

Accreditation Peer Reviewer Guidelines

Preamble

The reintroduction of Accreditation Peer Reviewers reflects an effort to include others who are engaged in the same or similar content area as team members for accreditation reviews and to generate a pool of trained reviewers for the Territory to sustain the current accreditation schedule.

The pool of peer reviewers will consist of a proportional representation of Divisional peer reviewers to the number of social service units within the Division. The need for DHQ personnel remains unchanged.

Through this initiative we aim to: 1) alleviate the stress on the Divisions to provide DHQ personnel for accreditations, 2) broaden the scope of expertise on accreditation teams, 3) offer professional development opportunities for management level staff, 4) encourage inter-ministry unit partnership and support, and 5) promote knowledge sharing within the Territory.

Criteria

Potential Peer Reviewers are to be recommended by the Division. Criteria for Peer Reviewers include Salvation Army personnel who:

- a) have been part of a successful accreditation process
- b) are in management positions, or have been identified for professional development towards a management position
- c) are or have been actively and positively engaged in the accreditation process
- d) are respected within The Salvation Army
- e) have demonstrated interest in program evaluation, program improvement, and knowledge sharing

Note: Please take into consideration the workload of the individuals to other commitments such as DHQ initiatives, etc. prior to submitting the form to the THQ Accreditation Team.

The submitted names will then go through a vetting process by the THQ Accreditation Team to ensure consistency and quality of accreditation reviews.

Peer Reviewer Candidate Information Form

See appendix below.



Terms of Involvement

- 1) Approximately 2 accreditation reviews per year
- 2) Approval from Division and/or Executive Director

Requirements of Involvement

- 1) Successfully completes mandatory accreditation review training process
- 2) Reviews ministry unit information documents submitted prior to review
- 3) Travels to ministry unit for the entire duration of the review
- 4) Completes and submits assigned chapters and rating sheets during the review period

Financial

Ministry unit that is being accredited is to cover any travel, meals and accommodation aspects of peer reviewers' participation in this initiative.

Conflict of Interest

For the purposes of ensuring objective and impartial accreditation reviews, the accreditation review team, peer reviewers, the divisions, and the Social Services Department will take steps to identify potential or real conflicts of interest and disclose them in order to help minimize or eliminate the impact of such conflicts.

Conflicts of interest occur when reviewers have personal interests in decision-making that can reasonably appear to influence their actions, bias their judgment or prejudice the outcome of decisions.

In order to mitigate possible conflicts of interest, the Accreditation Process Coordinator and peer reviewers are to ensure that:

- The reviewer demonstrates commitment to and respect for the integrity of the accreditation review process.
- The reviewer has not been on staff at the ministry unit during the five years preceding the review.
- The reviewer's ministry unit has not been reviewed by a staff member from the unit under review.
- The reviewer is not from a ministry unit that partners with or receives service from the unit under review.
- The reviewer is not related to members of the ministry unit's management team.

If a peer reviewer believes they have or could have a conflict of interest, they should immediately report it to the accreditation review team, who will determine whether or not a conflict exists and what actions should be taken.



Peer Reviewer Candidate Information Form

Name:		Division:	
Ministry Unit:			
Current Position:			
Years of Service in The Salvation Army:			
Academic and Employment History: (Relevant to assist chapter assignment)			
Comments:			
Date:			

