

Community of Communities

Lead Reviewer Remit and Role Specification

Please read through the person specification, role specification and frequently asked questions thoroughly before completing your application form. To apply for the role of Lead Reviewer, please complete the application form at the end of this document and submit it to: nfildes@rcpsych.ac.uk

If you would like to discuss the role of Lead Reviewer with a member of the project team please contact: Natalie Fildes, 020 3701 2676

Remit

The Lead Reviewer (LR) is a representative of the Royal College of Psychiatrists' Centre for Quality Improvement (CCQI) and the Community of Communities (CofC). Their role is to ensure that peer-review/accreditation visits run smoothly, effectively and within the guidelines of CCQI.

The LR will provide the necessary input and support to enable the host service and visiting team to achieve the overall purpose of the visit. The CCQI is committed to sending services a draft report within a week of the peer-review visit. The LR has a key role in enabling the CCQI project team to achieve this.

Person Specification

Essential

- Familiarity with the peer-review process and service standards
- Minimum six months clinical or user experience within a Therapeutic Community
- To have attended Community of Communities reviews
- Well-organised with excellent time management skills
- High standard of written and spoken English
- Excellent interpersonal and facilitation skills, with the ability to discuss issues in a constructive and supportive manner
- Ability to lead a small multi-disciplinary team
- Well presented with a confident and professional manner
- Keen interest in service development work
- Willingness to travel

Desirable

- Experience of conducting clinical audit
- Experience of report writing

Role Specification

1. The Contracted LR will attend and lead a minimum of three reviews within a year
(*no minimum for non-contracted reviewers*)
2. The LR will liaise with the project team and host service to finalise details of the timetable for the day
3. The LR will manage the inevitable anxieties inherent in the process before, during and after the visit
4. The LR will coordinate the peer-review day according to the agreed timetable and deal with any practical difficulties or requests from the host or peer-review team
5. The LR will provide information, clarification and/or advice on the process and/or the standards
6. The LR will facilitate meetings to ensure that:
 - The peer-review team are enabled to fulfil their role
 - Members adhere to the task of the session
 - Everyone is enabled to contribute
 - Shared learning is encouraged
 - Areas of achievement are identified as well as areas for improvement
 - Scores and comments are recorded
7. The LR will encourage comparison with performance in previous years (where appropriate)
8. The LR will encourage discussion about specific actions to address areas for improvement
9. The LR will contribute to discussions at a level appropriate to their knowledge of the environment e.g. those with specialist knowledge would be expected to contribute to discussions about how a difficulty might be addressed
10. The LR will facilitate a plenary session at the end of the visit and to provide space for feedback on the process and some initial feedback
11. The LR is expected to report any causes for concern immediately to the programme manager of the project team
12. The LR will return an accurate and complete legible written or typed record of the findings and discussions, including a visitors comments sheet, to the CCQI project team within 24 hours of the end of the review visit
13. All travel expenses will be paid for by the CCQI – the CCQI project team will book travel on behalf of the LR, for journey times which exceed two hours a hotel will be booked on behalf of the lead reviewer.
14. The LR will be reimbursed for any travel or subsistence expenses incurred while attending a peer-review visit on production of receipts and in accordance with RCPsych guidelines
15. Any LR wishing to travel by car must first request approval from CofC in order to be reimbursed

Lead Reviewer FAQs

1. What is the role of the lead reviewer on CofC peer-reviews?

CofC peer-review teams typically consist of three client and staff members, who are accompanied by a trained Lead Reviewer. The Lead Reviewer attends as an expert in the peer-review process, and is not necessarily an expert in Therapeutic Communities (TCs). The LR guides the host and peer-review teams through the day, and is responsible for ensuring completion of the community's report.

2. What are the benefits of leading peer-reviews?

Staff and ex-client members train as lead reviewers for many different reasons. These include wishing to expand their knowledge of therapeutic community practice in different settings, gaining new perspectives on therapeutic work, connecting with like-minded others, gaining experience of leading teams, the opportunities for travel, and wishing to support the CofC network and its members.

3. How do I become a lead reviewer?

Staff and ex-client members from CofC member services are invited to complete an application form, and may then be invited to attend a training day at the CCQI in London. Afterwards, trainees attend a peer-review and shadow the Lead Reviewer before leading a peer-review with an experienced Lead Reviewer present for support. If the trainee feels confident to proceed and demonstrates the required skills, they will be able to lead reviews on their own.

4. Can I choose which reviews I lead?

Yes. Reviewers will be sent regular updates about reviews that require leads. However, C of C recommends that lead reviewers start by leading reviews of services with client groups that are familiar before moving on to lead reviews of members with different client groups.

5. Will CofC pay my travel expenses?

Yes. CofC will pay subsistence and travel costs. Accommodation will be provided on reviews with journey times that exceed two hours. All subsistence, travel and accommodation expenses must comply with the guidelines specified by the Royal College of Psychiatrists. Where possible, CofC will book Lead Reviewers' travel and accommodation in advance. Ex-client members' or retired staff TC members can claim a day rate subject to conditions of any benefits received.

6. Is the Lead Reviewer position voluntary or a contracted position with the Royal College of Psychiatrists?

Lead Reviews can choose to apply for an honorary contract with the Royal College of Psychiatrists which requires a minimum commitment of leading three peer reviews a year, by completing the Lead Reviewer application form. They will then be contacted to arrange a telephone interview, after which they may be invited to complete reviewer training.

7. What is the difference between having a contracted position and leading reviews without one?

Contracted reviewers are expected to attend and lead three reviews per annum. Non-contracted reviewers do not have a minimum number of reviews that they must attend.

Lead Reviewer Application Form

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|---|--------------------------|--|--------------------------|
| Please select the role you are applying for: | | | |
| Non Contracted Lead Reviewer | <input type="checkbox"/> | Honorary Contract Lead Reviewer | <input type="checkbox"/> |

| | |
|-------------------------|--|
| About You: | |
| Name | |
| Address | |
| Email | |
| Telephone number | |
| Role | |
| Organisation | |

| | |
|---|--|
| Number of peer reviews attended: | |
|---|--|

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|--|
| Please outline your Therapeutic Community experience (inc. Length of time within the service) |
| |
| Why would you like to be a lead reviewer? |
| |

Internal use only:
Received

Read

Application Number

Training Date

What do you think are the main benefits of peer reviews?

Using relevant examples, please outline how your skills and experiences meet the requirements for this role as outlined in the person specification

Signed:

Date: