**Accreditation Programme for Psychological Therapies Services (APPTS)**

**Accreditation Committee (AC) and Project Board**

**Application Form**

**Project:** APPTS

**Location:** Royal College of Psychiatrists,

21 Prescot Street,

London,

E1 8BB

**What do we do?**

The Accreditation Programme for Psychological Therapies Services (APPTS) is organised by the Royal College of Psychiatrists’ Centre for Quality Improvement.

It works to assure and improve the quality of psychological therapies services. Engagement with staff and service users in a comprehensive process of review is at the forefront of our work. Importantly, good practice and high-quality care, as well as supporting services to identify and address areas for improvement, are recognised through engaging in a peer review process and/or aspiring for and gaining accreditation status.

We are currently looking to recruit accreditation committee and project board members. Applications should have experience of psychological therapies services to join a developing team of committee members. Please ensure you have read the terms of reference before completing the application form.

**Application deadline: 31st October 2022**

**What do accreditation committee members do?**

The role of an accreditation committee member consists of attending accreditation committee meetings which are held virtually on MS Teams. Some meetings may be held at the Royal College of Psychiatrists office in London. Members are expected to make informed and fair decisions about the accreditation status of member services. Committee members are expected to prepare for committee meetings by reading all materials (member reports, submitted evidence and team correspondence) sent to them. In some cases, members may be asked to complete tasks outside of this to support the project team and services in making adequate accreditation decisions. Committee members will be kept informed about the project and encouraged to participate and guide project developments.

**What do project board members do?**

The role of a project board member consists of attending project board meetings which are also held virtually. Similarly to the accreditation committee, some meetings may be held at the Royal College of Psychiatrists office in the future. Members are expected to inform, advise and guide the project team regarding key elements of the programme of work. Project board members are expected to prepare for meetings by bringing with them current issues in the field, areas of exploration, by reading materials and contributing to the accuracy of minutes. In some cases, members may be asked to complete tasks outside of this to support the project team and member services.

**Both group** members are also invited to partake in other aspects of the project’s offerings, for example: training, events, newsletter submissions and/or presenting at events and delivering workshops to promote good practice between psychological therapies services.

**Person Specification**

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| **Qualifications/**  **Experience** | * A staff member who has (extensive) knowledge of working in psychological therapies services and who has an interest in the accreditation of these services. * Practical experience of quality improvement work. * Experience of working with service users or their representatives. |
| **Knowledge** | * Broad knowledge and experience relevant to psychological therapies services. * Understanding of the principles of quality improvement. |

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| **Skills** | * Good interpersonal skills. * Good spoken communication skills. * Positive manner and ability to enable the forming of consensus and fair decision making. |
| **Other** | * The person’s service is a member of APPTS, if eligible. * The ability to work as part of a multi-disciplinary group. |

**How to apply:**

Please complete an application form (see below) and provide us with a copy of your CV clearly demonstrating **how you meet the person specification and detailing your experience**.

Return to [APPTS@rcpsych.ac.uk](mailto:APPTS@rcpsych.ac.uk)

The deadline for applications is **5pm on Monday 31st October 2022**. Applications received after this time may not be considered.

**Application Form**

**Please enter your personal details below:**

|  |  |  |
| --- | --- | --- |
| Name: | Work address: | |
| Title: |
| Profession: |
| Membership of Professional Bodies: |
| Telephone number: | Email address: | |
| Are you a staff member who has extensive knowledge of working in psychological therapies services **and** who has an interest in the accreditation of these services? | | YES/NO |
| Please state which role specifically you are applying for: | | Member of the Project Board  Member of the Accreditation Committee |

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| **Please explain why you are applying for this role (continue on a separate sheet if necessary).**  You should include:   * A description of how you meet the person specification outlined in the job description. * Details of relevant knowledge, skills, competencies and experience * Interests and skills you can bring to the role. * Any practical information (e.g. willingness to travel, availability at different time of the day, any special needs). |
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