

# **MICH**

**Missouri Institute for Community Health**

**Partners for Better Health**

# **Job Description for Accreditation Review Team Member**

*September 2017*

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## Missouri Institute for Community Health

Partners for Better Health

**Job Title:** Accreditation Review Team Member

**Reports To:** Accreditation Program Coordinator

### I. Summary of Position

A Reviewer works as a member of a team to conduct on-site reviews of local public health agencies (LPHA) within the state of Missouri that are seeking accreditation. The Reviewer reports directly to the Accreditation Program Coordinator. The Reviewer engages LPHA staff in dialogue on standards based issues in public health in order to assess compliance and to identify opportunities for improving compliance. The Reviewer evaluates the agency's performance and prepares site visit reports that clearly link performance deficiencies with potential systems vulnerabilities. The Reviewer effectively communicates this information in an exit interview to the LPHA leadership and with the development of the Feedback Report submitted to the Accreditation Council. Reviewers should be familiar with accreditation standards, and will attend training for the review process.

Reviewers for MICH are selected on the basis of education and public health experience.

### II. Responsibilities

Reviewers will evaluate an agency's compliance with accreditation standards based upon review of agency policy, personnel files, meeting minutes, file and documents, and upon observation of agency practices and physical facilities. Reviewers are expected to offer relevant and practical consultation and dialog that will assist LPHA staff to improve their processes and systems to deliver quality public health services. Reviewers will prepare written reports of their findings following the on-site review. The ability to travel to review sites is necessary.

### III. Qualifications

- 1) Master's Degree in Public Health or other closely related field; **or**
- 2) Bachelor's Degree or higher in nursing, environmental health, science, social science or other field, **plus** either five years' experience in public health practice (within the last five years), or 20 hours of course work toward an MPH degree, **or**
- 3) Certification as a Public Health Administrator.

Note: Qualifying public health experience may be obtained in a setting other than in a state or local public health agency. Examples include work that focuses on community health or population health improvement.

Additional confirmatory qualifications may include the following training or experience:

- Graduate of the Missouri or National Public Health Leadership Institute;
- Has worked for at least five years (within the last five years) in a Local Public Health Agency as an administrator, assistant administrator, or upper level public health program manager;
- Has experience in a state department of health position that contributed to understanding the responsibilities of a local public health agency but is not currently a staff member of the Missouri Department of Health and Senior Services;
- Is a university or college faculty member in an instructional program of public health, health administration, community health nursing, or environmental health.

Candidates for reviewer should be familiar with public health operations, public health clinical services, the use of performance improvement methods to assess organizational performance, and current research and trends relative to public health practices.

#### **IV. Skills**

- Interpersonal communication
- Problem solving
- Functions well on a team
- Conducts interviews well
- Written, verbal and computer skills
- Able to analyze data

#### **V. Compensation**

Compensation includes \$500 for on-line review of documentation plus traveling and lodging expenses. Training for reviewers will be provided prior to a site visit.