

ASSOCIATION FOR GENITO-URINARY MEDICINE

PEER REVIEW PROCESS

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A. AIM

1. The Association for Genito-Urinary Medicine (The Association) will consider requests to arrange peer review visits to clinics in order to assess whether a clinic can provide and is providing a service of high quality.

B REQUEST

1. The request would normally be expected to originate from the Consultant in charge of the Department to be visited.
2. The Consultant in charge sends a copy of the "PROPOSAL FOR A VOLUNTARY PEER REVIEW SCHEME FOR QUALITY ASSURANCE IN GU MEDICINE CLINICS" as well as a copy of the "AGUM GUIDELINES FOR A GUM SERVICE SPECIFICATION" to the Chief Executive of the Trust or Medical Director of the hospital when requesting approval for this visit to take place. The Consultant in Charge also obtains an understanding that a copy of the report will be made available to the Trust as well as to the Director of Public Health of the District Health Authority.
3. The Consultant in Charge then makes a formal written request to the Peer Review Process Co-ordinator (Appendix 1). In this matter the Consultant in Charge will confirm that the proposed visit has the approval of the Chief Executive/Medical Director of the Trust.
4.
 - a) The co-ordinator will acknowledge the request and will assess its suitability. The co-ordinator will discuss with the Association or other appropriate bodies how the peer review visit is to be funded.
 - b) If a peer review visit is appropriate, the co-ordinator will ask the Consultant in Charge to name at least two possible dates for the visit. These dates should be times at which all or most of the local officers/personnel will be available to meet the visitors.
 - c) Depending upon the size of the department to be visited, the co-ordinator will decide on the time required (all day/half day) to complete the visit.

- d) The co-ordinator will then get in touch with the two potential visitors (from a panel of regional representatives, other consultants from a neighbouring region) by telephone and by letter.
- e) The Co-ordinator will also contact GUNA and SHATD for each to nominate a visitor. A Manager responsible for GUM centres will be asked to accompany the panel. A list of Managers prepared to participate will be kept by the Co-ordinator.
- f) The co-ordinator will obtain acceptance of the visitors from the Consultant in Charge to be visited, by telephone and by letter. The visit date will be confirmed at this time and the Consultant in Charge will undertake to provide the visitors with a draft programme (copy to co-ordinator) and the necessary documents (appendix 2).
- g) The visitors will amend or confirm the programme.

C. PREPARATION BY THE DEPARTMENT TO BE VISITED

- 1. A suitable room to be made for the visitors to meet a representative (one at a time) of the doctors, nurses, health advisors, receptionists, secretaries etc.
- 2. Arrangements for the visitors to meet the Chief Executive and/or Medical Director and Director of Public Health of the Authority, preferably at the end of the visit.

D. REPORT

- 1. The visitors will compile a draft report using the headings in Appendix 3 and send it **marked confidential** to the Consultant of the department within **three weeks of the visit**.
- 2. After an agreement on the contents (by the 'visited' and the visitors) has been reached, the Consultant in Charge of the department will send a copy each to the Chief Executive/Medical Director of the Trust and to the Director of Public Health, as well as to the visitors **within six weeks from the visit date**.
- 3. The visitors' copy will become the property of AGUM.

APPENDIX 1

ASSOCIATION FOR GENITO-URINARY MEDICINE

PEER REVIEW PROCESS CO-ORDINATOR

Dr Abdel Wade
Department of Genito-Urinary Medicine
Coventry & Warwickshire Hospital
Stoney Stanton Road
COVENTRY
CV1 4FH

APPENDIX 2

VOLUNTARY PEER REVIEW VISIT TO

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 Check list of documents for visitors (to be sent in advance)

	Enclosed (tick)	NOT ENCLOSED	
		Not available	Other reasons (specify)
a) Details of Trust, purchasing authority and surrounding clinics.			
b) KC60 last three years			
c) KH09 last three years			
d) Number of all categories of staff			
e) Clinic timetable including any special clinics.			
f) Recent audit reports			
g) Clinic meeting programmes			
h) Guidelines for medical, nursing, partner notification and clerical management.			
i) Services Specification or Business Plan.			
j) List of publications or presentations by members of staff.			

APPENDIX 3

VOLUNTARY PEER REVIEW VISIT TO

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The Report may be made in the following format:-

ASSOCIATION FOR GENITO-URINARY MEDICINE
PEER REVIEW SCHEME FOR QUALITY ASSURANCE IN
GENITO-URINARY MEDICINE CLINICS

NAME OF THE DEPARTMENT VISITED

DATE VISITED

NAMES OF THE VISITORS

INFORMATION RECEIVED PRIOR TO VISIT

NAMES (WITH GRADES) OF STAFF MET

INTRODUCTION

PREMISES

RECEPTION

WAITING AREA

CLINICAL ACCOMMODATION

OFFICE ACCOMMODATION

COUNSELLING ROOMS

SEMINAR ROOMS

STAFF ROOM

CLINIC OPENING HOURS

DAY CARE

IN-PATIENT SERVICES

STAFFING

WORK LOAD

EQUIPMENT

LABORATORY SERVICES

LINKS WITH MEDICAL COLLEAGUES

LINKS WITH OTHER PROFESSIONAL GROUPS

LINKS WITH NON-STATUTORY GROUPS

AUDIT

OTHER CLINICS PROVIDED

CONCLUSION

RECOMMENDATIONS