



Job Description

| | |
|------------------|--|
| Title: | SEQOHS Accreditation Manager |
| Reports to: | RCP Accreditation Unit Manager and FOM Chief Executive |
| Responsible for: | SEQOHS Coordinator and SEQOHS Administrator |
| Based: | Royal College of Physicians (Regent's Park) and FOM HQ (Greenwich). The role will move to FOM HQ full time on 1 July 2018. |
| Term: | 12 Months Contract (maternity cover) |

Background

SEQOHS

The Safe Effective Quality Occupational Health Service (SEQOHS) Accreditation Scheme is managed by the Accreditation Unit in the Care Quality Improvement Department of the Royal College of Physicians (RCP) under contract with the Faculty of Occupational Medicine (FOM). The scheme is moving to the FOM in 2018.

The scheme is designed to raise the overall standard of care provided by occupational health services, thus helping to make a meaningful difference to the health of people of working age.

The SEQOHS scheme was established in 2010 with the aim of ensuring, through accreditation and annual monitoring, that standards for occupational health services are achieved and maintained. Assessment for accreditation is against the SEQOHS Standards, which were developed by the Faculty of Occupational Medicine in collaboration with a multi-agency, multidisciplinary stakeholder group.

Further information about SEQOHS can be found at www.seqohs.org.

As SEQOHS is moving from the RCP to the FOM during 2018 we require the post holder to have excellent management and organizational skills but also experience of managing change and complex projects.

Key stakeholders and partners

- Chair of SEQOHS Steering Group
- SEQOHS Steering Group members
- RCP Accreditation Unit Manager
- SEQOHS Transition Working Group
- SEQOHS Assessment and Quality Lead
- SEQOHS Assessors
- SEQOHS Trainers
- Independent consultants
- External IT contractors

Main Purpose

The SEQOHS Accreditation Manager has responsibility to deliver a successful SEQOHS Scheme, within budget and to the satisfaction of the SEQOHS Steering Group and the Faculty of Occupational Medicine (the contract holders of the scheme).

The SEQOHS Accreditation Manager will play a lead role in the transition of the scheme from the RCP to the FOM, in conjunction with the FOM CEO and the SEQOHS Transition Working Group. The transition plan is currently in development.

In addition, the post-holder will ensure that the day-to-day operation of SEQOHS is managed to a very high standard. This will be achieved through close working with the RCP's Accreditation Unit Manager and with the SEQOHS Assessment and Quality Lead.

The Current Day-to-Day Deliverables for the SEQOHS Team

It is anticipated that the new post-holder will agree specific responsibilities with the SEQOHS team and the Assessment and Quality Lead and with the support of the RCP Accreditation Unit Manager.

Responsibilities by Function

1. Accreditation application, scheduling, assessment and reporting

- Oversee registration of participants and ensuring payment
- Support participating units through the accreditation pathway
- Monitor and advise participating units of their readiness for the accreditation assessment
- Initial review of submissions from occupational health services
- Oversee completed applications for accreditation
- Lead arrangements for assessments, including liaison with occupational health services and assessors
- Oversee the composition of SEQOHS assessment teams, and length and type of assessments
- Oversee accreditation assessment reports, liaising with assessors, and issuing documentation
- Oversee quality assurance process and finalising and issuing of reports and certificates
- Review and monitor accredited occupational health services; implement and escalate relevant actions as required
- Oversee data collection and compilation of reports on accreditation assessments
- Ensure the maintenance of occupational health services accreditation records
- Develop and review appropriate procedures to support these processes
- Using and developing the SEQOHS webtool to support all the above processes

- Support occupational health services to use the SEQOHS webtool
- 2. Assessor management**
- Manage recruitment, induction and training of SEQOHS Assessors
 - Oversee the organisation of SEQOHS Assessor training events
 - Oversee SEQOHS Assessor monitoring and deployment
 - Oversee and monitor SEQOHS Assessor report completion for accreditation assessments and re-assessments
 - Oversee and ensure the maintenance of SEQOHS Assessor performance records.
- 3. Marketing and communications**
- Ensure good communications with participants and stakeholders
 - Deliver the marketing plan for SEQOHS and marketing material
 - Market the scheme to potential participants, including at conferences, meetings and appropriate use of social media
 - Ensure good engagement with the scheme from participants through regular and timely communications
- 4. Financial responsibilities**
- Manage, monitor and report on the SEQOHS budget and other resources with support from the RCP Accreditation Unit Manager
 - Manage income and credit control
 - Oversee and sign off assessor costs and expense claims
 - Record, monitor, review and analyse costs of accreditation assessments and other activities, ensuring value for money
 - Conduct quarterly reviews and financial forecasting and budgeting
- 5. Reporting, accountability and Steering Group support**
- Support and report to the SEQOHS Steering Group, including following-up actions, advising on developments
 - Support the SEQOHS Assessor Quality Assurance Review Panel
 - Manage the Knowledge Management System
- 6. Quality assurance and continuous improvement of SEQOHS scheme**
- Ensure that mechanisms are in place and oversee the quality assurance of the scheme and for its continuous improvement
 - Seek feedback from occupational health services, assessors and the FOM on the scheme
- 7. Manage the transition of the scheme to the FOM**
- Manage the transition activities to ensure a smooth move to the FOM
 - Provide support and report to the Transition Working Group