Assessor information pack

Application and continued quality assessment process

# Introduction:

This document describes the requirements and processes involved in becoming a recognised British Society of Echocardiography (BSE) assessor and how this status is maintained. It should be read by potential and current BSE assessors.

Please note the following information pack applies to transthoracic, critical care and level 1 assessors.

Information regarding new applications to become a BSE assessor can be found on pages 1-8.

Information regarding maintaining BSE assessor status can be found on pages 4-6.

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# Application pre-requisites to become an assessor:

## The applicant must:

1. Hold current BSE accreditation and have been accredited in the relevant speciality for more than three years.
2. Not be subject to an on-going fitness to practice investigation or currently under investigation or review with regard to a serious untoward incident.
3. Disclose any censure, review process or professional limitation that they are still subject to, with regard to a fitness to practice investigation or serious untoward incident.
4. Be capable of advising and teaching less experienced colleagues in their daily practice. This must be evidenced with a reference from the departmental manager or technical lead of echocardiography. It must clearly detail the applicant’s aptitude and practice for teaching less experienced colleagues.
5. Be able to commit to at least two practical exams in an unbroken 24 month period.
6. Be able to commit to attending an Assessor training course – minimum one course every 36 months.

## The final decision regarding an assessor’s competence rests with the Chair of Accreditation.

# New assessor application process:

In order to become an active independent BSE assessor the following three steps must be successfully completed.

## 1 - Application form:

The applicant will submit an application form via the BSE office, email [accreditation@bsecho.org](mailto:accreditation@bsecho.org). We commit to contacting you with regards to your application within six weeks.

The application form will be reviewed by the Assessor Quality Lead and/or Chair of Accreditation. The form will be checked to ensure the applicant demonstrates the relevant experience and skills. Where necessary we may contact your line manager for triangulation.

If the applicant is unsuccessful at this point they will be informed of the reason. The length of time before re-application can be submitted will be set by the Assessor lead / Chair of Accreditation.

## 2 - Practical assessment shadow day:

The applicant will be expected to attend a BSE practical assessment day to observe at each assessment station. There is a capacity limit of two shadow assessors (applicants) per practical assessment day. The applicant will be expected to attend from 10am onwards, expect to be shadowing for at least 3 hours, this is to ensure an appropriate level of experience from the day is gained.

During the assessment day the applicant will shadow an experienced assessor on each assessment station and complete a shadow assessor’s observation sheet (see Appendix 1). The applicant will shadow twice at each station before assessing a candidate themselves: the experienced assessor will be present but will not be involved unless circumstance warrants intervention. At the end of the process the applicant will discuss their shadowing experience with the Chief assessor.

We expect attendance at an assessment day within six months of the acceptance of assessor application.

## 3 - Assessor training course:

The applicant must attend, and successfully complete an assessor training course at the next available date. On successful completion they are eligible to join the examiner team.

See page 5 for full course details.

If the applicant is unsuccessful on the training course, they will be asked to re-apply to become an assessor in 12 months’ time.

# Maintaining assessor competence:

* Assessors are required to attend two practical assessment days within a 24 month period to maintain their assessor status.
* If the assessor attends less than two practical assessment days per 24 month period for two consecutive 24 month periods, assessor status will be revoked. In this situation the assessor must re-apply to become an active assessor again (see page 3 for new assessor application process). If the assessor believes there are exceptional circumstances around prolonged absence from examining, they can contact the Chair of Accreditation in confidence.
* Assessors are required to attend one assessor training course per three-year cycle
* The assessor training courses will be run twice yearly:
  + Attendance and successful completion is mandatory to maintain active assessor status. Three BSE re-accreditation points will be awarded upon completion of the course.
  + Under certain circumstances, at the request of the Chair of Accreditation, an assessor may be required to attend an extra assessor training course. This attendance is compulsory and will have to be completed by a specified date. During this time the assessor will not be allowed to assess independently but can assess in a shadow capacity. If the assessor passes the assessor training course and no other issues are under consideration, then the Chair of Accreditation will invite them to resume examining.
* The Chair of Accreditation / Accreditation manager has the right to temporarily or permanently remove an assessor. This decision along with reasonings will be communicated to the assessor.

# Assessor training course:

In June 2019, an assessor training course was introduced for ALL current and new assessors . This course is designed as an update course to ensure consistency across all assessors. Attendance is compulsory once every three years, unless asked to attend sooner at that the request of the Chair of Accreditation.

These sessions will last for three hours and will include a discussion around current professional standards, a session directed at borderline pass/fail decisions lead by senior assessors, and an individual benchmarking exercise to include all three practical assessment stations.

The benchmarking exercise is a formal assessment and has been designed to mimic the practical assessment day. This benchmarking exercise must be passed in order to maintain active assessor status. We will ask assessors to decide on a pass or fail decision at each of the three stations.

Each assessor will be given the option of two dates to attend the course in order to allow for flexibility with other commitments, these will be emailed to each assessor when appropriate.

Three BSE re-accreditation points will be awarded on attendance at the assessor maintenance course.

# Recognition for assessor time and commitment:

* Assessing at a practical assessment day is recognised with 3 BSE re-accreditation points.
* There is a sliding scale of rewards for attendance at practical assessment days, ranging from a CPD letter up to 50% of conference. This is assessed and administrated by the BSE team.
* All reasonable travel expenses are covered for each practical assessment day the assessor attends. Expense claim forms should be directed to the BSE finance team for reimbursement.
* The BSE team will pre book overnight accommodation and an evening meal for the night prior to a practical assessment day. This will be provided to active assessors only, not shadow assessors.

# Assessor professional obligations:

Assessors are obliged to immediately inform the Chair of Accreditation / Accreditation Manager if they are currently being investigated as part of a serious untoward incident or as part of a fitness to practice enquiry.

During the period of investigation the assessor will be ‘paused’ from their assessor duty until resolution has been achieved.

The Chair of Accreditation / Accreditation Manager will then decide, with input from other relevant parties and sources, whether the assessor can continue to uphold the standards required of our assessor group and invite them back as appropriate.

If such investigations continue for 12 months or more the Chair will invite the examiner to re-attend an assessor maintenance skills course prior to their return to assessing practice for the BSE.

# Appendices:

## 1 – Appendix - Shadow assessor logbook

The following should be completed by you, the shadow assessor, when attending a practical assessment day.

It is designed to give you experience of each assessment station to gain a better understanding of the assessment criteria.

It is expected that you will shadow three assessments at each station.

For the first two assessments you will observe the process of assessing only, at the third assessment you will be invited to examine by a senior examiner who will be immediately available to support you as required.

Please complete the following table on page 8 to demonstrate your experience gained on the assessment day. You should consider:

* Your partnered assessor’s approach to the candidates: were they friendly, professional?
* Feedback given to the candidate: was it sufficient?

1. Your partnered examiner’s approach to giving bad news: were they constructive?

# 1 – Appendix - Shadow assessor logbook

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Station 1: Logbook (to be done remotely)** | **Station 2: Practical scanning** | **Station 3: Video case viva** | **Signature of experienced assessor** |
| **Shadow 1** |  |  |  |  |
| **Shadow 2** |  |  |  |  |
| **Attempt at assessing** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Shadow examiner name** |  | **Shadow assessment day** |  |