**South West Region Funded Peer Review Pilot 2022/23**

**Importance of Peer Review**

Peer review activities are considered part of all dental professionals' compulsory continuing professional development (CPD). All registered dental professionals are required to complete CPD in order to maintain their registration. The General Dental Council (GDC) requires all registrants to keep a written record of CPD activity, and to produce this record if requested. Use of this peer review framework will provide verifiable CPD that meets the requirements of the GDC CPD scheme for those who fully engage and participate.

The aim of peer review is to share experiences and identify areas in which changes can be made with the objective of improving the quality of service offered to patients. Any member of the dental team can participate in peer review as it is a great opportunity for learning and development. The expected outcome is a sustainable improvement in dental service and care for patients.

**National Toolkit**

The Staffordshire and Shropshire LDN have developed a peer review toolkit which has been endorsed nationally and recently published for use by all regions - <https://southstaffsldc.com/peer-review/>.

**Purpose of the Toolkit**

The toolkit has been developed with the aim to:

* Facilitate the establishment of peer review groups
* Encourage participation of all dental professionals in peer review
* Support group facilitators in conducting meetings appropriately
* Provide the required documentation for creating a peer review group
* Provide peer review groups with bespoke meeting templates for a range of dental subspecialties
* Set the minimum standards that would have to be met to enable payment of funds to peer review

**South West Funded Peer Review Pilot**

NHS England South West is using the framework of the national toolkit and has adapted some of the details for use in the South West region only. This includes offering funding of £1,000 per peer review group as an incentive to launch the initiative in the region. Funding would be available to approved and established peer review groups, payable on completion of two meetings or the peer group by the end of March 2023.

**Who can get involved in Peer Review**

Each group should consist of 4 – 12 dental professionals who are GDC registered and providing NHS dental care in the South West. The group should include members from a minimum of 2 separate dental practices, or settings, and can include:

* Dentists
* Dental Nurses
* Dental Hygienists
* Dental Therapists
* Dental Technicians
* Orthodontic Therapists
* NHS Dental Practices
* Community Dental Services
* Secure Settings
* Secondary Care Settings

**How to set up a Peer Review Group**

If you are interested in facilitating a peer review group, you will be expected to recruit members to the group, ensuring that they meet the criteria:

* GDC registered
* Providing NHS dental care
* From a minimum of two separate dental practices (does not apply to CDS, secure settings or secondary care providers)
* Members can only be involved in one peer review group per cycle
* Groups must consist of 4 – 12 members

The flowchart below sets out the steps to establish a peer review group:

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**Approval of a Peer Review Group**

The facilitator should return the completed PR1 form to england.swdental@nhs.net by 10th February 2023. Applications will be reviewed by NHS England South West, who will inform the applicant of the outcome within 10 working days.

Successful applicants will be issued with the suite of templates and forms to conduct meetings, which have been adapted from the national toolkit – PR2 – PR8.

**Arranging the first meeting**

Once the Peer Review Group has been approved by NHS England South West, the next step will be to arrange the first meeting:

* Agree Meeting Date – meetings should last between one and two hours
* Choose appropriate meeting venue or virtual meeting format - MS Teams/Zoom
* Distribute meeting agenda to members of the group a week before the meeting using the template PR4 form.
* Appendix 1 lists suggested topics for discussion

**Conducting the meeting**

At the first meeting, the group will agree how the funding will be used and this will be recorded in the minutes. The funding can be used to pay the facilitator, venue hire and refreshments (if required), and payment to members for their participation, promoting equality and equity.

The facilitator will be responsible for:

* recording attendance using the register template, PR5
* completing a record of each meeting using the PR2 completion form. This form will be submitted to NHS England after both meetings have been completed
* issuing the verifiable CPD certificate to all attendees following each meeting

Each member of the peer group would be expected to complete:

* a meeting evaluation (PR6 form)
* an individual reflective learning log (PR7 form).

**Completion of Cycle**

Once both meetings have been held, the facilitator will be responsible for submitting the following information to NHS England:

* completion form - PR2
* facilitator payment claim for – PR3

The completion form provides the basis of the peer review report which will be reviewed and approved by NHS England South West.

**How to apply**

Expressions of interest are invited from any GDC registered staff providing NHS dental services in the South West to establish, facilitate and lead their own Peer Review Group.

Please complete the Peer Review Group Application Form (PR1) and return to:

England.swdental@nhs.net

NHS England South West will review the application and aim to confirm approval within 2 weeks.

**Queries**

If you have any questions or queries, please contact Sarah McFarlane for further information via: england.swdental@nhs.net or tel: 07900 220697.

**Appendix 1**

Suggested topics for discussion

