

The NSW College of Clinical Pastoral Education HANDBOOK

Section 8

Guidelines for Review Committees (Level I & III)

8.1 The Role of the Accreditation Convener.

- 8.1.1 To receive letters of request to meet a Review Committee for both Accreditation and Reaccreditation.
- 8.1.2 In selecting the members for a review committee the Accreditation Convener shall consider any requirements in these regulations and:
- the cultural and ministry context;
 - gender; and
 - faith tradition
- of both the applicant and the committee members.
- 8.1.3 In the case of second and subsequent reviews for the same level of accreditation, consideration shall be given to some continuity of membership of the review committees.
- 8.1.4 In the process of selection, the Accreditation Convener shall indicate to the applicant and the prospective members of the review committee who are the likely members of the review committee so that they can express reservations in relation to any member. This process shall be completed as soon as possible after the receipt of the letter of request.
- 8.1.5 For an Accreditation Review the Accreditation Convener shall request two members of the Review Committee to undertake premeeting interviews with the applicant.
- 8.1.6 For a Reaccreditation Review there are no premeeting interviews.
- 8.1.7 The Accreditation Convener shall:
- 8.1.7.1.1 for an Accreditation Review Committee request one of the members of the committee who is one of the premeeting interviewers to be the Presenter.
- for a Reaccreditation Review Committee process there is not Presenter
- 8.1.8 The Accreditation Convener may request one of the members to be the Chairperson of the committee or allow the committee to select their Chairperson.

- 8.1.9 The Accreditation Convener shall arrange a convenient place and time for the review committee to meet.
- 8.2 The Accreditation Convener shall write to the applicant and the members of the committee informing them of the date, time and place of meeting and the membership of the review committee. The letter to the applicant shall also indicate the expected procedure, which the review committee shall follow including the questions that shall be asked. A copy of the Accreditation Assessment Form shall also be included.
- 8.3 Once the selection of the membership of the Review Committee is completed, the Accreditation Convener shall forward to them the applicant's materials, any standard questions and any Accreditation Assessment Form.
- 8.4 On receipt of the report of the Review Committee the Accreditation Convener shall send a copy to the applicant and place a copy of the report in the applicant's file.
- 8.5 On receipt of the recommendation(s) of the Review Committee the accreditation Convener shall present them to the next Executive Committee of the NSWCCPE Inc. for determination.
- 8.6 In the case of a successful applicant the Accreditation Convener shall arrange for the appropriate Certificate of Accreditation.

8.7 Role of Premeeting Interviewers.

The role of the premeeting interviewers is to:

- Explore with the applicant the issues that are not yet clear to the interviewer.
- Clarify any issues about the committee procedure that the applicant may have.
- By supportive comments, encourage the applicant to be articulate in the committee experience.
- To be a friendly person in the committee experience.

8.8 Role of the Presenter.

The role of the presenter is to:

- Explore the materials presented in a clear, unbiased and sympathetic manner.
- Write an evaluation of the materials raising and commenting on the important issues that have been identified. The evaluation is not expected to be exhaustive but should be written with the fact that the applicant is to read it in mind.
- Highlight issues the committee needs to clarify during the interview with the applicant.

The Presenter shall forward to the other members of the committee and the applicant a copy of the written report at least 7 days before the date of the interview.

8.9 Role of the Chairperson.

The role of the Chairperson is to:

- To chair the meeting and facilitate the process before during and after the interview.
- To ensure that appropriate hospitality and comfort are provided to the applicant and the members of the Review Committee.
- To be aware of and endeavour to avoid any breaches of fairness or undue pressures that occur during the process.
- To ensure that the process of the Review Committee are maintained at a professional level.
- To ensure that the applicant is correctly assessed against the level of accreditation sought.
- To note any reasons or causes that may be the basis for an appeal and inform the Accreditation Convener of these immediately after the committee meeting.
- To write a report on the presentation for the Accreditation Convener to present to the applicant and place in the records.
- To inform the Accreditation Convener in writing of the Review Committee's recommendation(s) for presentation to the Executive Committee of the NSWCCPE Inc for determination.
- To inform the applicant of the members of the committee who will be available for debriefing or consultation after the meeting.
- If the applicant desires to have an independent person for debriefing facilitate this process.

8.10 Role of the Review Committee.

- The role of the Review Committee is to:
- to reread the standard against which the applicant is to be assessed before the meeting of the committee.
- to have read and considered the materials presented by the applicant before they come to the meeting.

The Review Committee shall:

- develop an understanding of the materials presented by the applicant and formulate the additional questions, which are to be asked about the applicant's materials.
- interview the applicant to assess whether the applicant has reached the level of ability required by the standard for a supervisor of the level being requested. This shall be done by asking any standard questions and the questions referred to in paragraph 7.5.4.1. above.

- conduct the interview in accordance with the high professional standards required by a review committee.
- avoid any process which may appear to disadvantage an applicant through the improper use of power or gender or theology or group dynamics or therapeutic interventions.
- at the conclusion of the interview make a professional assessment of the applicant's total presentation and determine what recommendation(s) should be sent to the Accreditation Convener. The report of the recommendation(s) will include the reasons for the recommendations. Where an applicant is not being accredited or reaccredited the review committee make a recommendation on the applicant's continuing supervisory status.
- cooperatively write a report to be given to the applicant which will be helpful for future training and practice of supervision.

At the conclusion of the process the members may take time to debrief each other.

8.11 The Role of the Executive Committee.

The role of the Executive Committee is to:

- to receive the recommendation(s) of the review committee.
- to determine whether the recommendation(s) of the Review Committee shall be accepted or not.

8.12 The Role of the Executive Secretary

The Secretary of the Executive Committee shall write to the applicant and indicate the decision of the Executive.

The Secretary of the Executive Committee shall write to the Accreditation Convener and indicate the decision of the Executive.