

Roadmap to Accreditation

Considering applying for Accreditation? These steps may help you before you begin the process.

Have you completed your action planning?

If you have completed a developmental review you will be provided with clear recommendations and suggestions to meet any un-met or partly met standards. It's recommended that teams get together and think about how to implement these recommendations and create an action plan. A template for this can be found at the end of your developmental report. Changes and improvements can be highlighted in your accreditation review, showing the peer review team that previous feedback has been considered.

Have you completed a developmental review?

A developmental review enables a team to get familiar with the process, standards and evidence submission. Teams receive feedback on standards and evidence that is beneficial to consider before applying for an accreditation review. A developmental review is an optional step.

Are staff onboard with the process?

It's a good idea to have key members of staff leading the process to delegate tasks and act as a point of contact for the project team. It's also important to make sure the whole staff team are onboard with the process and are engaged in with the network. This supports the frontline staff aspect of the review which is mandatory for accreditation. Having a team meeting with staff to discuss the process and address any concerns or worries is recommended.

Are patients and carers engaged?

The Accreditation process requires services to meet a target number of patient/carers questionnaires and feedback meetings on the review day. Services must ensure this can be achieved before applying for accreditation as this is a vital part of the process. The project team will provide you with information which can be given to patients and carers.



Has the evidence bank been reviewed?



The Accreditation process requires submission of quality evidence. Requirements are laid out in the 'Evidence Bank' document with examples of good practice and suggestions from the project team. It would be beneficial to review this as a team and ensure you have examples of the evidence required. If you do not have a copy of the evidence bank checklist please contact the team.

How many members of your team have attended peer reviewer training?

Peer reviewer training is a great opportunity for staff to learn more about the process, understand what happens on a review and how the standards are evaluated. As a condition of your membership you must have at least two people from your team trained as reviewers. For more information and upcoming training dates contact the project team.



Have staff from your team attended a peer review?



One of the best ways teams can prepare for their accreditation is by attending another peer review. This provides direct insight into how your review will run, provide helpful tips on how to meet standards and help address any anxiety. The project team encourages as many team members as possible to join reviews and share their experiences. For information on upcoming dates and opportunities please contact the project team.

Time Check

The Accreditation process requires dedicated time and work. The self-review period is 3 months followed by preparation for and delivery of the peer review day and the potential for up to six months deferral should further evidence be required to meet the standards. Although there is flexibility if unforeseen events occur, you should consider as a team if there is capacity and time to dedicate to this work. Speak to the project team if you are worried about the commitments involved, the project team can offer strategies and support.

Ready to start Accreditation!

Once you have considered all these elements and reviewed the relevant documentation get in touch with the project team to discuss starting the Accreditation process.

Other Considerations

- As part of the review, peer review teams need to see the service environment, make sure you aren't due to begin any construction work that would impact the teams ability to see various spaces. This may delay the review or result in standards marked 'not met'.
- Check out the networks website for any recently published reports or upcoming events that may help you during your review.
- The project team encourage services to get familiar with the standards and consider any Type 1 standards the team are not currently be meeting that could prevent the service being accredited.

Get in touch to discuss Accreditation



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[Website](#)