



*Accreditation Commission for Homeopathic Education in North America*

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### **ACHENA Peer Reviewer Duties**

The success of the site visit during the accreditation process depends on the Peer Reviewer. ACHENA screens and approves each Peer Reviewer for their pool of Peer Reviewers. When school submits their initial Self-Study and/or requires an On-Site Review, Peer Reviewers are assessed for potential conflicts of interests with that school and are assigned to a Peer Review Team. The Peer Review Team conducts on-site school program visits and evaluates On-Site Review Reports to verify ACHENA's accreditation standards and polices. The mission, assertions, practices, and documentation of a school or program seeking accreditation must reflect the needs of the students being served. After training by ACHENA, a Peer Review Team member understands and is able to apply ACHENA's Standards of Accreditation. He/She adheres to ACHENA's ethical principles of professionalism and collaboration with students, program administrators, and ACHENA team members.

A Peer Reviewer may be asked to assist with the review of school Self-Study Reports. A Peer Reviewer may also participate in on-site visits and/or off-site reviews, where travel is not necessary. An Off-Site Reviewer evaluates school program interviews, including observational records and written reports generated through on-site visits to schools or programs during ACHENA's accreditation process. An On-Site Peer Reviewer becomes familiar with and reviews a school program's Self-Study prior to an on-site visit. He/She travels to conduct on-site interviews and generates an observational record and a written On-Site Reviewer Report.

The qualifications a Peer Reviewer is to demonstrate:

- Willingness to travel to a homeopathic school or program for interviews and observation;
- Willingness to complete the written Off-Site Reviewer Report, including rating each section of the On-Site Reviewer Report;
- Current or recent involvement in evaluation program or experience relevant to responsibilities of specific role of the Off-Site Review Team;
- Familiarity with ACHENA Accreditation Standards and understanding of criteria needed to comply with those standards;
- Dependability. To be responsible in meeting attendance and obligations;
- Objectivity. To focus on ACHENA Standards, while setting aside personal bias, and to evaluate the school program's operation against ACHENA's established accreditation criteria;
- Communication skills. To interact with others in professional manner while obtaining appropriate evaluation information;
- Accurate recall and detailed note taking and/or report writing skills.
- Capacity for deductive reasoning and logical analysis;
- Respect for the confidentiality required in the accreditation process.
- Flexible and cooperative attitude towards others;
- Physical ability to fulfill responsibilities;
- Completion of an Accreditation and Peer Reviewer Orientation or of having served on an accreditation Review Team within the past two years.

To learn more, please contact ACHENA at <http://www.info@achena.org>

