



## College of Physicians and Surgeons of British Columbia

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## JOB DESCRIPTION

### Accreditation Assessment Officer, Diagnostic Services

#### POSITION SUMMARY

Reporting to the manager, diagnostic services, the accreditation assessment officer (AAO), diagnostic services, has responsibility for assessing the performance of the diagnostic service facilities, in British Columbia for the purposes of accreditation.

Primarily focused on diagnostic imaging facilities, the AAO will also perform their duties in other diagnostic services.

Through conducting on-site assessments and reviewing evidence submissions of the diagnostic service facilities, the AAO writes assessment reports identifying best practices evidenced, opportunities for improvement, and follow-up actions required to address nonconformances. In conducting the assessments, the AAO provides education and shares best practices for the purposes of improving quality and safety.

In the capacity of accreditation assessment officer, this position has delegated authority to review and sign off on evidence submitted in response to nonconformances, and to make recommendations for accreditation awards to the Diagnostic Accreditation Program (DAP) Committee.

#### DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

##### **Assess the performance of the diagnostic service facilities in British Columbia for the purposes of accreditation**

- evaluate the diagnostic service facilities' level of performance to achieving the DAP accreditation standards
- review and evaluate desktop audit submissions
- conduct on-site visits of the diagnostic service facilities.

##### **Perform pre-assessment activities**

- answer queries from diagnostic service facilities related to the interpretation and the application of DAP accreditation standards
- assist in the development of an accreditation strategy and schedule for each diagnostic service facility including reference to any regional/corporate structure models

### **Perform on-site assessments**

- review and evaluate evidence submissions from diagnostic service facilities in accordance with DAP assessment policies and procedures
- conduct on-site assessments in accordance with DAP assessment policies and procedures
- follow up with diagnostic service facilities, as required, for further information or clarification of submitted information
- provide education and share best practices for the purposes of assisting the diagnostic service facilities to continually improve safety and quality

### **Perform post-assessment activities**

- prepare reports resulting from the evaluation of evidence submissions and on-site assessments
- identify nonconformances to be addressed by diagnostic service facilities with associated time frames for completion
- perform the technical quality review of reports for the other diagnostic services, accreditation assessment officers
- submit reports to the manager, diagnostic services within the time frame defined in the DAP service standards
- make recommendations to the DAP Committee on the appropriate level of accreditation award for diagnostic service facilities assessed

### **Perform the activities of an accreditation officer**

- conduct initial assessments of new diagnostic service facilities and prepare initial assessment reports
- conduct relocation assessments as required and prepare relocation assessment reports
- review submissions from diagnostic service facilities in response to nonconformances and determine whether the facilities have fulfilled the nonconformance
- follow up directly with the facility as required to clarify information or ask for additional information
- document the assessment of fulfilling the nonconformance, or a recommended course of action to be taken by diagnostic service facilities
- communicate and work effectively with the manager, diagnostic services and accreditation specialist as it relates to these assigned duties
- provide reports and documentation in a timely and prescribed manner to the manager, diagnostic services

### **Other general duties**

- assist with the maintenance of facility profiles, key contact lists, etc. to ensure information is current, accurate and reliable
- participate in the summation of significant findings and recommendations by geographic region overall, by size and type of organization, and by accreditation program
- assist in the continuous development and maintenance of accreditation methodologies, standards, processes and tools
- participate in communication and representation activities
- facilitate meetings, forums, focus groups and workshops
- contribute to the development and maintenance of educational programs

- deliver educational programs assigned
- attend meetings and functions at the direction of the manager, diagnostic services
- perform related duties as assigned

#### **DECISION-MAKING**

- identify best practices, opportunities for improvement, and follow-up actions required to address nonconformances
- make recommendations for accreditation awards to the DAP Committee

#### **ACCOUNTABILITY**

- inform the manager, diagnostic services of any quality, safety or other risk issues related to accreditation assessment activities and ensure that any potential hazards and risks to patients and/or staff are recognized and minimized
- evaluate the activities of diagnostic facilities
- understand and respond to the requirements of diagnostic facilities as they relate to the DAP
- participate in the improvement activities for quality and safety processes provided through the DAP quality improvement program
- follow the policies and procedures of the DAP and the College
- provide timely reports to the manager, diagnostic services when requested

#### **SKILL AND QUALIFICATIONS**

Required skills and qualifications include:

- registration with the Canadian Association of Medical Radiation Technologists.
- a minimum of one year's recent, related experience in diagnostic imaging
- graduation from a recognized post-secondary institution in a health-related discipline and/or five years experience working in a health service/system
- experience working with quality systems and accreditation programs
- experience in data collection, review, synthesis, and the qualitative and quantitative analysis of data
- completion of a program and/or courses in quality management from a recognized post-secondary institution
- evaluation and critical thinking skills
- exceptional client service skills
- facilitation of large groups
- excellent communication skills, written and oral
- ability to deliver education and orientation programs utilizing a variety of recognized adult education methodologies
- professional and business-like manner

- possession of a valid BC driver's licence
- ability and willingness to drive

The College of Physicians and Surgeons of British Columbia has been recognized as one of BC's top employers since 2011 and one of Canada's top 100 employers since 2014. Our goal is to attract, develop and retain highly talented employees. We offer an excellent working environment including a hybrid work-from-home/in-office model, opportunities for personal and professional growth, and a comprehensive benefits package.

All applications for this position must be submitted online at <https://www.cpsbc.ca/about/careers/employment-opportunities>.

We thank all applicants for their interest; however, only those selected for interview will be contacted.

The College welcomes all applicants and is dedicated to promoting a diverse, equitable and inclusive environment.