| ENABLING ENVIRONMENTS AWARD ASSESSOR APPLICATION FORM | | | | | | | |
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| Please complete and return this form along with your CV to: [eeadmin@rcpsych.ac.uk](mailto:eeadmin@rcpsych.ac.uk). | | | | | | | |
| Applicant Information | | | | | | | |
| Name | | | | | | | |
| Current address | | | | | | | |
|  | | | | | | Post Code | |
| Email Address | | | | | Phone number | | |
| Name of EE service (if affiliated) | | | | | | | |
| Member of CCQI Quality Network (if affiliated) Click to choose a network | | | | | | | |
| Employment Information: Present or most recent | | | | | | | |
| Employer | | | | | | | |
| Employer address | | | | | | | |
| Position Held | | | | Click to insert from date | | | Click to insert To date |
| Phone: | E-mail: | | | | | | |
| experience working with enabling environments (if applicable) | | | | | | | |
| As Provider: Yes [ ] No [ ]  List name of organization & service | | | As Recipient: Yes [ ] No [ ]  List name of organization & service | | | | |
| 1. | | | 1. | | | | |
| 2. | | | 2. | | | | |
|  | | | | | | | |
| Please list any completed EE training you have attended | | | | | | | |
| Click here to enter a date. | | Venue | | | | | |
| Click here to enter a date. | | Venue | | | | | |
| Click here to enter a date. | | Venue | | | | | |
| ReFeRences | | | | | | | |
| Name | | | | | | | |
| Job Title | | | | | | | |
| Current address | | | | | | | |
|  | | | | | | Post Code | |
| Email Address | | | | | Phone number | | |
| Relationship | | | | | | | |

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| **Please describe how your skills and knowledge meet the areas highlighted within the person specification (no more than 1000 words)**  **Refer to the person specification and address EACH area.** |
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| APPLICANT Signature | |
| I authorize the verification of the information provided on this form. | |
| Name of applicant:  Signature of applicant | Date |

**If you are employed within an Enabling Environments service, your line manager must complete the following declaration:**

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| LINE MANAGER Signature | |
| I authorize the above applicant to be released from **work duties for a minimum of two days per year to attend EE service visits, and additional time needed to write the assessment report, and attend assessor support sessions, in order to fulfill the EE Assessor role.** | |
| Name of line manager:  Signature of applicant’s line manager | Date |

**Job Description and Person Specification**

**Enabling Environments Assessor**

**Job Description**

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 the CCQI. The Assessor will assess services according to the assessment criteria laid down within the EE programme in order to make a recommendation for the Award status of the service applying.

The role of the Assessor:

* To conduct one-day in-service EE assessments according to the training and guidance provided.
* To follow the Enabling Environment Assessor Guidance when carrying out assessments and making assessment decisions.
* To deliver high quality written reports to the project team within two weeks of the assessment.
* To participate in quality assurance and moderation activities, including providing comment on reports from assessment visits they have attended and giving feedback to the Enabling Environments project team.
* To adhere to the Royal College of Psychiatrists’ code of conduct and maintain professional standards at all times
* To lead a small assessment team, ensuring the assessment is conducted thoroughly, effectively and supportively.
* To maintain good communication with the EE project team

**Requirements of undertaking the Assessor role:**

* Complete the application and selection process for the role
* Attend initial Assessor training and update training as required
* Undertake at least two assessments every 12 months
* Make good use of the Assessor Support Calls on offer to ensure up to date knowledge and training (moderation meetings and assessor clinics - a minimum of one per year).

**Requirements of undertaking the Lead Assessor role**

As above, PLUS:

* Complete the probationary period by undertaking three assessments
* Have taken partial or full responsibility for report writing on at least one assessment
* Have undertaken Lead Assessor training

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| **Essential Measured** | **Essential Measured** |
| Experience of Enabling Environments/positive psycho-social environments AND/OR Experience in using evidence assessment processes e.g. NVQ assessments | Application |
| Able to demonstrate an ability to assess information and/or evidence in a consistent manner and provide constructive oral and written feedback. | Training |
| Ability to analyse information and data and to use this to inform a strategy for the assessment. | Training |
| Report writing experience | Application / Training |
| Able to process information quickly and work to tight deadlines. | Training |
| Ability to lead a small assessment team through an on-site assessment day visit. | Application / Training |
| High standard of written and spoken English. | Application / Training |
| Well presented with a confident and professional manner. | Visit |
| Well-organised with excellent communication | Visit |
| Access to email and word-processing for report writing | Application |
| Willingness to travel | Application |
| **Desirable** |  |
| Member of an organisation holding an Enabling Environments Award. | Application |
| Experience in quality improvement and/or service development work. | Application |
| Knowledge of the Enabling Environments Award standards and process | Application |
| Experience of management and/or supervision of staff. | Application |
| Experience of achieving, delivering or supervising NVQs or other qualifications requiring portfolio processes. | Application |

**Process of training to be an assessor**

Throughout your training the EE Team will support you.

We also have Assessor clinics and Moderation meetings.

Once you have attended the training, the EE Team will contact you monthly with dates for assessments. We will also include the location so you can consider travel time.

**Assessor Clinics:**

These are an opportunity to prepare for or debrief from an assessment, to ask questions about the process, to learn from other assessors. The EE team will invite you to join, they take place quarterly.

**Moderation Meetings**

These meetings are invaluable - we look at evidence together, talk about tricky assessment decisions and ensure we are all assessing in a consistent way. **You are expected to attend a minimum of one per year.** To make them more accessible these will now be shorter and run for two hours.

**EE Team**

The EE teams working hours are approximately Monday – Friday 10 – 4pm. We welcome you to call us to chat through anything you need regarding assessments. The teams email address is [eeadmin@rcpsych.ac.uk](mailto:eeadmin@rcpsych.ac.uk)