

**THE ROYAL COLLEGE OF PSYCHIATRISTS'
CENTRE FOR QUALITY IMPROVEMENT**

Remit and Role Specification

Enabling Environments Assessor

Remit

The Enabling Environments (EE) Assessor is a representative of the Royal College of Psychiatrists' Centre for Quality Improvement (CCQI). Their role is to provide assessment for applicants of the EE Award within the guidelines of CCQI. The Assessor will provide the assessment services as detailed below in order to make a recommendation for the Award status of the applicant, according to the assessment criteria laid down within the EE programme.

Role Specification

1. The EE Assessor will complete a minimum of 2 assessments per year. Each assessment will consist of approx 1 day portfolio/questionnaire assessment/development report/interim report & 1 day Assessment Visit/final report.
2. The EE Assessor will stay up to date with EE Assessment strategies and participate in a minimum of one half-day moderation/assessor training meeting per annum. They will also be encouraged to attend EE members' events.
3. The EE Assessor will receive the portfolio and questionnaires from the project team and assess them within 2 weeks according to the guidelines of the EE assessment programme, discussing items requiring clarification with the EE Programme Manager.
4. The EE Assessor will provide an interim report using the template provided to the EE Programme Manager within two weeks of receipt of the portfolio.
5. The EE Assessor will contact the applicant for clarification and to collect verbal evidence as part of the portfolio assessment process if necessary.
6. When agreed with the EE Programme Manager, the EE Assessor will contact the applicant to arrange details of the Assessment Visit.
7. The EE Assessor will manage the inevitable anxieties inherent in the Assessment Visit before, during and after the visit
8. The EE Assessor will coordinate the Assessment Visit according to a timetable negotiated directly with the applicant.
9. The EE Assessor will provide information, clarification and/or advice on the process and/or the standards during the visit.
10. The EE Assessor will facilitate meetings during the Assessment Visit to ensure that:
 - Feedback is provided on the submitted portfolio according to the interim report
 - Areas requiring further evidence are specifically addressed
 - Everyone is enabled to contribute

- Shared learning is encouraged
- Areas of achievement are identified as well as areas for improvement
- Information is gathered as necessary for the final report

11. The EE Assessor 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 in identifying areas for development
12. The EE Assessor will facilitate a plenary session where possible at the end of the visit and to provide space for feedback on the process from the applicant and some general feedback from the Assessor to the applicant. No information will be provided about whether the Enabling Environment Award will be given.
13. The EE Assessor will prepare and forward to the EE project team a draft final report within 72 hours of the visit according to the template provided.
14. The EE Assessor will liaise with the Programme Manager regarding any issues needed to complete the Final Report.
15. The EE Assessor is expected to report any causes for concern immediately to the EE Programme Manager.
16. The EE Assessor will be reimbursed for any travel or subsistence expenses incurred while attending an Assessment visit on production of receipts and in accordance with RC Psych guidelines

Person Specification

Essential

- Prior experience of managing an organisation or department, or delivering a service
- At least twelve months experience of management and/or supervision of staff
- A professional qualification or be educated to degree level or equivalent
- Attended EE Assessor training and shadowed one assessment (portfolio assessment and Assessment visit)
- Understand the EE standards, criteria and how they are constructed
- Able to assess evidence in a consistent manner against specified standards and provide constructive oral and written feedback
- High standard of written and spoken English
- Well presented with a confident and professional manner
- Well-organised with excellent communication and report-writing skills
- Experience in quality improvement and/or service development work within their own sector
- Willingness to travel

Desirable

- Experience of assessing or conducting audit
- Report writing experience
- A current staff member of an organisation holding an Enabling Environments Award
- Experience of achieving, delivering or supervising NVQs or other qualifications requiring portfolio processes
- Experience of building a portfolio for the Enabling Environments Award