

### 1. PEER REVIEW COMMITTEE:

- Establish a dedicated multi-disciplinary Peer Review Committee.
- Include diverse specialty physicians and advanced practice professionals for comprehensive input.

### 2. CLEAR GUIDELINES:

- Develop clear and standardized peer review policies, guidelines, forms, and criteria.
- Ensure alignment with industry standards and regulatory requirements.

### 3. DATA COLLECTION:

- Gather internal and external relevant data, including practitioner performance, patient outcomes, and complaints.
- Maintain a secure and confidential database for documentation.

### 4. REVIEW PROCESS:

- Conduct both proactive and reactive peer reviews.
- Implement an objective and fair review process.

### 5. EXTERNAL INPUT:

- Consider external experts or consultants for impartial assessments.
- Foster collaboration with external organizations for benchmarking.

### 6. PEER EVALUATION:

- Encourage self-assessment by healthcare practitioners.
- Utilize peer evaluations for a holistic view of competence.

### 7. FEEDBACK MECHANISM:

- Provide notification and/or constructive feedback to healthcare practitioners.
- Offer opportunities for improvement and growth.

### 8. CONTINUOUS IMPROVEMENT:

- Regularly assess and refine the peer review process.
- Incorporate feedback from all stakeholders.

### 9. EDUCATION AND TRAINING:

- Offer ongoing education on peer review principles.
- Ensure all committee members are well-informed.

### 10. COMPLIANCE AND REPORTING:

- Ensure compliance with legal, governance, accreditation, and regulatory requirements.
- Maintain transparent reporting practices.

### 11. COMMUNICATION:

- Foster open communication between the committee and healthcare practitioners.
- Address concerns and questions promptly.

### 12. FAIRNESS AND DUE PROCESS:

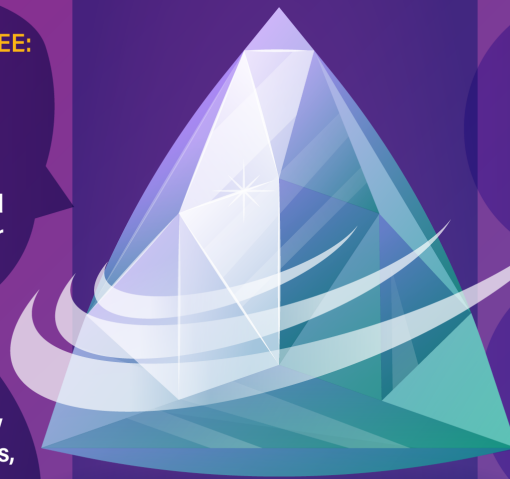
- Uphold principles of fairness and due process during reviews.
- Maintain confidentiality and protect the rights of healthcare practitioners.

### 13. TECHNOLOGY INTEGRATION:

- Utilize technology for efficient data management and analysis.
- Implement a user-friendly platform for committee members.

### 14. DOCUMENTATION:

- Maintain thorough and organized documentation of all peer review activities.
- Keep records secure and accessible as needed.



# 14 FACETS OF AN OPTIMAL PEER REVIEW STRUCTURE

Peer review plays a vital role in ensuring the quality and competence of healthcare practitioners.

This guide provides physician leaders and MSPs with a roadmap for creating an optimal peer review structure.

