

PEER REVIEW GUIDELINES

Five-Year Maintenance of Certification Peer Review



Neshama: Association
of Jewish Chaplains
The Professional Organization of Jewish
Spiritual Health Specialists

Requirement: The Common Qualifications for Professional Chaplaincy requires that all board certified chaplains will participate in a peer review process every fifth year.”

Intention: The peer review process entails an approximate 90-minute meeting with peers as outlined below. It is intended to be a collegial and reflective view of one’s professional practice, chaplaincy care, service, professional development and self-care. Peer review is intended to stimulate personal and professional growth.

Timing of Peer Review: Based on the date of certification with NAJC, the chaplain will arrange for Peer Review every five years after initial certification. (If certified in 2014, peer review must be completed prior to December 21, 2019.). The chaplain arranges the peer review to be completed no later than December 21 and submits the *Peer Review Report Form* in writing to the NAJC office within 10 days of the completion of the peer review, but no later than December 31 of the same year.

Composition of Committee: The chaplain assembles a Peer Review Committee composed of a minimum of three members (in addition to themselves) at a mutually agreeable time and place for the meeting. In-person meetings are strongly encouraged but not required. Peer review may be conducted by conference or Zoom call. At least two of the members must be NAJC board certified. Other members of the committee may be certified chaplains of ACPE, APC, CASC, NACC, NAVAC, and/or ecclesiastical or professional colleagues of the chaplain being reviewed. One of the NAJC certified chaplains is asked, by the chaplain, to facilitate the committee as chairperson. No more than one other committee member may be from the chaplain’s stream of Judaism.

Scope and Length of Peer Review Session: The peer review is intended to cover professional practice, chaplaincy care, service, self-care and/or professional development areas of interest and concern of the reviewee.

In addition, the peer review committee should discuss the reviewee’s *continued connection with his/her Jewish community for accountability and nurture of his/her person and practice as a professional chaplain.*

The Peer Review session should be scheduled for a minimum of 90 minutes, which includes summarizing the peer review in writing and completing the *Peer Review Report Form*.

The chaplain being reviewed should submit their written materials to the Peer Review Committee at least one week prior to the meeting. A list of suggestions for the written materials follows.

Suggested written materials

The materials presented may include, but are not limited to, the following areas:

- — Significant areas of strength over the last five years, including areas you are passionate about, aspects that make your work meaningful.
- — Significant challenges in the areas of strength, professional growth and development over the last five years and resources used for growth.
- — Significant growth, changes and/or challenges in theology and professional practice, and resources used for growth.
- — Contribution to meeting regulatory standards (state, CMS, Joint Commission, etc.) within the employing organization and/or the goals of the institution (staff satisfaction, patient-centered communication, cultural, ethnic and spiritual sensitivity, ethics, managing patient complaints and/or resolving difficult cases, disaster preparation, and integration of the inter-disciplinary team).
- — Contribution to the work of NAJC.

Peer Review Committee Responsibilities: The designated chairperson shall open and close the meeting appropriately. The committee shall engage the chaplain in discussion of the identified issues and share assessment, impressions and recommendations with the chaplain. The committee shall summarize the peer review in writing immediately following the discussion and give a written summary report to the chaplain at that time. The chairperson will facilitate the completion of the *Peer Review Report Form*. The chaplain will send the completed form to NAJC within 10 days of the review date. All conversations and activities, including writing the summary report and completing the Peer Review Report Form, are collegial in nature and include the chaplain actively engaged in the process.

Resolution of Noncompliance: Those who do not submit a Peer Review form for five-year maintenance of certification by December 31 of their designated year will be subject to NAJC's policy on non-compliance as it applies to other requirements for maintenance of certification.

Request for Extension: An extension of the deadline for a peer review for maintenance of certification may be granted for one year for medical, military deployment or other extenuating circumstances. The request for an extension is not a guarantee that the extension is granted. An extension request for the current year must be received before July 31. The request form can be obtained by contacting the office at info@najc.org.

Continuing Education Credit: Peer review will go under Methodology 6 on the Continuing Education Report. Under Methodology 6, the chaplain is eligible for a maximum of 5 continuing education hours. Under Methodology 7, each reviewer is eligible for 1.5 continuing education hours per peer review attended.

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