



The Peer to Peer Review Timetable

09:00	Introductory meeting –review team only Reviewers meet for introductions, timetable review, assignment of roles, review of the self-assessment and prepare questions
09:45	Introductory meeting with staff team Reviewers meet with service manager/senior team for introductions, timetable review and preliminary questions about key agenda items/highlights from data
10:00	Operational Lead Meeting and Reviewing Evidence Meet with Operational Lead to complete evaluation, explore main risk or concern areas and share ideas for improvement. Request evidence to support standards being met. This could include looking at patient records, risk registers, staff training records etc. This includes asking to see areas of the service, the environment, etc.
11:15	Break
11:30	Sit-down with staff Meet with Staff to answer staff related questions. Try to speak with unqualified, admin, nursing and medical staff.
12:30	Break
13:00	Sit-down with service users Speak with patients to answer questions, or forum/group if appropriate
14:00	Break
14:15	Corroboration meeting - review team only The review team meets in private to discuss recommendations.
15:00	Feedback to staff team The reviewers and service manager/senior team will meet to feed back and discuss next steps
15:30	Close