



## College of Physicians and Surgeons of British Columbia

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## POSITION DESCRIPTION

### Accreditation and Research Development Officer, Diagnostic Imaging, Diagnostic Accreditation Program

#### POSITION SUMMARY

Reporting to the manager, diagnostic services, the accreditation and research development officer, diagnostic imaging, primary responsibility is conducting research and evaluating, maintaining and developing the Diagnostic Accreditation Program (DAP) standards for diagnostic imaging. In addition to this, the position also contributes to the research of, and evaluation, maintenance and development of cross-specialty/common issues and programs.

In the capacity of accreditation officer, this position has authority to review and sign-off on evidence submitted in response to nonconformance submissions and to make recommendations for accreditation awards to the Committee.

#### DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

##### **Develop and maintain accreditation standards for diagnostic imaging through research, development, testing and evaluation**

- identify objectives, and timeframes for standards development
- ensure integrity across existing programs
- draft standards, criteria, criteria descriptors, reference material, and mandatory requirements timelines
- support the development of assessor protocols, and other assessment tools (e.g. initial assessment and focused visit protocols)
- participate in the development of associated educational and supporting material
- ensure that transitional arrangements for implementation of revised standards are identified and followed
- document procedures for the review revision and development of standards
- develop tools for standards evaluation and improvement

##### **Develop and maintain accreditation programs for disciplines related to diagnostic imaging**

- conduct formal review of processes and identifies the need for new or revised standards

- identify objectives, and timeframes for new program standards development
- identify and propose parameters for the programs
- ensure consistency and integrity across existing and new programs
- analyze and synthesize feedback and evaluation, for the purpose of proposing program improvements
- development of program criteria, assessor protocols, other assessment tools and associated educational and supporting material
- develop theoretical assessment frameworks for consideration

**Perform program specific analysis to support decision making and system wide improvement**

- collect data from accreditation assessment processes for the purposes of review, synthesis, qualitative and quantitative/statistical analysis of data, leading to the development of reports indicating significant trends
- continuously review literature and other sources of information related to diagnostic imaging
- consult and communicate with field experts and stakeholders using methodology appropriate to the exercise
- identify and analyze issues, assess significance, and submit recommendations for resolution
- formulate policy positions and drafts policy papers for consideration

**Chairs assigned advisory committee meetings:**

- prepare the advisory committees meeting agenda for review and approval by the committee members
- prepare associated briefing notes for distribution with the final agenda
- ensure the completion and accuracy of all documents forwarded to the advisory committees
- ensure advisory committees' advice and decisions are implemented into the accreditation standards for diagnostic imaging in a timely and effective manner
- maintain a record of decisions made by the advisory committees, minutes, agenda and briefing notes

**Performs the activities of an accreditation officer**

- at the request of the manager, diagnostic services, conduct initial assessments of new services/facilities, conduct relocation or focused assessments of current services/facilities, and participates in regular scheduled assessments when required
- develop reports documenting findings and recommendations as required
- identify best practices, opportunities for improvement, and follow-up actions required to address outstanding mandatory requirements
- make recommendations for accreditation awards to the DAP committee
- 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
- provide advice to internal and external clients
- assist in the continuous development and maintenance of accreditation methodologies 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 including training and orientation of assessors
- attend meetings and functions at the direction of the manager, diagnostic services
- assist in the achievement and maintenance of accreditation awards from international accreditation bodies, including ISQua and APAC
- 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 Accreditation Program 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 facilities as they relate to the accreditation requirements
- participate in the improvement activities for quality and safety processes provided through the Accreditation Programs quality improvement program
- follow the policies and procedures of the College
- provide timely reports to the manager, diagnostic services when requested

#### **SKILL AND QUALIFICATIONS**

Required skills and qualifications include:

- graduation from a recognized program in medical radiation technology.
- Canadian Association of Medical Radiation Technologists certified.
- 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.
- evaluation and critical thinking 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.