



Setting up a Peer Review / Discussion Part 2

Setting up a peer review/discussion group in your practice Part 2

Previously, the approval application process for setting up a peer review group was explained. In this article the story continues with the preparation and aftermath of the peer review event.

Preparation

Once your group is approved, you need to decide which case records will be discussed. Either you can select 4-8 records which will address the learning objectives that you have had approved, or you can ask the group to submit a record each, but you should ask to have a copy beforehand to prepare it for the group, and ensure it fits the brief.

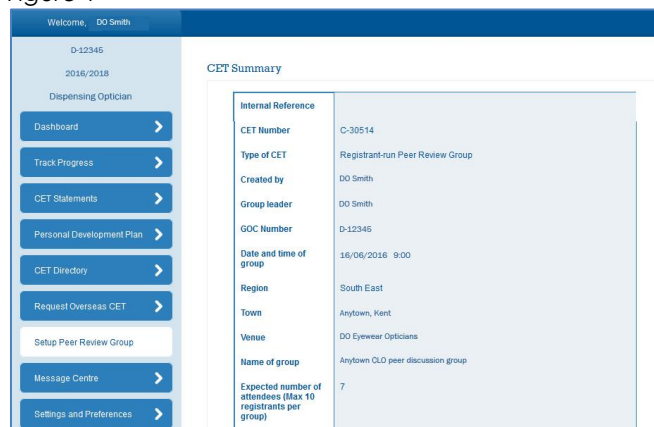
So that everyone can refer to the record, make notes and also be able to take it away to aid reflection, you should duplicate the pertinent parts of the record and provide some writing space. Each member of the group should be given the same paperwork. If you select the records, remember to anonymise the record before distribution, and ask those who bring records to do the same. Study the records as you prepare them, and not for yourself the sections which will stimulate discussion. When the group members arrive, note their names and GOC numbers. Remember that for all members of the group to be eligible for points, they must be covered by the Target Groups that you named in the approval application. During the discussion, try to encourage all the members to make a contribution, but ensure that no-one dominates. You should aim to discuss a minimum of 2 cases in the 2 hour period, but this will depend on the number in the group and the case lengths. As yet, there are no GOC rules to prohibit a working tea break halfway through!

Follow-up on My CET

Shortly after the peer review session, you must log-in to My CET to do the post-session administration, which consists of an upload of 'evidence' and the attendance.

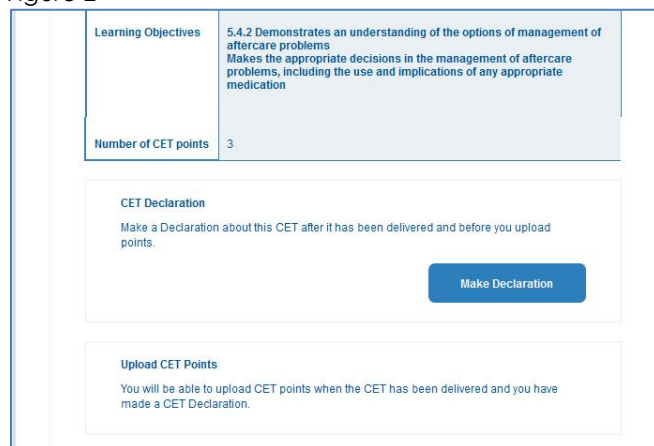
Go to 'My CET' and click on 'Setup Peer Review Group'. You will see your session listed. Click on 'View my CET' and the Summary page will appear (Figure 1).

Figure 1



Scroll down and find the 'Make Declaration' button (Figure 2).

Figure 2



Before the facility to enter attendance data is 'unlocked' you have to make a declaration that the CET was delivered as was promised (Figure 3) in the approval application and upload some evidence to support that declaration (Figure 4). The best evidence is a copy of the case records discussed, as a scan in jpg or pdf format. If some handwritten notes are included in the scan – all the better. Make the declaration, add the files, press 'start' then 'Submit' when they appear on the list. The attendance upload section will then be available (Figure 5).

Figure 3

Figure 6

Figure 4

Figure 7

After your first session, you can duplicate the session and add another date, which will be held under the same C-number, but will have a different EV-number. If you want to concentrate on different topics for your next one, however, you will need to apply again with your new learning objectives.

Figure 5

Complete the attendance list (Figure 6) and again click 'Submit'. If all are accepted, the attendance list will be displayed.

Now, when you choose to 'View my CET', you will see that you can upload more attendances, view feedback, and view the attendance list (Figure 7).