Vision: We are the recognized leader in the accreditation of oral health education.
Mission: We set standards and accredit oral health professional programs to promote quality education and practitioner readiness.

Our Values
Integrity: We uphold ethical standards in all our processes and decisions, ensuring they are fair and free from undue influence.
Innovation: We foster new ideas and embrace creativity.
Transparency: We are committed to being proactively open, clear, and accessible in every aspect of our work.
Accountability: We take responsibility for the work that we do.
Diversity: We strive to integrate equity, diversity, inclusion, and accessibility into our culture.

Job Description:	Accreditation Specialist
Reports to:	Manager of Accreditation
Location:	Ottawa, (ON can be considered)
Date:	October 28, 2026
Direct Reports:	N/A
Application Deadline:	November 13, 2026

Position Overview

The following key responsibilities are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position. Within the kind, level, and scope of the work performed, the position may be required to take on, or be delegated additional responsibilities or duties that are not currently or directly reflected in the description below.

The Accreditation Specialists will be responsible for guiding oral health education programs through the accreditation process by managing timelines, coordinating assessments, analyzing data, and providing support to ensure compliance with national standards, ultimately promoting quality improvement and patient safety within oral health education programs; this involves working closely with CDAC team members and surveyors to facilitate a smooth accreditation review, from pre-survey documentation to on-site visits and report generation, while also developing educational resources to support accreditation readiness.

Key Responsibilities

Overseeing Accreditation Process

- Oversee the entire accreditation cycle for assigned program:
    - Plan and schedule site visits.
    - Develop, negotiate and finalise a customised timetable and accreditation plan with each

program.
    - Organize and review program pre-survey documentation received and ensures content is thorough.
    - Manage the pre-survey meeting process with surveyors to support the development of the accreditation survey timetable and related questions.
    - Attend pre-survey meeting with the program and facilitate content for the pre-survey meeting
    - Attend assigned surveys and provide on-site survey support.
    - Review and edit all accreditation survey reports and ensure accurate content.
    - Communicate with surveyors and programs until final draft of survey report is ready for CDAC accreditation review committee.
    - Collect data on accredited programs with a view to monitor accreditation outcomes and trends.
    - Participate in post-survey activities including coaching and overseeing accreditation with condition processes.

- Oversee progress reports:
    - Communicate with program if certain information is not provided, incomplete, or incorrect.
    - Review annual progress reports and monitor compliance with reporting requirements.
    - Process new program accreditation applications and make recommendations to the accreditation review committee.
    - Process and review requests for significant program changes and make recommendations to the accreditation review committee.
    - Attend relevant accreditation review meetings and make recommendations to the committee on program accreditation status or changes.

<u>Client Support</u>

- Act as a primary contact for assigned oral health education programs, addressing concerns, and guiding them through the accreditation process.
- Provide ongoing guidance to programs related to QI principles and conformity.
- Working with the Standards Development Manager, provide guidance on interpretation of CDAC standards and requirements, ensuring oral health education programs understand and implement necessary practices.
- Review pre-survey documentation, identifying areas for improvement, and providing feedback to oral health education programs.

<u>Quality Improvement Facilitation</u>

- Promote continuous quality improvement initiatives within oral health education programs by utilizing accreditation reports' feedback.
- Support the Manager of Accreditation in policy review and development for the accreditation team.
- Ensure the quality and consistency of the accreditation process.

Survey Team Coordination

- Finalize the survey team members for upcoming accreditation surveys.
- Collaborate with survey teams to conduct assessments and document findings.
- Facilitate preparation for and provide ongoing support during surveys, including surveyor coaching throughout the process.
- Liaise with surveyors until final draft of survey report is ready for CDAC accreditation review committee.

Education and training

- Develop and review educational tools and resources for oral health education programs and surveyors to support accreditation readiness.
- Participate in surveyor coaching and training and contribute to the effective delivery of training and evaluation of training to improve outcomes.

Other

- Participate in external forums relevant to accreditation as required.
- Contribute to cross-organisation projects as required.
- Engage in team collaboration and operational planning.
- Assist in training of new staff members.
- Other duties as may reasonably be required.

Required Qualifications

- Bachelor's degree in education, healthcare, administration, or a related field.
- Experience in the regulation, education, or health profession sectors, oral health preferred.
- Experience in quality assurance processes and/or the application of education or regulatory standards in the health profession education and/or professional education sectors.
- Experience in interpreting and applying processes, standards, guidelines or similar.
- Excellent written and verbal communication skills.
- Ability to analyse, interpret and synthesize data coupled with attention to detail and high level of accuracy.
- Aptitude to establish good working relationships and provide information in a clear and professional manner.
- Ability to identify, communicate and support process improvements.
- Strong business acumen and adaptability to an evolving and transforming accreditation work environment.
- Superior skills in Microsoft Office Suite
- Ability to manage own workload with minimal supervision.
- Ability to work in a small team to achieve common goals.
- Willingness to learn and have a growth mindset.
- Bilingualism.

Desired qualifications

- Clinical experience as a practicing oral health professional will be considered a strong asset

Work Environment

- Physical Demands: Must be able to sit for extended periods, use a computer, and occasionally lift office supplies up to 10 pounds.
- Work Conditions: This is a fully remote work arrangement; office considerations may be applied in the future.
- The incumbent is required to travel throughout Canada to support survey visits (up to 40 days per year).
- The incumbent will be required to attend meetings in Ottawa regularly.

What we offer:

· Remote work model (home based position but the ability to attend meetings in an office in Ottawa is required)

· A competitive compensation package including comprehensive health benefits

· 3 weeks of paid vacation time

. Paid time off between Christmas and New Year

· Participation in a group RSP savings plan

We believe diverse perspectives strengthen our ability to deliver on our mission, and that to achieve our vision of excellence requires an environment in which everyone feels welcomed and valued, including our team, and those we serve and with whom we work.

Application Process

Interested candidates should submit a resume and cover letter detailing their qualifications and experience and salary expectation to mcyr@cdac-cadc.ca by November 13th, 2026.

CDAC is dedicated to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. If you require any accommodation during the recruitment process, please reach out to us.

We thank all applicants for their interest; only those selected for an interview will be contacted.