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**Scheme Assessor Role Description**

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| **JOB TITLE:** | EQA Scheme Assessor[[1]](#footnote-1) |
| **ACCOUNTABLE TO:** | EMQN CIC Directors |
| **REPORTS TO:** | EMQN CIC CEO via the EMQN Office (the “accredited entity”) |
| **ROLE HOLDER:** | ……………………………………………………………………….. |

**ROLE PURPOSE**

The scheme assessor is a key member of the EMQN team. The post holder doesn’t need to be an international expert - we are looking for people with an excellent practical working knowledge of the type of testing covered. The participation of colleagues in this process is a fundamental part of EMQN’s activities and is highly valued. Being an EQA assessor is highly educational and is claimable as Continued Professional Development (CPD). It brings the post holder into a network of experts and allows them to stay abreast of new developments in their field. The post holder will assist the relevant scheme assessment team in the provision of EQA activities for the network. The objective is annual provision of EQA schemes which meet international quality standards. The overall aim is improvement in the quality of diagnostic molecular testing in the fields of genetics and pathology.

**ESSENTIAL CRITERIA**

The role holder should:

1. Have a good understanding of diagnostic testing of the disease for which the EQA scheme is being run.
2. Have a good working knowledge of their country’s diagnostic laboratory structure.
3. Be working in a diagnostic or research (where relevant) lab.
4. Be active in the field of quality assurance.

**KEY DUTIES AND DELIVERABLES**

***Duties***

1. To actively participate in the scheme assessment process for each round of EQA.
2. To assist in the preparation of documents and material for each round of EQA.
3. To assist in the production of a final scheme report for each round of EQA, for distribution to the participants.
4. To keep participant’s information confidential.
5. To work to the standards required by the EMQN management system.
6. To act within timetables agreed with EMQN.
7. To notify the EMQN office of any potential conflicts of interest.
8. Commit to a minimum of three consecutive rounds of EQA (usually 3 years).

***Deliverables.***

1. A high quality EQA scheme run to the timetables specified by EMQN.

This role description indicates the main functions of the post holder and may be subject to regular review and amendment in light of EQA development.

1. For the purposes’ of ISO 17043, the scheme assessor is defined as a subcontractor (which is a volunteering role with EMQN CIC). [↑](#footnote-ref-1)