

WA ALCOHOL AND OTHER DRUG SECTOR PEER REVIEWER

POSITION DESCRIPTION

POSITION TITLE: PEER REVIEWER

RESPONSIBLE TO: IHCA LTD

Summary of Responsibilities

The Peer Reviewer is responsible to the Institute for Healthy Communities Australia Ltd (IHCA) Programs Manager and Deputy Chief Executive Officer, and will undertake the onsite review stage of the WA Alcohol and Other Drug Quality Framework review process and negotiate the outcomes of this process with the service reviewed.

Statement of Duties

Pre-review

- Read pre-review information on the service prior to the review
- Contact the manager of the service being reviewed and discuss their expectations of the onsite review

During the review

- Facilitate the interview process of the onsite review;
- Undertake a review of facilities and documents collated for the review
- Writing of the review report

After the review

- Ensure IHCA is provided with a draft review report within the required time frame
- Be available for a feedback session (if required) with the IHCA and the service to provide further details on review report recommendations and negotiate any amendments or changes to the draft report
- Assist the service reviewed to develop the OFI Plan
- Participate in professional development forums conducted by IHCA
- Undertake at least one review per annum, unless otherwise negotiated with IHCA;

Qualifications

- Completed IHCA Peer Reviewer training workshop
- Satisfactory completion of at least one review, accompanied by an IHCA staff member

Competencies

Plan and Coordinate External Review

- Ability to negotiate review requirements with service manager and other staff as appropriate

Conduct External Review

- Capacity to provide leadership and work collaboratively in a team environment
- Coordinate and encourage service participation in all aspects of the review
- Read and analyse documentation
- Prepare for and conduct all interviews
- Conduct site inspections to validate appropriateness of facilities in relation to legal requirements
- Analyse and assess collected evidence

Prepare and present review report

- Analyse material collected during review process
- Synthesise information collected and assessments made throughout the review process
- Compile the draft report in accordance with the Quality Framework report format.
- Effective communication and negotiation skills.

Underpinning Knowledge

Conduct external review

- Understanding of the principles of continuous quality improvement
- Recognition of legal and ethical requirements for privacy and confidentiality in the collection of information
- Knowledge of the WA Alcohol and Other Drug Sector
- Knowledge of the WA Alcohol and Other Drug Sector Quality Framework review process including use of assessment tools and guidelines
- Knowledge of the WA Alcohol and Other Drug Sector Quality Framework including the criteria used to assess compliance
- Knowledge and understanding of change management principles pertaining to Alcohol and Other Drug services
- Awareness of service provision issues involving consumers from culturally and linguistically diverse backgrounds

Prepare and present review report

- Knowledge of IHCA and WANADA review report requirements

Experience

Sector review

- At minimum of one year's experience in the WA Alcohol and Other Drug Sector, preferably as a clinician, or at the level of middle to senior management.

Prepare and present review report

Demonstrated experience in the following:

- Written and verbal communication with diverse groups
- Report editing

Personal Qualities

- Diplomacy and sensitivity to differing organisational climates and circumstances
- Good listening skills
- Ability to quickly adapt to changing environments

Other

- Employer support
- Commitment to ongoing professional development

Performance Review

Requirements:

- Participation in performance review process conducted by IHCA senior staff at least annually. The performance review process will be conducted as part of the onsite review process, and all Peer Reviewers are required to participate in this process in order to maintain their registration in the WA Alcohol and Other Drug Sector Quality Framework Review Program.
- Commitment to ongoing professional development