

Short Guide to Practice Peer Review

This is a quick guide to the Practice Peer Review structure, meetings, and resources. Practice Peer Review is a structured Formal Peer Review Activity, designed to provide a self-reflective review of one's practice.

The requirement is completion of four structured discussions with a peer, totaling 8 hours. The first and last meeting includes a facilitator. Meetings are arranged online or in-person by the group and during each of the scheduled meetings, peers take it in turns to present.

Stage one: Application Process

Fellows complete a detailed application form and questionnaire designed to capture information to support the peer matching process and to prepare for the initial meeting.

The CPD Team will use this information to coordinate the peer match (if required) and allocate a CPD facilitator.

Stage two: Initial Discussion Meeting

The initial discussion meeting is a 2-hour meeting where the peer psychiatrists discuss the professional background of their practice. The Facilitator will join the meeting for the final 20 minutes.

It is recommended that you complete the [Initial discussion tool](#) to assist with your preparation for the meeting. This is for your individual use and does not need to be shared.

During the time the facilitator is present it is important to schedule the three subsequent meetings, particularly the final Practice Reflection meeting. These meetings should take place over a maximum period of three months.

Stage three: Practice Discussion Meeting

This 2-hour meeting is used to discuss an area of their practice; this may include complex clinical cases, a quality/practice improvement initiative, a case review or RCA, multi-source feedback, or a self-evaluation against the CanMEDS Framework.

The program provides optional templates to guide discussion that are available online [CPD Resources | RANZCP](#)

Stage four: Practice Development Discussion Meeting

This 2-hour meeting is used to discuss an area of their practice that may be further developed in following years.

The program provides an optional [SMARTER discussion tool](#) that may provide structure for the discussion, Fellows can use this meeting to explore educational options and to develop a plan to share with the facilitator in the final meeting.

Stage five: Practice Reflection Discussion Meeting

The final 2-hour meeting includes the facilitator who will encourage the peers to reflect on the Practice Peer Review using the [Action Planning tool](#) and provides support for the individuals' CPD action planning.

