of training program administrators.
- Directed annual multi-day in-person UW GME Orientations for 450+ incoming trainees.
- Served as Institutional Administrator for national application and matching systems.
- Provided program management for non-accredited training programs. Developed new program application and review process for new non-accredited clinical fellowship programs in the School of Medicine.
- Supported implementation of new UW Housestaff Association union collective bargaining agreement (CBA).

Assistant Director, Graduate Medical Education, March 2010 – February 2013

Administrative Manager, Graduate Medical Education, August 2005 – March 2010

Program Manager, Resident & Student Education, Department of Medicine, October 2003 – August 2005

Administrative Coordinator, Division of General Internal Medicine, March 2002 – October 2003

Opal Enterprises, Inc., Bellevue, WA

Partner Relations Manager, July 2000 - October 2001

The Commonwealth Club of California, San Jose, CA

Program Coordinator, Silicon Valley Forum, July 1997 - January 1999

EDUCATION

Master of Health Administration, University of Washington, Seattle, WA, 2013

Bachelor of Arts, Middle Eastern Studies, University of Texas, Austin, TX, 1996

Rothberg International School, Hebrew University, Jerusalem, Israel, 1993-1994

OTHER

- Member and UWSOM Representative, Washington Medical Commission International Medical Graduate Implementation Workgroup, charged under Washington State Senate Bill 6551, July 2020 - present
- UW Latino Center for Health Advisory Committee, November 2019 - October 2020
- Member and UWSOM Representative, Washington Medical Commission International Medical Graduate Assistance Workgroup, charged under Washington State Senate Bill 5846, July - September 2019
- Association of American Medical Colleges (AAMC) GME Leadership Development Course, May 2015
- Certificate in Medical Management, University of Washington, December 2010
- University of Washington School of Medicine Service Excellence Award, Fall 2010