



**SEQOHS Quality Lead for Accreditation  
Application Pack - April 2023**

## About us

FOM is a faculty of the Royal College of Physicians, but operates independently in terms of its governance and finance. FOM sets professional standards and assesses individuals and organisations against those standards, the latter being achieved through the SEQOHS accreditation scheme.

In addition to SEQOHS, FOM activities include setting the curriculum for occupational medicine, providing qualifications for clinical professionals including nurses, supporting doctors to obtain specialist registration with the GMC, revalidation, and delivering an annual scientific conference and other events.

FOM is governed by a Board of Trustees. The Board decides collectively on matters of FOM strategy and policy, and appoints project leads and committees to oversee key aspects of work.

FOM's Chief Executive is appointed by the Board and is responsible for FOM operations, including staffing, finance, contracts, risk management, legal and regulatory compliance, internal processes and procedures. The Chief Executive also supports strategic partnership working and project delivery. There is a senior management team in FOM, and department managers, as well as administrative colleagues working within the departments who work with a large number of volunteers.

Annex 1 shows the positioning of SEQOHS within FOM's organisation structure, and the two new roles of SEQOHS Quality Lead for Assessors and SEQOHS Quality Lead for Accreditation.

## About SEQOHS 2023

The SEQOHS Steering Group provides a point of referral for clinical queries arising from SEQOHS activities, and for any proposed changes to SEQOHS policy. The SEQOHS Steering Group also reviews work carried out on the standards review, and any policy change proposals agreed by the SEQOHS Steering Group must also be referred to the

Board for final review and sign off.

The 2023 SEQOHS standards were formally approved by the FOM Board in March 2023.

A review of the evidence guide is the next stage of the process, and this will be done in parallel with the development of IT systems, using a consultative and team-based approach. SEQOHS 2023 is due to go live on 1 November 2023.

SEQOHS Assessors are vital to this process and must be consulted, kept informed, supported and provided with appropriate training and advice, as required. We also need to recruit and support new SEQOHS Assessors.

For services working towards accreditation, or re-accreditation, FOM would like to look at what could be done to reduce administrative burden for services where possible, and lessen the time between registration and outcome. This will be done by designing the SEQOHS 2023 webtool to be as straightforward and clear as possible, and this includes the online evidence guide and creating downloadable templates where possible.

We recognise the need to be flexible in how we support SEQOHS Assessors, as well as services. The format of all training will be adapted to align with the SEQOHS 2023 Standards, and will aim to maximise effectiveness and flexibility. All services engaged with SEQOHS will be asked for their views.

This is an exciting time for SEQOHS and you could play a key role in its ongoing success, working closely with the FOM's Chief Executive. Please read on to learn more about the role of SEQOHS Quality Lead for Accreditation.

## About the role

Title:	SEQOHS Quality Lead for Accreditation
Reports to:	Chief Executive
Provides support for:	OH services
Works with:	Chief Executive SEQOHS Manager
Working hours:	Flexible, part-time (circa 20 hours per calendar month)
Rate:	£2,500 per calendar month, reviewed annually
Basis of appointment:	Self-employed contractor
Term of appointment:	12 months, reviewed annually
Location:	Mainly home-based, with occasional on-site attendance for events or meetings

### Main purpose:

1. To work with FOM colleagues on re-designing and re-drafting the 2023 evidence guide and templates, and then Annual Renewal and 2015-2023 Transfer procedures.
2. To answer occasional queries from organisations on the accreditation process, referred by the SEQOHS Manager, and where needed provide general guidance via phone or online aimed at keeping the service on track.
3. To work with FOM colleagues to design and deliver inspiring and flexible information sessions to services about SEQOHS.

## About you

As a SEQOHS Assessor, you already believe that occupational health services should be safe, effective and of good quality. You are experienced in assessing against standards, and you have insight into the challenges that services may face.

We are looking for someone who inspires confidence and trust, and who is consistently approachable, wise, calm and diplomatic. The SEQOHS Quality Lead for Accreditation will be open to new ideas, a great listener, an engaging speaker, and enjoy a team-based approach. The successful applicant will also be well-organised, enthusiastic, reliable, proactive, and will uphold the principles of equality, diversity and inclusion.

Does this sound like you? Would you like to use your experience and skills to be at the forefront of shaping SEQOHS as it moves to the next level, both nationally and internationally? If so, we look forward to hearing from you.

## How to apply

Please email your CV and a brief supporting statement (max 300 words) explaining why you are interested in the role of **SEQOHS Quality Lead for Accreditation** to [recruitment@fom.ac.uk](mailto:recruitment@fom.ac.uk).

If you are thinking about applying, but would like to have a confidential and informal chat before deciding, please email [louise.craig@fom.ac.uk](mailto:louise.craig@fom.ac.uk).

**Please note that the deadline for receipt of applications is 09:00 on Monday 22 May 2023.**

Thank you for your interest in the role of **SEQOHS Quality Lead for Accreditation**.

# Annex 1: SEQOHS organisation structure

