# Peer Review Planning Checklist

1. Select an observer and arrange a session date and time
2. Exchange contact details – Name, Address, mobile & email
3. Email confirmation to the observer, including name, address, date, time, and any particular special information e.g., re parking, which ward or clinic
4. Inform the support team e.g., practice manager, receptionist, clinic director and clerk re
	1. Notifying patients when booking about observer presence
	2. Adjusting appointments to sanction discussion time before and after the observation time
	3. Putting a sign in the waiting room on the day, notifying the observer presence
	4. Having consent forms ready and signed prior to each consultation starting
	5. Candidate and Observer should receive a reminder 1 to 2 days prior to the observation session
5. If using a video link, ensure you are familiar with the application/platform
6. Reflect on your scope of practice, learning needs and expectations from the peer review process
7. On the day of the peer review
	1. If using a video link, check that the link is working 15 minutes prior to the planned start time
	2. Adjust the room layout so that the observer ‘s chair or video has a good view without intruding on the candidate–patient interaction and positioning.
	3. Confirm with the reception staff that consents will be signed prior to consults and that reception will communicate properly with the candidate if there is no or limited consent. The consent will be included in the patient’s notes.
	4. Pre-observation discussion will include a summary of your scope of practice, your current practice profile and experience, your learning needs and expectations, and basic housekeeping requirements. Provide the Observer with the observation forms, and clipboard (if not an online or laptop version). Confirm the expected observation time and discussion time.
	5. Post-observation. You will reflect on your performance generally and with reference to your learning needs. The Observer will discuss his/her observations generally and regarding your learning needs. You will discuss an action plan.
	6. The Observer will complete the observation evaluation form and you will both sign it. This will be emailed or faxed to you if the Observer is observing remotely.
	7. Claim your CDP credit for this activity using your CPD portfolio. The signed observation form is your evidence of CDP activity.