

# HOLLY ABLES, M.A.

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## **EXPERIENCE**

### **University of Colorado – Aurora, CO**

#### **Senior Academic Professional – Pediatric Medical Genetics & Metabolism**

**December 2019 – Present**

- Manage day-to-day operational aspects of 5 medical training programs with a total of 9 trainees (Medical Genetics and Genomics residency, Pediatric/Medical Genetics and Genomics residency, Medical Biochemical Genomics Fellowship, Laboratory Genetics and Genomics Post-Doc Fellowship, and Clinical Biochemical Genetics Fellowship)
- Supervise 9+ trainees, 12+ rotating medical students, and up to 20 visiting residents/fellows per year
- Lead the team in bi-annual clinical competency committee meetings and annual program evaluation committee meetings, providing SWOT analysis on all programs in order to find opportunities for improvement and growth
- Schedule and coordinate all education conferences (Grand Rounds, Case Conference, Journal Club, Variance Interpretation Conference, and Staff Meetings); manage Continued Medical Education accreditation compliance
- Maintain accreditation compliance for 5 programs by being a subject matter expert in regulations and policies of the Accreditation Council for Graduate Medical Education (ACGME); submit annual reports
- Secure funding and manage a \$15,000 education budget; negotiation with area hospitals/departments for trainee funding
- Manage and implement diversity-focused recruitment efforts for the section through recruitment efforts and holistic application review
- Build courses on Canvas Instructure LMS for MA in Genetic Counseling program
- *Accomplishments: Manage curriculum revision; facilitate & launch a new clinical lecture series broadcast across the nation; build a virtual recruitment website; manage ACGME accreditation application for 2 programs*

### **Rocky Mountain Poison & Drug Center – Denver Health Medical Center – Denver, CO**

#### **Program Manager**

**April 2019 – December 2019**

- Manage day-to-day operational aspects of the Medical Toxicology fellowship program with 5-6 trainees per year
- Maintain program accreditation compliance by being a subject matter expert in regulations and policies of the Accreditation Council for Graduate Medical Education (ACGME)
- Lead the team in bi-annual clinical competency committee meetings and annual program evaluation committee meetings, providing SWOT analysis on all programs in order to find opportunities for improvement and growth
- Manage the Pediatric Environmental Health Specialty Unit grant for 6 states reporting all environmental cases relevant to grant quarterly
- Report all Poison Center patient case numbers/activities/fiscal spending to 4 states quarterly and annually
- *Accomplishments: Created and launched an online poison prevention training module available to the public*

### **University of Colorado – Aurora, CO**

#### **Academic Program Manager – Division of Cardiology**

**July 2016 – April 2019**

- Manage day-to-day operational aspects of 7 Cardiology fellowship programs and supervise 28 trainees (Cardiovascular Disease fellowship, Advanced Heart Failure fellowship, Adult Congenital Heart Disease fellowship, Clinical Cardiac Electrophysiology fellowship, Interventional Cardiology fellowship, Interventional Cardiology Research fellowship, and NIH T32 grant-funded Cardiology Research fellowship)
- Lead the team in bi-annual clinical competency committee meetings and annual program evaluation committee meetings, providing SWOT analysis on all programs in order to find opportunities for improvement and growth
- Maintain accreditation compliance and submit annual accreditation reports
- Secure funding and manage budgetary decisions for an education budget of \$100,000
- Secure, apply for, and coordinate 5 education grants for the support of programs
- Lead the team in bi-annual clinical competency committee meetings and annual program evaluation committee meetings for 7 programs
- Manage reimbursements and payments: procurement card, travel policy, travel and recruitment reimbursements, Journal Entries, moonlighting payments, conference and tuition reimbursements, honorariums, etc.

- Manage and implement recruitment and interviews for over 150 candidates per year
- Manage divisional education conferences, communications, and marketing (Grand Rounds, Journal Club, Research Conference, and the annual James Blount Visiting Lectureship)
- Accomplishments: Created an online research mentor marketplace; created division-wide education materials including a new website and e-newsletter; revised reimbursement policy for trainees and provided guidance on educational policies throughout their training programs; successfully managed ACGME site visit for a new subspecialty program (ACHD)

#### **University of Colorado – Aurora, CO**

##### **Education Coordinator – Department of Neurology**

**July 2014 – July 2016**

- Manage day-to-day operational aspects of 12 fellowship programs; supervise 15 trainees per year
- Maintain accreditation compliance for 12 programs (half were ACGME; half were other Neurology accrediting bodies)
- Maintain ACGME accreditation compliance and submit annual reports
- Manage credentialing/onboarding for 15 trainees per year
- Lead the team in bi-annual clinical competency committee meetings and annual program evaluation committee meetings, providing SWOT analysis on all programs in order to find opportunities for improvement and growth
- Lead course orientation for 180 medical students annually and be main contact for all students for the course
- Manage Neurology clerkship, serve as voting member of grading team
- Accomplishments: Started best practices session with program coordinators; developed survey tools for curricular development measures; participated in IRB study for improvement of medical education; developed and grew position that is now filled by 2 FTEs

#### **University of Colorado Hospital – Denver, CO**

##### **EPIC Training Coordinator**

**July 2013 – July 2014**

- Manage and coordinate EPIC EMR training for all new hires at UCH (~1,000 new hires annually)
- Solely responsible for the onboarding/EPIC training and scheduling of all CU Anschutz interns (~300 trainees)

#### **Vanderbilt University – Nashville, TN**

##### **Education Specialist – Undergraduate Medical Education Office**

**July 2007 – June 2011**

- Build course evaluations for 400 medical students and 50 faculty members each year
- Analyze quantitative and qualitative data; write quality improvement meeting reports
- Manage Blackboard LMS and support all faculty in use of this system
- Manage education budgets of \$25,000 per year
- Accomplishments: Developed and grew the position that is now filled by 3 FTEs

#### **Vanderbilt University – Nashville, TN**

##### **Clerkship Coordinator – Department of Medicine**

**August 2005 – July 2007**

- Manage day-to-day operational aspects of 3<sup>rd</sup> year medicine clerkship and 4<sup>th</sup> year elective for 200 medical students each year
- Manage education budgets
- Schedule inpatient and community clinic outpatient rotations
- Accomplishments: Conducted student interviews as part of an IRB study for curricular improvement

#### **EDUCATION**

##### **Master of Arts, Instructional Design & Technology in Adult Learning**

**January 2015 – December 2018**

**University of Colorado Denver**

GPA: 4.0

##### **Bachelor of Arts, English**

**September 2003 – May 2005**

**Loyola University Chicago**

GPA: 3.87

*Winner of the Martin J. Svaglic Award for Excellence in Literary Study*

*Magna Cum Laude*

*Sigma Tau Delta (International Honor Society in English)*

### **PRESENTATIONS**

Presenter, Virtual Recruitment Best Practices, CU Graduate Medical Education Program Coordinator Meeting, October 2020

Panel Presenter, Onboarding/Credentialing Best Practices, CU Graduate Medical Education Program Coordinator Meeting, February 2017

### **COMMITTEES**

Chair, Wellness Sub-Committee, CU Anschutz Medical Campus Program Coordinator Council, January 2021 – present

Professional Mentor, CU Anschutz Medical Campus Program Coordinator Council, December 2020 – present

Subspecialty Program Coordinator Member, Association of Pediatric Program Directors, December 2019 – present

### **CERTIFICATIONS/ACHIEVEMENTS**

Awardee, Graduate Medical Education Outstanding Program Coordinator, 2021

Nominee, Program Coordinator Council Aris Molock One-to-Watch Award, September 2020

Participant in the CU Manager Certification Program, November 2020 – present

Participant in the CU Equity Certificate Program, April 2021

### **PLATFORM PROFICIENCIES**

#### **LMS /Finance/Design Software:**

Blackboard, Camtasia Articulate, Canva, Canvas Instructure, Concur, Cor360, CU Marketplace, EMS, Prezi, WebX, Zoom

#### **Medical Software:**

AMION, Casepro, ERAS, Medhub, NRMP, Qgenda, REDCap, VSAS

### **COMPETENCIES & STRENGTHS**

Program Management and Program Development

Accreditation Compliance and ACGME/GME Policy

Curriculum Design

EMS/LMS Management

Fiscal Management

Evaluation and Assessment

HR Skills (Onboarding, Credentialing, Recruitment and Diversity Strategies)

Website Design/Instructional Design

CU Finance policy, CU Travel policy, reimbursements (tuition payments, travel, moonlighting), Journal Entries

CU Equity Certificate Program

CU Manager Certification (expected completion 4/2022)