



Peer Review for the Dental Team: National Toolkit

Quick Reference Guide

- This Quick Reference Guide aims to inform dental professionals of the key recommendations for conducting peer review.
- Please refer to the Peer Review for the Dental Team: National Toolkit for a more comprehensive guide to peer review.
- The full guidance is free to access online at <https://www.cqc.org.uk/guidance-providers/dentists/dental-mythbuster-17-audit-improvement-primary-dental-services>.

Peer review is an excellent opportunity for learning and development. Any member of the dental team can participate in peer review.

The aim of peer review is to review aspects of practice, share experiences and identify areas in which changes can be made.

The objective of peer review is to improve the quality of a service offered to patients.

The expected outcome is a sustainable improvement in dental service and care for patients.

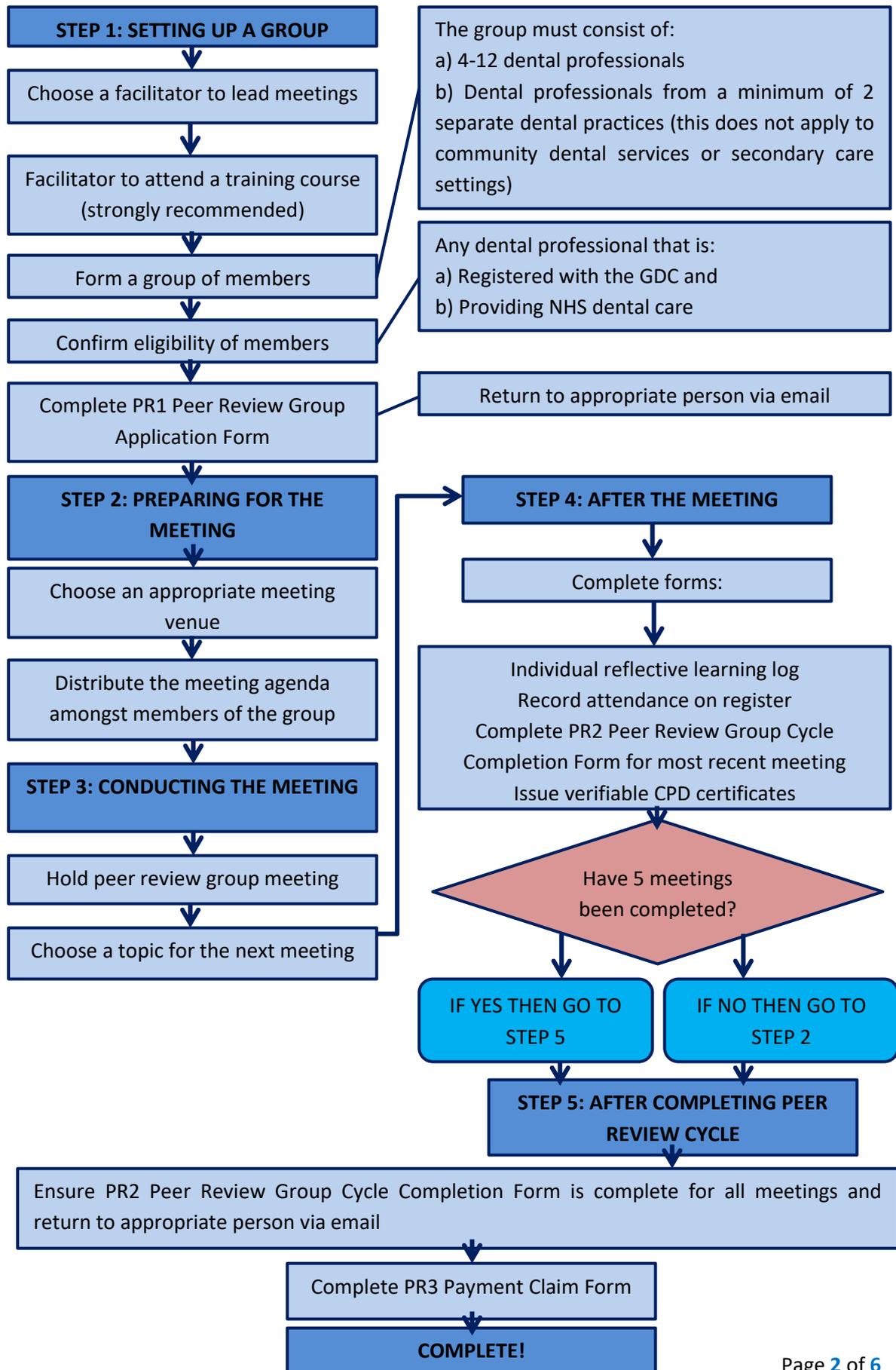
To create a peer review group, one does not necessarily require funding. However, should an organisation provide funding for peer review, the onus then lies on the group to apply for funding.

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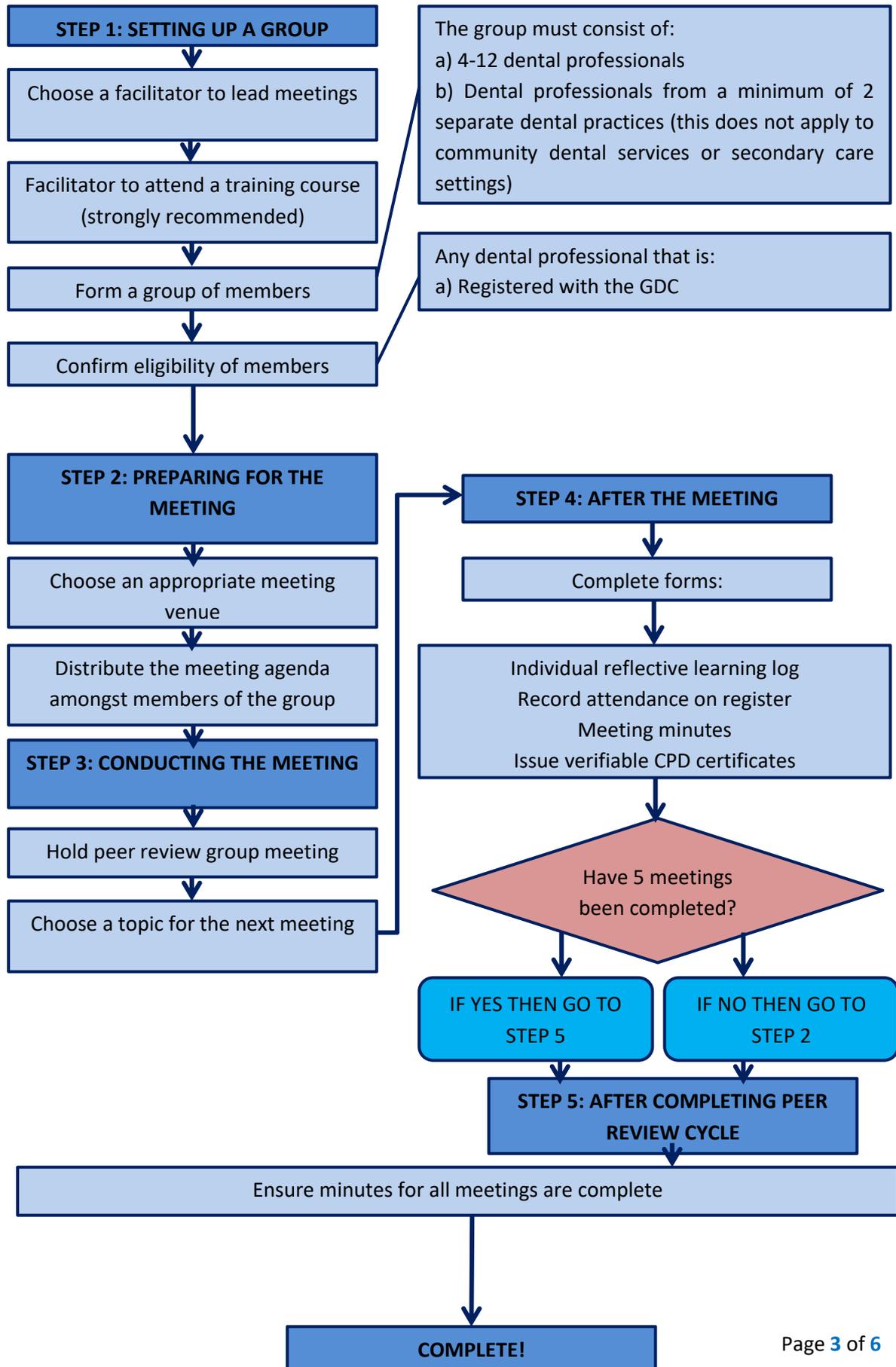
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Step-by-step guide: Creating a funded peer review group



Step-by-step guide: Creating a non-funded peer review group



Conditions for undertaking a funded peer review group

This section will outline the specific requirements an LDN/LDC or other organisation will be expected to adhere to in order to set up a peer review scheme that is funded.

Starting a group	
Eligibility of members	<p>All dental professionals that are regulated by the GDC and provide NHS dental care</p> <p>The members of the group must be from a minimum of two separate dental practices. This does not apply to community dental services, secure settings or secondary care providers.</p> <p>A dental professional can only be a member of one group in each peer review cycle.</p>
Eligibility of facilitator	<p>Facilitator training is strongly recommended and consists of a CPD verifiable facilitator training webinar, which is available online and is free to access on YouTube.</p> <p>Training is available to all dental professionals that want to become a facilitator.</p> <p>The facilitator can only organise one group at any one time in each peer review cycle.</p>
Group name	<p>The facilitator, with the approval of the group members, must provide a name for the peer review group.</p>
Group size	<p>Groups must consist of 4-12 dental professionals.</p>
Application	<p>The facilitator of the group must submit a PR1 peer review group application form (see full guidance) to the relevant person in the supporting organisation.</p>

Meetings	
Cycle period	One peer review cycle consists of 5 meetings in a 12 month period The cycle begins from the date of the first peer review meeting.
Meeting agenda	Prior to each meeting, an agenda must be created with a relevant topic to discuss The agenda must include the following information: - Meeting date, time and venue - Name of meeting facilitator - Meeting aims - Meeting objectives
Venue	Meetings must be held in appropriate venues with consideration being given to clinical discussions. They must not take place in public spaces. Meetings can be held virtually, face to face, or a combination.
Meeting length	Meetings should generally last between one and two hours.
Recording attendance	An attendance register (see full guidance) should be kept for all meetings.
Recording minutes	The minutes for each meeting must be recorded using the PR2 peer review group cycle completion form (see full guidance). It is advisable to complete the minutes at the end of each meeting. This way, after completing a cycle of 5 meetings the report is ready to submit to the relevant person.
Meeting evaluation	All group members should complete a meeting evaluation form (see full guidance).
Reflection	All group members should complete an individual reflective learning log (see full guidance).
CPD	All group members will be able to obtain verifiable CPD (see full guidance) as part of their attendance and participation in meetings.

Cycle completion	
Forms to submit	PR2 peer review group cycle completion and PR3 facilitator payment claim forms (see full guidance) must be submitted to the relevant person/organisation.

It is recommended that each participant of peer review is paid the same amount to promote equality and equity. The value of peer review should not be undermined. In particular, dental professionals providing NHS care who attend meetings that occur during normal working hours should be paid for their participation. The recommendation in this toolkit is that each participant should be paid the guild rate. This is the respected funding benchmark within the dental profession and NHS England and Improvement.

If an LDN, LDC or professional organisation decides to set up a peer review scheme, it is their decision how they will fund the scheme. As this toolkit aims to provide the governance structure to support smaller organisations and committees in setting up local/regional peer review schemes, it is suggested that a nominal fee of £500 is allocated per cycle.

Funding
Only the facilitator of the peer review group will be eligible for payment.
At the first meeting, the facilitator must discuss with the group how the claimed funds will be used. This must be recorded in the minutes.
As the facilitator holds the most responsibility before, during and after meetings, it is reasonable to suggest the majority if not all of the payment is allocated to the facilitator alone. However, the facilitator can also use the claimed funds to: <ul style="list-style-type: none"> - Hire a suitable venue, - Purchase refreshments, and - Reward members for their participation.
A payment of £350 can be claimed by the facilitator for initially recruiting members to the group and holding the first 2 meetings. A further payment of £50 per meeting can also be claimed up to a maximum of £150 for further meetings.
A facilitator can therefore claim up to a maximum of £500 for setting up a group and holding 5 meetings over a 12 month period.
The facilitator can claim for funds upon completion of the peer review cycle and submission of forms PR2 and PR3 (see full guidance).
All payments will be made upon completion of a satisfactory peer review report and only after approval by the respective LDN/LDC/organisation which the peer review group is funded by.

Exceptions for undertaking a non-funded peer review group

PR1, PR2 and PR3 forms (see full guidance) do not need to be completed. However, minutes must be completed for every meeting. All other conditions described above should be followed.