

**Job description of the project manager for institutional and specialized
accreditation of medical educational organizations**

1. General provisions

1. This job description defines the job responsibilities, rights and responsibilities of the project manager for institutional and specialized accreditation of medical educational organizations of the Non-profit Institution "Independent Agency for Accreditation and Rating" (hereinafter - Agency).

2. The head of the project on institutional and specialized accreditation of medical educational organizations is appointed to the position and dismissed from his post by order of the Director General of the Agency in accordance with the procedure established by the current labor legislation.

3. The project Manager for institutional and specialized accreditation of medical educational organizations reports directly to the General Director of the Agency.

4. A person with an academic degree and work experience in the field of education for at least 3 years, who speaks the state and English languages, is appointed to the position of project manager for institutional and specialized accreditation of medical educational organizations.

5. In his activity, the project manager for institutional and specialized accreditation of medical educational organizations is guided by:

1) legislative and other regulatory legal acts of the Republic of Kazakhstan, regulatory legal acts of the Ministry of Education and Science of the Republic of Kazakhstan;

2) administrative documents of the General Director of the Agency;

3) internal labor regulations;

4) this job description.

6. The project manager for institutional and specialized accreditation of medical educational organizations should know:

1) legislative and other regulatory legal acts of the Republic of Kazakhstan regulating the sphere of educational and scientific activity;

2) instructions on the organization and conduct of accreditation of medical educational organizations;

3) regulations on the Accreditation Council;

4) regulations on the Agency's external expert commission;

5) WFME recognition criteria;

6) standards of institutional accreditation of medical educational organizations;

7) standards of specialized accreditation of medical educational organizations;

- 8) standards of primary specialized accreditation of medical educational organizations;
- 9) code of ethics of an external accreditation expert;
- 10) guidelines for the organization and conduct of external expertise in the process of accreditation of medical educational organizations;
- 11) guidelines for self-assessment of medical educational organizations;
- 12) The Charter of the Agency, orders and orders of the management regulating its activities and this job description;
- 13) Rules of service ethics of Agency employees.

6. Due to the production necessity, the project manager can go on business trips.

2. Professional competencies and skills

7. The project manager for institutional and specialized accreditation of medical educational organizations must have the following professional competencies:

- 1) Have a broad understanding and understanding of the national system in the field of medical education, as well as understand the system of medical education in other countries;
- 2) To know the concept of the European Space in the field of medical education, to understand the role of international standards and guidelines, as well as the role of international networks in ensuring the quality of education;
- 3) Be ready and able to develop knowledge and take responsibility for performing various tasks;
- 4) Be able to act as an "expert" in one or more areas of quality assurance, contribute to the Agency's activities as a project manager or team member;
- 5) Be able to formulate recommendations aimed at improving the Agency's activities and modernizing the quality assurance system;
- 6) Be able to direct and coordinate complex projects with various stakeholders;
- 7) Have the skills to work with computer programs Word, Excel, Power Point and other standard office programs;
- 8) Have well-developed interpersonal communication skills that provide high-quality results;
- 9) Have experience in project management, including project content development, time management, quality assurance, communication, risk assessment and human resources.
- 10) Have the ability to understand and convincingly formulate complex ideas and concepts clearly, concisely and factually, both orally and in writing.

3. Job responsibilities

8. The project manager for institutional and specialized accreditation of medical educational organizations is obliged to:

- 1) plan and implement measures for institutional and specialized, primary specialized accreditation of medical educational organizations;

- 2) to monitor the timely and high-quality performance of the tasks assigned to it;
- 3) ensure timely execution of control documents, instructions of the Agency's management;
- 4) develop a project work plan and compile reports;
- 5) draw up schedules for seminars, monitoring visits to medical educational institutions, reviewing reports, members of external expert commissions;
- 6) participate in the development of the regulatory legal framework for the accreditation of medical educational organizations and educational programs;
- 7) participate in the development of medical standards for institutional and specialized accreditation in specialties (areas of training);
- 8) participate in the development of methodological and reference materials in the field of quality assurance of national education and ranking of educational programs and medical educational organizations;
- 9) organize training seminars in medical educational institutions on self-assessment and internal quality assessment;
- 10) to organize training seminars for experts on conducting an external evaluation procedure within the framework of institutional and specialized accreditation of medical educational organizations;
- 11) organize work on registration and issuance of Certificates of certification of experts;
- 12) annually replenish and add to the database of external experts (national, foreign, employers, students);
- 13) preparation of a complete package of documents for members of the external expert commission.
- 14) To organize, form and coordinate the work of the Agency's external expert commission in medical educational organizations;
- 15) participate in the organization and conduct of the work of the Accreditation Council;
- 16) to form an accreditation portfolio of medical educational organizations;
- 17) coordinate the organization and consultations for the members of the expert group on the methodology of conducting questionnaires, verifying the reliability of data, etc.
- 18) monitor the organization of the work of the Agency's experts on verifying the reliability of data submitted according to questionnaires, with field visits to the regions of Kazakhstan and other countries;
- 19) to analyze the state and trends in the development of the education system of the Republic of Kazakhstan based on the results of accreditation of medical educational organizations;
- 20) prepare materials on the work of the external expert commission of the Accreditation Council, on activities related to the accreditation of educational programs and educational organizations of the Republic of Kazakhstan for publication on the Agency's website;
- 21) to carry out organizational work with medical universities according to the accreditation procedure in the Agency;

- 22) make contacts with city and regional departments of education;
- 23) on behalf of the management to interact with other structural divisions of the Agency and the Ministry of Education and Science of the Republic of Kazakhstan, the Ministry of Health of the Republic of Kazakhstan;
- 24) to promote the Agency's image on the international educational platform;
- 25) execute other orders of the Agency's management.

4. Rights

9. The project manager for institutional and specialized accreditation of medical educational organizations has the right:

- 1) receive from the Agency's management all the information necessary for the performance of official duties (orders, orders) methodological, regulatory and other guidance materials;
- 2) take part in Agency meetings;
- 3) get acquainted with the draft decisions of the Director General concerning the Agency's activities;
- 4) on behalf of the General Director to request information from medical educational organizations, employers, public associations, etc.;
- 5) submit analytical reports and memos on issues related to its competence for consideration by the Agency's management;
- 6) take part in seminars, conferences, including international ones, on quality assurance of medical education;
- 7) participate in working groups on improving the quality of education;
- 8) improve skills.

5. Responsibility

10. The project manager is responsible for:

- 1) non-fulfillment (improper fulfillment) of their official duties provided for by this job description, within the limits defined by the current labor legislation of the Republic of Kazakhstan;
- 2) untimely submission of documents to the management for consideration, ensuring their safety;
- 3) causing material damage – within the limits defined by the current labor and civil legislation of the Republic of Kazakhstan;
- 4) irrational and negligent use of material and technical resources assigned to him;
- 5) non-compliance with official ethics and labor discipline;
- 6) disclosure of confidential official information.