**TERMS OF REFERENCE**

**Peer Review Group**

**Role**

To build capacity in leaders with the authorship and development of clinical controlled documents of the Controlled Document Management System.

**Responsibilities**

* Review submitted documents that have met pre-specified criteria regarding:
	+ agreement with appropriate template and/or policy, rules of formatting
	+ appropriate use of written rules of formatting
	+ completion of stakeholder engagement
	+ draft tracking form and policy
* Provide editorial review/support of submitted documents
* Provide guidance on the appropriate approval pathway
* Identify gaps in overall document process and author supports available to provide recommendations for improvements
* Members are expected to come prepared with documents pre-reviewed. Attendance is tracked and program representation is reviewed.

**Criteria for policy submission to Peer Review:**

* Required for Document Leads with fewer than 2 previous controlled document approval experiences within the Lakeridge Health team

**Membership**

Membership will include the following representatives:

* Corporate Interprofessional Practice Representative
* Quality and Compliance Specialist
* Clinical Informatics Representative
* Clinical Program Representatives (one from each clinical program)

**Co-Chairs**

Corporate Interprofessional Practice Representative and Quality and Compliance Specialist

**Frequency of Meetings and Manner of Call**

Every two weeks or more as required

1 hour meeting (to be re-evaluated as required based on need)

Meet the 2nd and 4th Tuesday of every month with submissions due the 1st and 3rd Tuesday of every month

**Quorum**

N/A – consultation guidance only

**Reporting**

A quality committee or the person who owns controlled document specialist role

**Date of Last Review**

Terms of Reference to be reviewed annually or as the need arises.

**Date Approved by Peer Review Group**

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| --- | --- |
| **Name** | **Program** |
|  | Critical Care |
|  | Medicine |
|  | IPP |
|  | Mental Health (DMHS) |
|  | DRCC |
|  | ER |
|  | Clinical Informatics |
|  | Nephrology |
|  | Healthy Aging |
|  | Women’s & Children’s |
|  | Allied Health |
|  | Quality |
|  | Risk |