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# Example of Accreditation Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of accreditation manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accreditation manager

* Prepares required documentation for audits by the ACCME and Specialty Boards as necessary
* Prepares reports, participates in meetings, works on projects, and provides support to the Director of Educational Development and Accreditation and the Senior Manager of Educational Development and Accreditation
* Working as part of the Accreditation Program Office (APO), collect, prepare, analyze, and review qualitative and quantitative data submitted by multiple offices and individuals within HMS and the School’s affiliated hospitals
* Propose and implement communication plans with various constituencies, including senior administrators and faculty at HMS and at affiliated hospitals
* Staff committee meetings, which typically involves ensuring meetings are scheduled appropriately
* Write, in coordination with faculty and/or staff leaders, subcommittee reports and submissions to the LCME data collection instrument (DCI)
* Manage logistics for meetings with external groups, including consultant site visit(s), mock site visits, and the official LCME site visit in Spring 2019, in coordination with relevant staff assistants and/or office coordinators
* Participate in relevant IPP office projects as assigned, such as those related to academic planning, school policy, or strategic initiatives
* Implements a multidisciplinary approach to continued survey readiness that includes a steering committee and other committees as necessary
* Leads the continued survey readiness program to include the development of detailed action plans, setting deadlines, assigning responsibilities and monitoring progress

## Qualifications for accreditation manager

* Self-motivated, detail oriented, with high-regard for meeting deadlines
* Strong computer skills (high proficiency in Microsoft Excel)
* Bachelor’s degree in a healthcare related field and graduation from an accredited school of nursing
* Thinks Strategically - Understands the internal/external environment impacting future business direction
* Confident in use of typical office IT systems
* Bachelor’s degree or equivalent experience in nursing, public health, health administration, or health related field required