IRMS ACCREDITATION – Your Route to Recognition as Professional

Deirdre Allison
Corporate Records Manager
Belfast Health & Social Care Trust
September 2019

Our CEO – May 2019

Belfast HSC Trust received Silver Award Accreditation with IIP

'Our people are our greatest asset and this new accreditation highlights the remarkable efforts our staff put in to delivering safe, effective and compassionate care on a daily basis. I am delighted that everyone's efforts have been recognised in this way'

Belfast Trust Accreditation Journey

Success Through People

IIP Silver Accreditation

Nursing & User Experience

ICT Service Desk

Surgery & Specialist Services

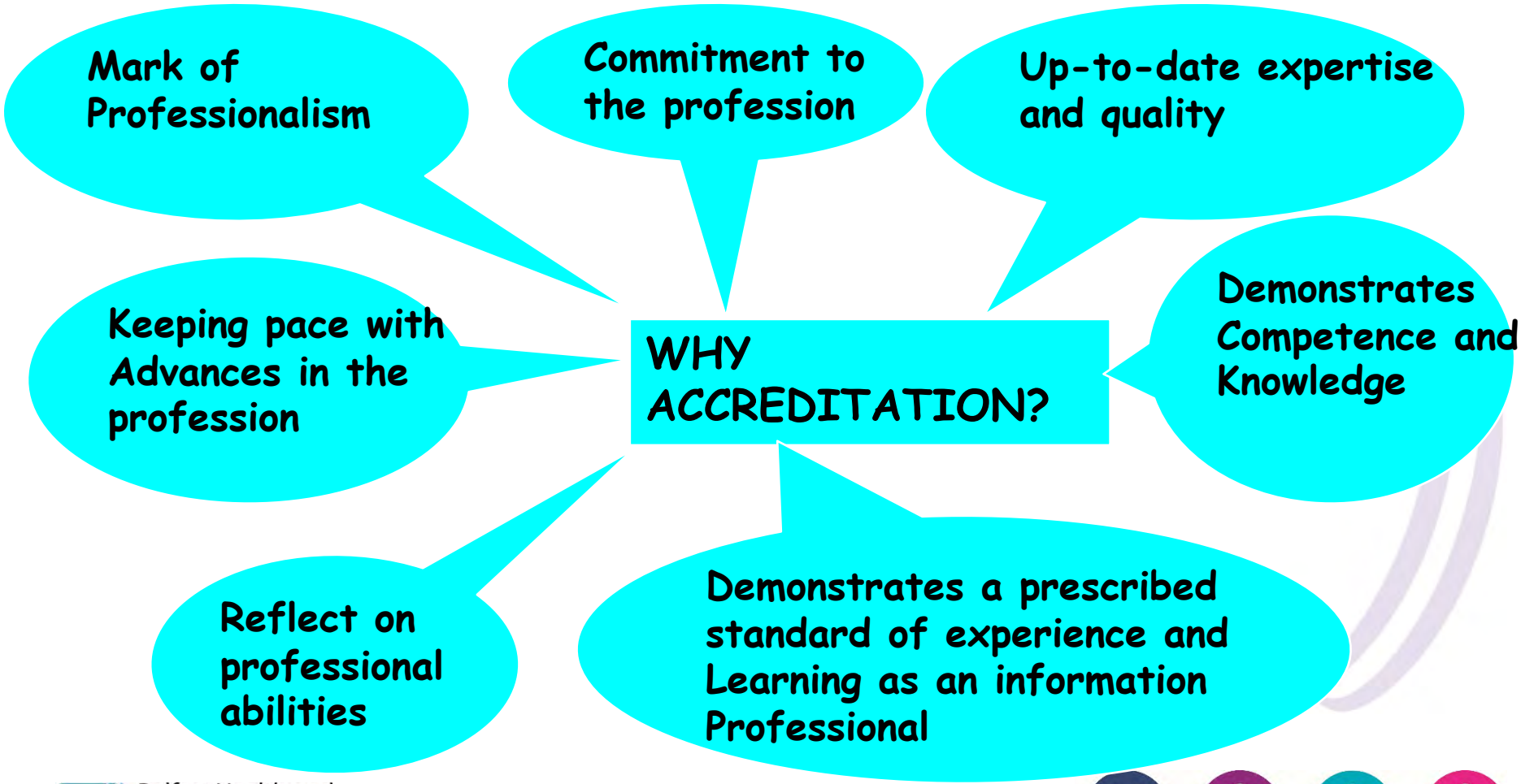
A Vacancy exists for:

YOU!

What's It All About?

- Why bother?
- Benefits
- Who can apply?
- Qualifications
- Guidance and support – Referee and Buddy
- Costs
- How to apply

IRMS – Information & Records Management Society



So, what is Accreditation?

Offers professional recognition to any individual member working in:

- Records Management
- Information Governance
- Information Management
- Knowledge Management
- Data Management
- Digital Preservation
- Archives or Librarianship

The Accreditation process is inclusive, aimed at individuals who can provide evidence and reflection on:

- On-the-job practical skills
- Experience
- Academic training
- Project work
- Professional development
- Strategic input
- Policy development

The Benefits

IRMS Accreditation stands for the highest standards of professionalism, expertise and quality. Benefits include:

- The right to use post-nominal letters AMIRMS – this provides a visual indication of status as an accredited member of a professional association
- Personal professional growth and confidence
- A commitment and framework for continued professional development
- A job market advantage demonstrating professional abilities



Who Can Apply?

- Professionals indicated in Slide 4
- Working in a professional capacity for 5 years in a role primarily focussed on Information or Records Management, Information Governance or a related or aligned discipline
- Already have a relevant qualification? – eligible to apply after 3 years experience in an appropriate setting
- More information available on ‘relevant’ qualification available

Guidance and Support

Referee

- Mentor and guarantor
- Application is accurate and honest
- Nominate a referee with a sound knowledge of information and records management principle and practice

Accreditation Buddy

- A current IRMS Accredited Member
- Someone who has already been through the process
- Not obligatory to have one
- Previous applicants have found them to be useful

The Cost

Administration fee is currently suspended so accreditation

costs nothing!

Talks are ongoing within IRMS at present and fees may be re-instated in 2020

How to Apply – Two Routes

Written Application

- CV – key component of application and compulsory
- Considered for people with less experience because of structured framework
- Written application form – map your knowledge, skills, qualifications and experience in 3 sections *(Principles/Practice/Development)* plus reflections on each section
- Maximum word count for each answer is 750 – minimum 400 words
- Written application takes couple of hours to complete

Accreditation by Interview

- CV – key component of application and compulsory
- Oral option – not an easy option!
- Panel will ask questions based on the assessment criteria
- Assessment interview form – same word count required
- Completed referee section required
- Oral summary application takes around one hour to complete
- Oral interview takes 45- 60 minutes

Assessment Criteria

Section 1: Principles

Section 2: Practice:

A. Information and Records Management
B. Information Governance Practice
C. Other related disciplines (up to two disciplines may be covered)

Section 3:

A. Development of skills
B. Development of the profession

Detailed information in IRMS Accreditation Handbook Version 1.1 March 2017

The Assessment Process

- Applications are assessed by members of the IRMS Accreditation and Development Subcommittee
- There is a 1st Assessor & 2nd Assessor process in place following agreed guidelines designed to ensure transparency and consistency or practice
- Subcommittee meets bimonthly and applications will usually be considered within 2 months of receipt
- Once Assessors have completed their scoring, a recommendation will be made to the Accreditation and Development Subcommittee
- There is no portfolio process and ***evidence should not be included***
- Applicants should be able to substantiate any claims made on the form

Notification of Results

Applicants will receive written notification of the outcome

If successful, letter from IRMS confirming your Accredited Member status

Your name will be published in the next IRMS Bulletin

You will be able to use post-nominal AMIRMS and authorised to do so for as long as you remain a member of IRMS

Not quite met the standards? – you may be contacted for more information and/or evidence which you will need to provide within a month

Additional Information

Available from IRMS website – www.irms.org.uk

Click on ‘Accreditation’ and view following documents:

- **Accreditation Handbook Version 1.1**
- **Code of Practice**
- **Written Application route**
- **Application by Interview route**

Quote of the Day…..

"I'm not telling you it's going to be easy – I'm telling you it's going to be worth it!"

Ask Yourself – Why Not?

Don’t ponder if you should do it – ask why you shouldn’t do it!

Be the Best You Can Be!

Any questions?

Contact Details:

Deirdre Allison AMIRMS FIRMS

Corporate Records Manager

Email: Deirdre.allison@belfasthscni.net

Tel: 028 95047002

Member of IRMS Accreditation and Development Subcommittee involved in assessing applications and an Accreditation Buddy