

The role of the assessor is to provide assessment support to specified medical laboratory services and or EQA on a fixed cycle of assessment. The CPA assessment Teams are normally composed of a full-time CPA Regional Assessor, acting as Lead Assessor, supported by peer assessor(s) who will assess the validity of systems, appropriateness of equipment, facilities and resources, competence of staff, internal quality control, external quality assessment and patient user needs and requirements.

Training is provided in the relevant assessment standards and in assessment skills.

To do this the assessor must possess a good understanding of the:

- Specific assessment standard
- Methods/techniques/examinations/procedures within the discipline of pathology and or EQA
- Type of business processes and systems relevant to diagnostic medical laboratories and or EQA
- Underlying principles surrounding quality assurance and quality improvement

Assessors shall follow these principles:

Ethical conduct
Impartiality (fair presentation)
Due professional care
Independence
Evidence - based approach

Assessors shall:

- be employed at a senior professional level within their own institution. Applications will be considered supported by a current job description and judged on their own merit
- be a member of a relevant professional body and endorsed as such
- be supported by the Chief Executive and the Head of Department of their own institution
- be committed to accreditation and quality improvement
- be able to commit to at least 3 assessment visits per annum, for a minimum of 3 consecutive years
- be able to undertake all the necessary training and to attend the update sessions
- maintain competence to assess a medical laboratory and or EQA scheme
- be organised and well presented
- have good interpersonal skills
- be able to communicate with staff and management at all levels
- be able to give empathetic feedback
- be able to report accurately and concisely, both orally and in writing
- have a wide knowledge of the functioning of a medical laboratory and or EQA scheme
- have an open minded approach to assessment
- have the ability to work within a team
- adhere to the policy on confidentiality

Method of Appointment

- CPA will advertise widely for assessors in all relevant Pathology publications
- Applicants will complete an application form
- The Chair of the Clinical Advisory Committee will assess applications taking advice where necessary
- Applicants will be informed in writing of the decision
- Unsuccessful applicants may re-apply at a future date