

Factsheet 2

Getting ready for the Recertification Panel

At the end of the three-year certification cycle, training services are required to attend a **Recertification Panel**.

As a Certified Training Service, you will be given three months' notice of your proposed Recertification Panel date.

Prior to this, the 3rd year annual review must be completed.

The Recertification Panel differs from the initial certification panel in three key respects.

1. You must demonstrate compliance with UKAS surveillance requirements.
2. A presentation to panel covering progress in specific areas.
3. The submission of a quality improvement case study.

1. You must demonstrate compliance with UKAS surveillance requirements

Only those organisations that have met the requirement to have 20% of Senior Trainers and 20% of Affiliate Organisations (where applicable) observed will be eligible to attend the panel. The Certification Co-ordinator will be able to confirm the level of surveillance undertaken as required.

Panel members will be provided with access to this information along with a handover form completed by the Assessor, and a copy of the most recent Annual Review.

2. A presentation to panel covering progress in specific areas

Organisations attending the panel will be required to make a short, 15 to 20-minute presentation to showcase the progress and successes.

The **presentation** should cover the progress made over the last three years by the organisation in each of the following key areas:

1. Progress on restraint reduction (to include qualitative and quantitative information to evidence where possible)
2. Progress in relation to std 1.5
3. Progress in relation to promoting trauma informed approaches.

4. Progress in relation to assuring the quality of training delivery [including that of Affiliate Organisations, where applicable]

Note: The panel consideration of these domains will be on a case-by-case basis, as not all organisations operate affiliates and there may be differences in the quality of data available to in-service training providers vs. commercial training providers.

3. The submission of a quality improvement case study

Organisations attending panel will also be required to submit a training case study prior to attending panel.

The case study can cover any **one** of the four presentation topics.

The case study, which should be no more than two or three pages, should use the following format:

- Identify the progress domain, i.e., restraint reduction, the inclusion of lived experience in training development or delivery, the promotion of trauma informed approaches or improving the quality of training delivery.
- Provide some background context so that the progress can be fully understood.
- Explain how you defined the domain and made it measurable.
- Describe the data you gathered and the sense you made of it.
- Explain how you have, or intend to use, this information and learning.

The aim of the case study is to provide evidence of progress within the scheme, and to inform the further development of the standards and certification process.

The panel will raise questions based on the case study, and the presentation.

The panel must decide whether suitable and sufficient evidence has been provided to convince them that the Certified Training Service (and Affiliate Organisations) continue to operate within the Restraint Reduction Network Training Standards, and in line with the certification scheme requirements outlined in ISO17065.

If you have any questions about Recertification, please contact:

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