POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Accreditation Officer</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Education and Training</td>
</tr>
<tr>
<td>Date Reviewed:</td>
<td>October 2017</td>
</tr>
</tbody>
</table>

Incumbent Name: 
Signature:       Date:

1. Australasian College for Emergency Medicine

The Australasian College for Emergency Medicine (ACEM) is an educational institution whose prime objective is the training and assessment of specialist emergency physicians and non-specialist doctors for Australia and New Zealand and the Continuing Professional Development of the Fellows.

The core values by which ACEM staff hold themselves and others accountable in the workplace are:

- Respect
- Accountability
- Collaboration
- Integrity

2. Department Overview

The Education and Training Department is responsible for the Education and Training Function of the college.

The Training and Accreditation Division has three strands of activity arranged into units as follows:

- **Training**: Responsible for the administration of the ACEM Specialist Training Program leading to Fellowship of ACEM, and ACEM Non-specialist Training Program leading to the Emergency Medicine Certificate and Diploma. Trainee advocacy to provide support for trainees throughout their training program.
- **Accreditation**: Responsible for the accreditation of emergency departments.
- **Workplace-based Assessment (WBA)**: Responsible for the ongoing development and administration of the workplace-based assessment suite, and the progression and remediation pathways for the ACEM specialist pathway.
3. Position Purpose

The Accreditation Officer is responsible for administering certain aspects of the College’s accreditation program. Specifically, the Accreditation Officer will assist the College to make timely and accurate decisions in response to requests for accreditation received by both individuals and hospital sites. The role will include the assessment of applications against a number of regulations and guidelines to facilitate approval through the college’s Accreditation Subcommittee.

4. Key Responsibilities

The key responsibilities of the role shall include, but not be limited to the following:

- Analyse and assess applications for accreditation and inspection reports against relevant accreditation guidelines, relevant regulations and policies to prepare for assessment
- Ensure applications and reports for accreditation are processed in a timely manner and within specified timelines
- Undertake a range of relevant administrative tasks to ensure the efficient and effective operation of accreditation within the team including writing accreditation reports, designing surveys and forms
- Undertake Inspections when required
- Respond to general enquiries from individual trainees and hospital sites relating to accreditation and provide clear, courteous, and accurate information that reflects College guidelines
- Update relevant databases relating to accreditation applications and reports
- Initiate interaction with hospital staff and trainee applications to facilitate accreditation applications
- Undertake quality improvement initiative that will result in improved processes or work output for the team
- Actively participate in the quality recording of all processes relevant to the role and responsibilities in the Promapp system
- Other responsibilities as delegated by the Accreditation Standards and Quality Coordinator within the scope of this position
- Demonstrate the ACEM values within the Unit, Department and across the college
- Other responsibilities as delegated by Management within the scope of this position.

5. Workplace Health and Safety Responsibilities

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

6. Selection Criteria

- Strong analytical and decision making skills with a high level ability to interpret and make sound judgements on complex material
- Excellent administrative skills with exceptional level of accuracy and attention to detail
- Highly developed oral and written communication skills including the ability to develop written reports and correspondence
- Excellent planning and organisational skills, including time management, the ability to prioritise workload, meet deadlines and adapt to changing demands
• Ability to develop and review administrative systems and processes in paper-based and online formats and liaise with all relevant stakeholders to develop, implement and communicate the changes
• Excellent interpersonal skills including the ability to communicate effectively with a wide range of professionals including management and administrative staff, committee members, senior medical specialists and trainees, and hospital stakeholders
• Demonstrated capacity to work as a member of a team combined with the ability to work unsupervised on allocated tasks in accordance with team objectives, timelines and priorities
• Commitment to high quality service, continuous improvement oriented workplace culture
• Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

Qualifications and Experience
• Demonstrated experience in accreditation or quality systems
• Experience providing secretariat support to boards and committees
• Advanced skills in Microsoft Office Suite and Survey tools. Familiarity with Moodle is highly desirable.

7. Organisational Relationships

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Accreditation Standards and Quality Coordinator</th>
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<tbody>
<tr>
<td>Supervision of:</td>
<td>Nil</td>
</tr>
<tr>
<td>Internal Liaison:</td>
<td>ACEM Fellows and Trainees</td>
</tr>
<tr>
<td></td>
<td>ACEM senior management &amp; staff</td>
</tr>
<tr>
<td>Committee Liaison:</td>
<td>Accreditation Subcommittee</td>
</tr>
<tr>
<td>External Liaison:</td>
<td>Health Professionals &amp; Hospital Administrators</td>
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8. Other
• Interstate travel may be required on occasions.