

Approved
by the order of the
General Director
of Independent Agency for
Accreditation and Rating
No. 2/1-20-OD dated 13.01.2020

**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 duties, 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 - the Agency).

2. The Project Manager for institutional and specialized accreditation of medical educational organizations is appointed and dismissed by the order of the Agency's General Director 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 Agency's General Director.

4. A person who has an academic master's degree and at least 3 years of experience in the field of education, who speaks the state language and English, 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 Agency's General Director;

3) rules of 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 normative legal acts of the Republic of Kazakhstan regulating the sphere of educational and scientific activities;

2) instructions for organizing and conducting accreditation of medical educational organizations;

3) regulations on the Accreditation Council;

4) regulations on the Agency's External Expert Panel;

5) standards for institutional accreditation of medical educational organizations;

6) standards of specialized accreditation of medical educational organizations;

- 7) standards of primarily specialized accreditation of medical educational organizations;
 - 8) code of ethics for an External accreditation expert;
 - 9) guide for the organization and conduct of external expertise in the process of medical educational organizations accreditation;
 - 10) guide for self-evaluation of medical education organizations;
 - 11) The Agency's Charter, orders and instructions of the management governing his activity and this job description.
6. The Project Manager for institutional and specialized accreditation of medical educational organizations must have skills in working with the Internet and computer programs Word, Excel, Power Point.
7. Due to production needs, the Project Manager can go on business trips.

2. Job duties

The Project Manager for institutional and specialized accreditation of medical educational organizations must:

- 1) plan and implement measures for institutional and specialized, primarily specialized accreditation of medical educational organizations;
- 2) monitor the timely and high-quality performance of the tasks assigned to him;
- 3) ensure timely execution of control documents and instructions from the Agency's management;
- 4) develop a project work plan and prepare reports;
- 5) make schedules for seminars, control visits to medical educational institutions, review reports of External Expert Panel members;
- 6) participate in the development of the regulatory framework for 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 organizations of education;
- 9) organize training seminars in medical educational institutions on self-evaluation and internal quality assessment;
- 10) organize training seminars for experts on conducting external assessment procedures within the framework of institutional and specialized medical education organizations accreditation;
- 11) organize work on registration and issuance of certificates of expert certification;
- 12) annually update and add to the database of external experts (national, foreign, employers, students);
- 13) preparation of a complete set of documents for the External Expert Panel's members.
- 14) Organize, form and coordinate the work of the Agency's External Expert Panel in medical educational institutions;

15) participate in organizing and conducting the work of the Accreditation Council;

16) form the Accreditation portfolio of medical educational organizations;

17) coordinate the organization and consultations for the expert group members on the methodology of conducting questionnaires, verifying the data accuracy, etc.

18) control the organization of the Agency's experts' work to verify the data accuracy submitted according to questionnaires, with site visits to the regions of Kazakhstan and other countries;

19) analyze the state and trends in the education system development of the Republic of Kazakhstan based on the accreditation results of medical educational organizations;

20) prepare materials on the work of the External Expert Panel 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) conduct organizational work with medical universities on 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 Agency's structural units for education and science, MES RK, MH RK;

24) promote the Agency's image on the international educational platform;

25) execute other orders of the Agency's management.

3. Rights

The Project Manager for institutional and specialized accreditation of medical educational organizations has the right to:

1) receive from the Agency's management all necessary information (instructions, orders), methodological, regulatory and other guidance materials for the performance of his job duties;

2) participate in Agency meetings;

3) get acquainted with the General Director's draft decisions related to the Agency's activities;

4) on behalf of the General Director, request information from medical educational organizations, employers, public associations, etc.;

5) submit analytical reports and memos on issues within the Agency's competence for consideration by the Agency's management;

6) participate in seminars and conferences, including international ones, on quality assurance of medical education;

7) participate in working groups on improving the quality of education;

8) improve his qualifications.

4. Responsibility

The Project Manager for institutional and specialized accreditation of medical educational organizations is responsible for:

- 1) non-performance (improper performance) of his job duties provided for in this job description, within the limits defined by the current labor legislation of the Republic of Kazakhstan;
- 2) late submission of documents for management 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) the disclosure of confidential official information.

