

## **Job description for: ECHT Coordinator**

**Job title: ECHT Coordinator**

**Substitute: none**

**Main purpose of job:** The ECHT coordinator is an active member of the Education committee but also responsible for streamlining each ECHT certification and the re-certification process.

**Duties include:**

The Coordinator is the point of contact to all ECHT applicants, assessors, the independent evaluator and other European therapists with questions about European and National certification.

The main duty of the Coordinator is to monitor, coordinate and execute all steps that are documented in the "script of the ECHT (re) application process" (see attachment). Most of the time, communication is done using email and a virtual office in English (project management).

**Financial competences:** An annual budget is presented to the Executive Committee three month before the Council Meeting.

**Authority to sign:** ECHT Certificates

**Professional Secrecy:** The office holder is bound to professional discretion regarding information about people, data and procedures.

**Requirements:** The candidate must be able to communicate well in English both verbally and in writing. It is also essential that the candidate is able to function well on the internet (email, skype).

**Formal information:**

This Job description has been revised in February 2014. It has to be re-assessed at the latest in February 2014 to adapt possible changes.

**Signature**

**Office holder**

**President**

*f. Kottner Fischer*

## ASSESSMENT OF ECHT PORTFOLIOS

(referring to the proposal 2014-3, "Payment for ECHT Assessors/Co-ordinator")

Assessment of portfolios is a time consuming process. A good portfolio will be quicker to assess than a weaker one. Careful and constructive criticism has to be given. If the portfolio is returned for revision, further time is needed. English is not the first language of most of the Applicants and many of the Assessors so this is not an easy task. People work in different ways but after speaking to all the present Assessors this is the normal process:

### **ECHT Co-ordinator**

1. Answers any questions from applicant prior to submission of portfolio.
2. Contacts all EC to check who is available to assess this particular portfolio in the time frame given. It will never be someone from the same country as the Applicant.
3. Acknowledge receipt of portfolio and inform Applicant of the date they will hear the outcome.
4. On receipt of portfolio, post (ie .go to the post office) it to the 2 Assessors informing them of the marking deadline.

### **ECHT Assessors**

1. Read through extended CV to gain a general impression
2. Examine all the requirements in the extended CV and compare with the mark form
3. Read each case study once. Then read again slowly comparing each part with the requirements in the mark form. Sometimes it is necessary to look up references or check information on the internet. Comments are written down often in the Assessors first language.
4. Translate comments and feedback into English with positive feedback on the mark form.
5. Put portfolio aside for at least a day. Then go back and check that nothing has been missed and that there are no misunderstandings
6. Send completed mark form to ECHT co-ordinator

### **ECHT Co-ordinator**

5. ECHT co-ordinator sends the 2 independent mark forms to the Independent Evaluator (IE)

### **Independent Evaluator**

IE combines marks and comments from both forms into one document and returns to ECHT co-ordinator.

### **ECHT Co-ordinator**

6. ECHT co-ordinator sends Email (congratulatory or otherwise) and mark form to Applicant
7. ECHT co-ordinator organises for certificate to be sent to successful Applicant

If the portfolio has been returned for revision then when it is returned the above process is REPEATED. Of course it will be a bit quicker as the Assessors will be looking for specific information. However, for the case studies there can be substantial changes to assess which take time. The whole process can take from 12 to 14 hours.

I would like to make it clear that the EC do not have to assess the portfolios. This was simply to get the process started. One idea for the future is to ask successful ECHTs if they would become involved in the Assessment process. If there are any other volunteers who feel qualified to assess (eg Executive committee, delegates etc) then this task can be taken away from the EC. However, we must make sure that standards are maintained. Although the payment suggested is not much, it is an appreciation of the time and care taken to perform this task. The other option is to have a completely separate committee to assess portfolios as in the USA. Assessment can then be done on a commercial basis.