

2009

# APPENDIX

## Review Committee: Chair and Presenters Role



## APPENDIX

### 1.0 ROLE OF CHAIRPERSON OF REVIEW COMMITTEE:

#### The role of the chairperson of a Review Committee is to:

- Ensure appropriate hospitality and comfort is provided to the candidate and to committee members.
- Facilitate the review.
- Keep the candidate informed of the timetable.
- Give a verbal report to the candidate of the decision and recommendations (in embryonic form).
- Forward a written report of the review, voting patterns and recommendations of the committee to the ANZACPE executive for ratification.

#### 1.1 The specific duties of a Chairperson are to:

- i) Call the Committee of Review to order and facilitate decisions as to procedure, including use of the Presenter's report and time frames.  
*(NB: as a guide a review process will take between 2-3 hours and may have the following breakdown:*
  - *Initial introductions of candidate to committee and delineation of expected time frames – 10 minutes;*
  - *committee members discussion of issues presented in materials without candidate being present – 30 minutes;*
  - *committee's discussion with candidate – 60 minutes;*
  - *formulation of recommendations – 20 minutes;*
  - *communication of committee's findings to candidate – 10-15 minutes.)*
- ii) Communicate time frames for review process to the candidate.
- iii) With members of the committee, clarify issues to be raised with the candidate and after due discussion, invite the candidate to rejoin the committee.
- iv) Monitor the interaction between the candidate and committee members, facilitating discussion between both.
- v) Ensure there has been opportunity for issues raised by both committee members and candidate to be addressed before asking the candidate to leave while the committee deliberates.
- vi) Ask each member of the committee for their vote on the candidate's request.

- vii) Work with the committee to formulate recommendations according to the guidelines.
- viii) Ensure the Review Committee is aware that the Presenter's Report will be made available to the candidate on request to the candidate's member organization executive or registration and certification committee.
- ix) Consult with the committee members regarding their need for debriefing and suggest options for same to respond to impact of review process and effect closure. (The chairperson may need to seek separate debriefing from a member of the executive or a suitable colleague.).
- x) Invite the candidate to return to receive the decision and recommendations formulated by the committee and provide opportunity for clarification.
- xi) Inform the candidate that the decisions and recommendations from the Review committee will be ratified by the ANZACPE Professional Standards committee and forwarded to the appropriate accrediting body within the candidate's member organization. (Subject to changes to 3.2.3)
- xii) Ascertain from the candidate the need for debriefing or further clarification and invite the candidate to negotiate with a suitable person. The debriefer may be a member of the committee, but not the chairperson or presenter. Attention should be given to the ability of this person to offer on-going support and supervisory consultation.
- xiii) Thank the committee members for their participation and their responsibility to maintain confidentiality.
  - a) Compile and present a written report to the ANZACPE Professional Standards committee as per the report template.

## 2.0

### **Guidelines for Formulation of Review Committee Recommendations**

Recommendations made by Review Committees should be limited to the standards, outcome and objectives of the Accreditation.

Care needs to be taken that recommendations do not reflect the personalities of the committee or the agenda of a committee member.

#### Recommendations:

- i) The first recommendation should state clearly the Review Committee's decision in response to the candidate's request. (The candidate is only told if the vote was unanimous or not unanimous.)

- ii) Recommendations need to:
  - a) be consistent with post accreditation responsibilities and accountability
  - b) focus on professional development
  - c) Be expressed in a language that is understandable to the candidate, by members of future review committees and by persons/professionals consulted by the candidate. Particular care needs to be taken if quotations from the candidate's written materials are used.
  - d) Be stated in the third person.

### **3.0 Guidelines for the Preparation of a Presenter's Report.**

The Presenter's report is a professional document summarising and evaluating the materials submitted by a candidate requesting review for accreditation.

- i) The Presenter's Report will be made available to the candidate if a request is made following the Review Committee, to the appropriate body within the candidate's member association (eg the registration and certification committee or executive).
- ii) The 2-3 page report is based only on materials provided by the candidate, a copy to be provided for each review committee member and one for the member organization files, as the accrediting body.
- iii) The report should include the following:
  - a) the presenter's response to the material presented
  - b) a summary of previous committee findings
  - c) a summary and evaluation of the candidate's demonstration of meeting the standards 1.1- 2.1.3.5
  - d) An evaluation of the candidate's supervisory practice thus far.
  - e) A brief appraisal of the candidate's strengths and weaknesses in professional practice including areas of concern and issues for discussion by committee members.
  - f) A recommendation to the committee regarding the candidate's request.

[Complied by The Rev'd Keith Little at the request of the 1992 Annual General Meeting]  
Sydney, April 9, 1993.

Amended by the ANZACPE Annual General Meeting Brisbane 1994  
Amended by the ANZACPE Annual General Meeting Sydney 1995



