

NCACPA Peer Review Coaching Program

Program Summary

Background and purpose

Industry statistics indicate that the number of qualified peer reviewers has decreased over the last few years. Of more concern is the fact that the average age of a peer reviewer is over 50 years of age and the number of new reviewers is not growing fast enough to replace the aging population.

The NCACPA Peer Review Coaching Program is an innovative attempt to provide a new program of experienced guidance and support to new reviewers involved in performing their first reviews. The program is intended to provide a variety of resources to new reviewers including the following:

- Make available an experienced peer reviewer who serves as a “team member” during the course of the peer review to provide a variety of supporting services intended to increase the likelihood that the peer review will be completed timely, in accordance with Standards and in a form substantially consistent with the expectations of the Report Acceptance Body (RAB).
- Provide participants with a resource in which they can be involved as selectively as they choose, allowing them to target only the areas they feel help might be beneficial.
- Provide a resource to help a new peer reviewer respond to inquiries from a RAB, should questions arise.
- Provide a resource whose role can include participation in fieldwork or the exit conference should that be desirable.

The program is intended to be tailored to fit the needs of each specific peer reviewer and will match coaches based on experience, geographic location, and by the type and complexity of the peer review itself.

The program is available to all NCACPA members and can be used without charge for up to two coaching experiences.

NCACPA will provide a team captain with up to seven hours of coaching on a system review and a review captain with up to two hours of coaching on an engagement review.

Identification of the mentor must be done prior to the assignment and scheduling of the peer review and is subject to the availability of the mentors with required industry experience in a specific geographic locale. Travel time is considered and included in the hour limit previously mentioned.

Areas of emphasis

The coaching program is intended to provide peer reviewers with a “participating advocate” who through selective, intentional experiences can provide new reviewers with technical expertise and professional experience that help to address specific problem issues the NCACPA Peer Review Committee has identified as areas of a review that are most likely to result in poor engagement performance and thus will require correction, revision, or oversight by PREC members. Those potential areas include and are not limited to the following:

- Engagement planning including;
 - Risk assessment and engagement selection.
 - Understanding (and documentation) of the firm and its quality control policies and procedures or quality control document.
 - Identification of the types of engagements the firm performs and related required selections.
- Engagement review and system documentation issues including;
 - The selection of checklists and identification of “no” answers.
 - The disposition of no answers and the proper identification of “matters” and “findings.”
 - Identification of deficiencies.
- Reporting matters including;
 - Required written communications of the results of the review using MFC forms and FFC forms.
 - Reporting content including the communication of deficiencies, including report form, modifications and content based of the type of report being issued.
 - Identifying the systemic cause of findings to be reported.
 - Selecting the type of report required to be issued under the standards.
 - The content purpose and form of an exit conference.
 - How to prepare documents required for submission including the Summary Review Memorandum and the Team Captain’s Checklists and statistics.
 - The content of a firm’s letter of response.

It is up to the peer reviewer to select the areas that are most beneficial in helping to supplement his or her own experience and expertise.

Getting started

The process to initiate participation in the program is relatively simple. As part of the peer review team selection and approval process, a peer reviewer will request to be a participant in the coaching program by contacting the NCACPA Peer Review coordinator, Mary Kelly. As a part of the normal approval process, potential coaches and team members will be identified based on relevant experience and availability. If multiple candidates are available, the peer reviewer may be given the opportunity to offer preferences in choosing a coach.

Mary will coordinate the assignment and will provide the coach with information about the review assignment and the coach will contact the peer reviewer to establish the level of participation to be provided. At a minimum, the following functions must be performed by the coach in each assigned coaching engagement:

- Review the risk assessment and engagement selection prior to providing it to the firm for the purpose of determining sufficient coverage.
- Review MFCs and firm responses before the peer reviewer concludes on the review, including proposed FFCs or deficiencies and the type of report to be issued.
- On a system review, review of the final Summary Review Memorandum, Team Captain Checklist, Report and final signed MFC and FFC forms prior to submission to NCACPA.
- On an engagement review, review of the final Reviewer’s Checklist, Report and final signed MFC and FFC forms prior to submission to NCACPA.

On a system review, it is strongly encouraged that the coach spend some time on site as the review is wrapping up and perhaps even participate in the exit conference, when possible.

The program has intentionally been made flexible and adaptable to fit specific needs of each peer review or peer reviewer. From the point of submission to NCACPA, the review will then be technically reviewed and submitted to the RAB for ultimate approval. The coach will not participate in that process since they served as a team member. The coach will be available to help the team captain respond to any inquiries in getting the review accepted. The coach will also make a report to the full PREC regarding the coaching engagement and may make recommendations to the team captain regarding the concluded review. Such recommendations are intended to be opportunities for development and would be similar to supplementary team captain feedback.

While coaches may only be compensated by NCACPA for a maximum number of hours, they are not prohibited from providing additional consultations at the peer reviewer's expense as part of the coaching process.

Mission and purpose

The hope of the NCACPA Peer Review Committee is that this program will be a bold step in ensuring the successful continuation of the peer review process. As the program's mission statement indicates...

The objective of NCACPA's Peer Review Coaching Program is to lend a helping hand to the next generation of peer reviewers. New peer reviewers are particularly challenged by the process of learning to assimilate the data derived from the checklists, etc. to the peer review report and applicable MFCs and FFCs. The mentoring program will assist the peer reviewer in all aspects of the review process from the planning phase, field work phase to the exit conference and report phase. The degree of participation of the mentor is left up to the discretion of the team captain. The mentor is only a coach and advisor.