**ACOMHS Peer Reviewer Application**


# Introduction

Accreditation for Community Mental Health Services (ACOMHS) aims to assure and improve the quality of community mental health services for people with mental health problems and their friends, family or carers through a process of self and peer review.

The accreditation process is described in a separate document, available on our website ([www.rcpsych.ac.uk/acomhs)](http://www.rcpsych.ac.uk/acomhs%29)

#  Overview of role

The primary role of the peer reviewer is to assist in carrying out peer review visits to ACOMHS member services.

Prior to the visit, services will have undergone a three month self-review, producing data related to their performance against ACOMHS standards. This data is collated in the ‘peer review booklet’ which forms the basis of the review visit. The role of the peer reviewer is to validate the self review data, to ensure a visit which enables community mental health service staff to demonstrate the quality of their service and to enable the sharing of information and advice. The review visit will contribute towards a service’s accreditation rating.

The review team usually consists of 2 professionals, a service user and/or carer and a member of the ACOMHS project team.

#  Key responsibilities of peer reviewers

* Validate the self review data
* Ensure accurate and comprehensive notes are recorded during the visit
* Provide constructive criticism as well as positive feedback to the host team
* Feedback any comments or suggestions regarding ACOMHS to the ACOMHS project team

# What expect from peer reviewers

* We ask that you undertake at least one peer review following training
* Overnight stays are optional but some travel is likely, as you cannot visit within your own Trust/organisation, or services you have previously worked in
* Contact the ACOMHS team if any difficulties are experienced
* Take an open-minded approach to the day
* Travel expenses will be claimed from your Trust/organisation

**What you can expect from ACOMHS**

* + The peer review pack sent to you by email and post at least two weeks in advance of the visit
	+ Support via email or phone in advance of the visit if required
	+ Support from an ACOMHS project team member on the day of the review if required

**How to volunteer**

You will be sent upcoming dates by email and you can volunteer for any you are able to attend. We will never ask reviewers to attend a review they aren’t willing to, but we may occasionally contact individual reviewers if we are short of a team.

**Training**

It is mandatory to attend ACOMHS peer reviewer training before attending a peer review visit. Training days take place several times a year and are free to attend. The day is structured like a peer review day and involves some role play to give you an idea of how the peer review day works, as well as guidance and group exercises. Training days are eligible for your CPD programme.

**Reviewer selection**

Please complete the grid below to register for the training, and return it to

afia.anjoom-zaman@rcpsych.ac.uk

|  |  |
| --- | --- |
| **Which training day would you like to****attend? (Please specify date and location)** |  |
| **Name** |  |
| **Service** |  |
| **Job Title** |  |
| **Trust** |  |
| **Postal address\*** |  |
| **Email** |  |
| **Phone number** |  |
| **Dietary requirements** |  |

\*Please provide the address you would the documents to be sent in advance to the review

**Contact ACOMHS**

T: 020 7780 5755

E: acomhs@rcpsych.ac.uk

A: ACOMHS, Royal College of Psychiatrist Centre for Quality Improvement, 21 Prescot Street, London, E1 8BB