**Flow Chart For MDR**

**Step One:** TheDirector of CMD will inform reviewee that the MDR is due



**Step Two:** The reviewee agrees a date with the Bishop’s Office for the review discussion (this should allow up to 4 weeks for the paperwork to be completed)



**Step Three**: The Bishop’s Office will inform the Director of CMD the date of the meeting. The Director of CMD will forward **Document A & C** to the Reviewee.



**Step Four**: Reviewee chooses and gains permission from between 4 – 6 people to contribute to the Listening Exercise and sends the contact details on **Document A** to the Director of CMD. Director of CMD sends out **Document B** to the contributors and asks for these to be returned directly to the Director of CMD.



**Step Five:** Reviewee prepares for their review discussion and returns the preliminary completed **Document C** to theDirector of CMD at least 7 days ahead of the MDR meeting.



**Step Six**: The Director of CMD receives the feedback from the Listening Exercise and prepares a summary for the Bishop, ready for the MDR meeting.



**Step Seven:** The Bishop receives the feedback in summary from the Director of CMD with **Document C** and the meeting takes place.



**Step Eight:** Following the discussion **Document C** may be amended by Reviewee and the final part setting out goals completed. This is then sent to the Bishop for agreement. Once agreed by both parties it is signed by both the Bishop and Reviewee and each should keep a copy. This should be completed within 5 days of the meeting.



**Step Nine:** Completed and signed documents remain on file, all other documents are destroyed. The Director of CMD will be informed of any specific training or development needs.