



Title: Project Manager, ICHOM Accreditation Program

Term: Permanent, full-time for UK candidates (must be allowed to work in the UK); Contracting, full-time inside or outside the UK

Location: Fully remote, with candidates based in either GMT/CET/AST time zones

Reporting to: Senior Director of Implementation & Accreditation

Salary: Commensurate with experience and geographical location

About ICHOM

Founded in 2012, the International Consortium for Health Outcomes Measurement (ICHOM) is a 501(c)(3) nonprofit organization born from the vision of value-based healthcare pioneers. In our first decade, we empowered patient and clinical leaders worldwide to identify and standardize critical health outcomes. Now, as we enter our second decade, we are accelerating efforts to enable large-scale adoption and transparent use of these measures to transform patient-centered care globally.

ICHOM collaborates with international, multidisciplinary expert panels to develop evidence-based, patient-centered outcome measures (Sets). Their impact includes improved shared decision-making, benchmarking, quality improvement, cost reduction, and enhanced clinical trials focused on patient-important outcomes.

Beyond developing Sets, ICHOM drives adoption through webinars, provider accreditation programs, federated learning collaboratives, and the annual ICHOM Conference—the largest value-based care meeting worldwide. Our Accreditation Program is a flagship initiative that certifies healthcare organizations excelling in implementing ICHOM Sets, fostering continuous improvement and global comparability in patient care.

Role Summary

As the Project Manager, you will take ownership of the full lifecycle of the ICHOM Accreditation Program. This includes managing the application process, reviewing submissions, preparing reports, and providing ongoing support to applicants as well as managing potential new partnerships. You will collaborate with internal teams and external stakeholders to ensure a seamless experience for participants and uphold the program's high standards.

This role is ideal for a detail-oriented, proactive individual with experience in healthcare or accreditation processes, strong project management skills, and a passion for improving global health outcomes.

Key Responsibilities

- **Application Management:** Lead the end-to-end review process for the ICHOM Accreditation Program applications, from initial registration to certification, including application document assessment, interviews, and report development.
- **Pipeline Management:** Oversee and optimize the pipeline of new applicants in collaboration with ICHOM Marketing and Partnership teams.
- **Implementation Support:** Provide hands-on support for applicants, including workshop delivery and guidance on implementing ICHOM Standard Sets, as well as requirements for achieving accredited status

ICHOM, INC USA: 6th Floor, 399 Boylston Street, Boston, MA 02116
Registered as 501(c)(3), incorporated in Delaware, USA EIN: 46-0854621

ICHOM UK: ICHOM LTD, The Engine House, 2 Veridion Way, Erith, Kent, DA18 4AL
Registered Company Number BR017184

www.ichom.org



- **Report Development:** Prepare high-quality, detailed reports to support accreditation decisions and stakeholder communications.
- **Workflow Optimization:** Streamline workflows and manage stakeholder communication to enhance program efficiency.
- **Database Management:** Maintain accurate and up-to-date records of applicants and program outcomes.
- **Stakeholder Collaboration:** Work closely with internal teams and external stakeholders, including senior healthcare leaders, to ensure program success.

Qualifications and Skills

- **Required:**
 - Proven experience managing end-to-end programs, accreditation processes, or consulting services.
 - Strong understanding of healthcare systems and ideally value-based care principles.
 - Exceptional communication and interpersonal skills to interact effectively with diverse stakeholders.
 - Prior strong customer/stakeholder management experience a must
 - Ability to work under pressure, both independently and collaboratively.
 - Strong problem-solving skills and the ability to manage multiple tasks and projects concurrently.
 - Proficiency in MS Office Suite and project management tools such as Asana.
 - Fluency in English (written and spoken).
- **Desirable:**
 - Formal project management qualifications (e.g., PMP, PRINCE2).
 - Familiarity with accreditation processes in healthcare or related fields.

Interested candidates should submit their resume and a one-page cover letter to jobs@ichom.org

