

Marcus J. Maurer

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Analytical, organized and detail-oriented leader with experience administering ACGME and non-ACGME programs. Collaborative team member always seeking an opportunity to do things better next time.

EXPERIENCE

EDUCATION MANAGER (May 2023 to present)

I lead a team of seven program administrators who oversee 108 trainees in 14 training programs at five training sites. We provide recruitment, credentialing, and high-quality training for residents and fellows. I am responsible for hiring, training, and performance management of seven direct reports.

Took on the administration of the Grand Rounds lecture series for the department, and for the administration and meeting management of the department education endowment.

Recommended and implemented a semi-annual review process for the trainees in the department who are completing the ABR Alternate Pathway program, ensuring that they have continuity across their four years of training, and that performance issues are highlighted early on and communicated to subsequent training programs.

I serve on the Non-ACGME Program Oversight Committee since July 2024, which is charged with approving and overseeing non-standard training programs across the system. I previously served for one year on the GME Position Allocation Committee (GMEPAC), which assessed the educational merits of complement increases for both ACGME and non-standard training programs.

Served on the search committee for the 2024 recruitment of the new Vice Chair of Education, the only non-MD on a panel of 6 people.

Implemented monthly visits to each of the training sites to have a presence, know the staff there, and problem-solve issues that reached across training sites.

Current knowledge of ACGME policies and procedures, Common Program Requirements, and requirements specific to Radiology.

Excellent working relationships with three consecutive Vice Chairs of Education, 14 current Program Directors and seven Program Administrators, numerous staff in the Graduate Medical Education office, and administrative support people across the system.

Understanding of policies and procedures specific to other bodies connected to the program: Accreditation Council for Graduate Medical Education (ACGME), the Graduate Medical Education (GME) office at UW, National Resident Matching Program (NRMP), and American Board of Radiology (ABR).

Familiarity with program-specific policies, having either drafted or annually updated many of the documents for ten years.

Demonstrated ability to work with diverse populations of staff, faculty, residents and other administrative personnel, across a wide variety of demographic groups

Supervisory experience with teams up to eight people in office, sales, banking, restaurant and warehouse environments

PROGRAM ADMINISTRATOR (October 2015 to May 2023)

Responsible for day-to-day functions of an ACGME-accredited program: leave processing, scheduling, recruiting, reporting to various oversight bodies.

Worked with three program directors at varying stages of their tenure: veteran who exited the program, veteran who followed and spent three years in the role, and a new program director and junior faculty member who needed substantial guidance to succeed.

Managed core aspects of the program for ACGME accreditation: Restructured and continuously improved semi-annual CCC meetings and resident review meetings with program directors. Managed milestone and CPT code reporting to ACGME for all residents.

Drove adaptation of new interview platform in 2020 and 2021 to facilitate six remote interview dates for new resident recruitment.

Annual review of the program budget, recommending additions and adjustments as needed due to covid and the natural evolution of program requirements.

Other miscellaneous support for program with 41 residents.

Secretary, University of Washington Radiology

June 2014-October 2015

Provided interim support for the Abdominal Imaging section, including Amion administration and taking minutes during section meetings, tracking clinical shifts, and updating Abdominal Imaging fellowship website page.

Provided daily transcription, monthly billing, and other support for B-Reader.

Handled dosimetry tracking and additions/deletions for all sections and residents.

Tracked ACLS/BCLS compliance and training for faculty, fellows, and residents.

Provided support to Nuclear Medicine coordinator in maintaining ACGME records.

Ordered supplies and equipment using eProcurement/PurchasePath.

Coordinated departmental laundry services and faculty lab coat purchases.

Financial Advisor, Ameriprise Financial

March 2006-June 2014

Forecasted outcomes and recommended adjustments to investment strategies for individuals, families, and nonprofits using Morningstar Advisor Workstation, Naviplan, and Brentmark.

Used Microsoft Excel and Word daily to analyze data and make recommendations. Commonly used filtering, pivot tables, and other advanced features of Excel.

Conducted analysis of cash flow and balance sheets, investment allocations, and taxes and estate strategy.

Marketed, managed, and serviced a practice of 130 clients and provided expertise in investment selection, tax strategies, and estate planning.

Managed, recruited, and mentored a team of eight advisors.

At-home caregiver

May 2005-April 2006

Lending Help Desk Manager, Washington Mutual

November 2002- May 2005

Solutions Specialist, Amazon.com

January 1999-May 2002