

## PIRDEB4.04E – Mentor and assess a trainee debriefer

### Functional area

PIRFO Debriefer

### Prerequisites

Accredited PIRFO Debriefer

### Descriptor

This unit covers the performance outcomes, skills and knowledge to mentor and assess a Trainee Debriefer towards accreditation as a PIRFO Debriefer

### Elements

### Performance criteria

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| <b>1. Plan mentoring and assessment</b>                                | <b>1.1</b> Determine that the trainee debriefer has completed all the necessary prerequisites to undertake the trainee debriefer programme as outlined in the Debriefing Assessment Record<br><b>1.2</b> Discuss the introduction to debriefing workshop outcomes with the Trainee Debriefer and provide guidance as required<br><b>1.3</b> Plan the on the job training programme with the Trainee Debriefer according to the on the job experience instructions outlined in the Debriefing Assessment Record and detail a schedule for all components  |
| <b>2. Mentor trainee debriefer in preparation for final assessment</b> | <b>2.1</b> Ensure the Trainee Debriefer observes the required number of debriefing sessions conducted by a certified PIRFO Debriefing and provide guidance and instruction on debriefing methodology and process<br><b>2.2</b> Supervise the Trainee Debriefing undertaking as a minimum the required number of practice debriefing sessions outlined in the Debriefing Assessment Record and provide constructive feedback on performance<br><b>2.3</b> Discuss progress with the Trainee Debriefing and make a judgment on the Trainee Debriefers readiness for the final assessment sessions<br><b>2.4</b> Record results of the debriefing observation sessions and the debriefing under supervision sessions in the Trainee Debriefers Debriefing Assessment Record |
| <b>3.</b>  | <b>Assess competence</b><br><b>3.1</b> Explain, discuss and agree details of the final assessment sessions with the Trainee Debriefing<br><b>3.2</b> Use agreed assessment methods and tools to gather, organise and document evidence as outlined in the Debriefing Assessment Record for determining competence<br><b>3.3</b> Apply the principles of assessment and rules of evidence in gathering quality evidence of the Trainee Debriefers competence  |

- 3.4 Use judgment to conclude whether consistent competence during final assessment sessions has been demonstrated, based on the available evidence and according to PIRFO debriefing protocols
  - 3.5 Provide clear and constructive feedback to the trainee debriefer regarding the assessment decision and develop any follow-up action plan required
- 4. Record and review assessment process**
- 4.1 Record assessment outcomes promptly and accurately in the Debriefing Assessment Record following outlined procedures
  - 4.2 Check that the Trainee Debriefing has completed the underpinning knowledge question section in the Debriefing Assessment Record
  - 4.3 Inform other relevant parties of the assessment decision according to confidentiality conventions
  - 4.4 Review the assessment process in consultation with relevant people to improve own future practice and overall assessment process

### Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

### Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- PIRFO debriefing system, including policies and procedures established by PIRFO
- PIRFO Debriefing Assessment Record and the debriefer assessment process
- Principles of assessment and rules of evidence and how they are applied to the assessment process
- Different assessment methods, various types of evidence and resource requirements
- Assessment tools and their purpose, different types of tools and relevance of different tools for specific evidence-gathering
- RPL policies and procedures established by PIRFO for Debriefers
- Cultural sensitivity and equity considerations
- OHS responsibilities associated with assessing competence

### Required skills

The essential skills a person needs to perform work to the required standard include:

- Planning and contingency skills to develop an on the job mentoring and assessment programme for a Trainee Debriefing
- Observation and interpersonal skills to recognise when the Trainee Debriefing may need assistance during the mentoring and assessment processes
- Communication and interpersonal skills to:
  - explain the assessment
  - give clear and precise instructions
  - ask effective questions

provide clarification  
give appropriate feedback  
discuss assessment outcome  
establish a working relationship with the trainee debriefer

- Cognitive skills to weigh up the evidence and make reasonable adjustments when required
- Decision-making skills to make a final judgment on a Trainee Debriefers competence
- Record keeping skills to record the Trainee Debriefers progress as required in the PIRFO Debriefers Assessment Record
- Evaluation skills to analyse the assessment process and suggest recommendations for improvements

Literacy skills used for:

- Reading and interpreting relevant information to conduct mentoring and assessment
- Preparing required documentation and records or reports of assessment outcomes

### **Critical aspects of competence**

Assessment must confirm the ability to:

- Plan and organise the mentoring and assessment process
- Mentor and provide guidance to the trainee debriefer during the debriefing observation and debriefing under supervision components
- Assess competence of a trainee debriefer following the PIRFO assessment process outlined in the PIRFO Debriefers Assessment Record
- Record the Trainee Debriefers progress and results in the PIRFO Debriefers Assessment Record
- Review the on the job assessment process

Assessment must confirm knowledge of:

- PIRFO Debriefers Assessment Record and the debriefer assessment process
- Principles of assessment and rules of evidence

### **Context of assessment**

Assessment should ideally be conducted in the workplace while the candidate is mentoring and assessing a trainee debriefer through the on the job component of the debriefer training and assessment program. It may under some circumstances be undertaken in a simulated workplace environment.

### **Method of assessment**

The following assessment methods are suggested:

- Observation of the candidate conducting an assessment with a Trainee Debriefers
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the Debriefers Mentor/Assessor in relation to the debriefing assessment process
- Third-party reports, including reports from Observer Programme Coordinators and Observer Programme Trainers

## **Interdependent assessment of unit**

This unit is likely to be assessed independently though may if appropriate be assessed in conjunction with the PIRFO Trainer & Assessor units or the PIRFO Debriefing units.

## **Resources required for assessment**

Resources should include:

- PIRFO Debriefing Assessment Record
- Loose copies of the Observation Checklists to use when mentoring and observing the trainee debriefer prior to the assessment sessions
- Final assessment oral questions and model answers
- Access to copies of the PIRFO documents:
  - PIRFO Certification & Training Policy Manual
  - PIRFO Debriefing Policy
  - The Road to becoming a Certified Debriefing