



Federation of State Physician
Health Programs

Better Together

Senior Accreditation Consultant, FSPHP-ETA & PEER Programs

*Fully Remote & Flexible Hours | Part-Time Consulting Position
Estimated 10-20 hours per week*

Position Summary

The Federation of State Physician Health Programs (FSPHP) is seeking an **ETA & PEER Program Manager (Credentialing/Accreditation)** to serve as a consultant overseeing the **FSPHP Performance Enhancement and Effectiveness Review™ (PEER™) Program** and **FSPHP Evaluation and Treatment Accreditation™ (FSPHP-ETA™) Program**. This is an intentionally blended role, combining detailed policy and editing expertise with program management, education and SME coordination, and business development, ensuring smooth implementation through an established governance process that includes leadership oversight, an **Accreditation Review Council (ARC)**, and two technical committees (**FSPHP-PEER™ Committee** and **FSPHP-ETA™ Committee**).

Centralizing these responsibilities in a single position reduces risk, improves consistency, and better positions FSPHP to grow and sustain both lines of business over time. The ideal candidate will facilitate an efficient and accurate accreditation review process, optimizing workflow with **IT solutions** while supporting applicants and subject matter experts (SMEs).

Reports to: FSPHP Executive Director and works with FSPHP Accreditation Specialist

Program Overview

FSPHP Evaluation and Treatment Accreditation™ (ETA™) Program

The FSPHP-ETA™ program accredits evaluation and treatment services specializing in the care of medical students, residents, career physicians, and other safety-sensitive professionals. It ensures consistency and quality improvement in these services through a valid, reliable, and standardized assessment process. More information: [FSPHP-ETA™](#).

FSPHP Performance Enhancement and Effectiveness Review™ (PEER™) Program

The FSPHP-PEER™ program is a structured review process designed to help Physician Health Programs (PHPs) and other safety-sensitive professional health programs align with best practices outlined in the 2019 FSPHP Physician Health Program Guidelines. More information: [FSPHP-PEER™](#).

Key Responsibilities

Program Implementation & Management

- Serve as the **central point of expertise** for ETA™ and PEER™ policies, procedures, applications, and documents, ensuring accuracy, consistency, and version control across all materials and website content.
- Oversee and manage the FSPHP PEER™ and ETA™ programs, including the application review, site visit coordination, and documentation preparation process.

- Follow FSPHP PEER™ and ETA™ policies and procedures to ensure compliance with accreditation standards.
- Support and coordinate all workflow and database processes **in collaboration with the accreditation specialist and FSPHP's consultants**, and implement IT solutions to optimize and streamline operations, reducing manual tasks through automation.
- Create and maintain databases, records, and documentation using appropriate IT systems.
- Create or refine policy and procedure templates as needed across ETA™ and PEER™.
- Gather and integrate feedback for continuous program improvement through consensus-driven processes.

Committee & Stakeholder Coordination

- Provide structured staff support to the **ARC, PEER™ Committee, and ETA™ Committee**, including preparation of materials, coordination of agendas, follow-up, and tracking of decisions and updates.
- Recruit, support, and engage subject matter experts (SMEs) by answering inquiries, providing guidance, and developing training materials.
- Organize **quarterly SME training and update sessions** to maintain alignment and quality across reviewers, in addition to onboarding and training new SME Assessors.
- Manage routine webinars and educational offerings for both product lines, including scheduling, logistics, and follow-up communication.

Data Management & Reporting

- Maintain an up-to-date database tracking all applicants and accreditation outcomes.
- Systematically review and analyze the results and outcomes of ETA™ and PEER™ activities, identify trends and lessons learned, and recommend updates to future versions of each program.
- Develop summary reports to inform stakeholders and support future applicants.
- Conduct quality assurance audits to ensure data accuracy and consistency.

Business Development & Marketing

- Lead marketing and business development efforts to increase awareness, participation, and impact of both the ETA™ and PEER™ programs, managing these activities **within an established budget and ensuring responsible financial stewardship**.
- Explore and help implement readiness or preparatory training opportunities to better support participating programs.

Qualifications

- 10+ years of experience in healthcare accreditation, certification, or credentialing.
- Strong understanding of Physician Health Programs (PHPs), FSPHP guidelines, and treatment center accreditation standards; healthcare experience within physician health or a closely aligned field preferred.
- Bachelor's degree in Healthcare Administration, Public Health, or a related field (or equivalent experience).
- Strong administrative, organizational, and project management skills, with the ability to blend strategic thinking, operational execution, and data-informed decision-making.
- Exceptional customer service and communication skills.
- Experience working with technical committees, accreditation councils, or governance boards.

- Certifications in healthcare credentialing (e.g., Certified Provider Credentialing Specialist) are preferred; familiarity with standards and best practices from organizations such as the **Institute for Credentialing Excellence (ICE)** is a plus.

Technical Skills

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with SurveyMonkey, Microsoft Access, and Doodle polling.
- Knowledge of credentialing software and database management systems.
- Ability to analyze program and application data to generate reports, identify trends, **demonstrate return on investment**, and evaluate outcomes across both ETA™ and PEER™ programs.
- Experience working with web content management systems (CMS) and accreditation portals.
- Familiarity with automation tools to optimize administrative workflows.

How to Apply

Interested applicants should send their resume and a cover letter to **lbresnahan@fsphp.org** with the subject line: **“ETA & PEER Program Manager.”**

For inquiries, schedule a call: [Calendly – Linda Bresnahan](#).

Federation of State Physician Health Programs

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