



ACCREDITATION



ACCREDITATION ASSESSOR REQUIREMENTS

WHAT IS EXPECTED FROM THE ASSESSOR?

- Overall oversight of the assessment process.
- Starts with the receipt of the L2/L3 evidence proforma.
 - Each point on the proforma should be supported by backing evidence.
 - It is the role of the assessor to ensure that this evidence is made available.
- The assessor should then look for gaps in the evidence and seek further evidence or clarification for areas they feel are not supported.
- The evidence must be checked for relevance.
 - Is the evidence up to date?
 - A report from 3 / 4 years ago is most likely not relevant and something more current would be needed.
- Once the assessor is happy with the evidence that has been provided, they conduct a series of interviews. These are conducted through MS Teams although before Covid-19 these would have happened during a site visit.
- It is the assessor's role to request the interviews that need to take place, but it is the Trust/CCGs responsibility to set these up. (Please see meeting Doc.)
- The role of the assessor in these interviews is to understand the overall story.
 - Does it feel as though the culture within the department backs up the evidence provided.
 - If staff have conflicting views to the evidence provided, then the assessor should have concerns.
 - This is where the interviews come into their own – Is the evidence a true reflection of how staff feel?
- Once you are happy that the trust has provided sufficient evidence toward their application, the assessor will write a report reflecting their application and why they should be awarded L2 / L3.

SKILLS REQUIRED

- Assessors must be methodical and have an inquiring mind.
- Must be able to see what is going on beneath the surface.
- Have the confidence to challenge the evidence provided.
 - In a worst-case scenario, they may have to stop / defer the application process if the evidence is not available in time for the deadline.
- Have the confidence to interview someone more senior to themselves. (CFO at L2 and CEO at L3)
- Be confident when writing the report for FLC.
- Time Management
 - They must ensure the trust sticks to the timetable when being assessed.

COMMITMENT OF TIME

- To go through the evidence in detail, this should take 2 -3 days.
- To assess further requests for evidence, this should take a further day.
- The interviews themselves would take a day to complete.
 - Through MS Teams this can be spread over multiple part days.
 - When doing a site visit would be completed in one day.
- To write the report, this should take 1 day.
- In summary the assessment should take at least 1 working week of your time.