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# Example of Accreditation Manager Job Description

Our growing company is searching for experienced candidates for the position of accreditation manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accreditation manager

* Collaborates with various departments including quality, operations, mail service, call centers and other departments on improvement initiatives
* Supports Senior Director and the Accreditations & Certifications team to plan, convene and facilitate various Quality Improvement (QI) committees and work groups, driving concise agendas to desired outcomes (based on accreditation requirements)
* The Accreditation Manager oversees and manages all aspects of the police department accreditation program including the attainment and maintenance of CALEA accreditation
* Acts as key contact for accreditation readiness committee(s) and working subgroup contributor
* Ensures that the accreditation readiness program is in place by coordinating 'mock surveys' and collecting required supporting documentation, data and action plans
* Maintains liaison relationship with peers and clinical affiliates by coordinating periodic (quarterly) joint sessions/meetings of key accreditation and quality and safety leaders
* Conducts observation audit and chart review to support prioritized opportunities for improvement of projects related to annual operating plan and/or regulatory related topics using PDSA process
* Age Specific / Cultural Competencies
* Manages overall hospital regulatory accreditation program (CSR model)
* Provides leadership guidance to programs applying for specific certification or centers of excellence

## Qualifications for accreditation manager

* 5 years’ experience in operations, quality assurance or management
* Knowledge of clinical regulatory requirements (such as CMS and state regulatory agencies)
* Knowledge of Managed Care, Health Systems, PBMs, Medical Groups, (minimum 2 years)
* Experience with quality requirements related to accreditation, certification and compliance for programs such as NCQA, URAC, VIPPS, DMEPOS, State and Federal Regulations
* ASQ CQA, CQE and / or CQM
* Experience with CMS and State Regulatory Agencies