

Example Peer Review Questionnaire

Dear Jo,

You have been allocated and accepted a slot for peer review in March 2018. In order for the peer review to take place preparation work will be required by 5-7 weeks before the above slot. Below is a timetable of your peer review. You must ensure that you provide the information to SLAB by the dates stated in this timetable. If you are unable to meet these dates at anytime you must contact SNSIAP@slab.org.uk to advise of this.

Your Peer Review Questionnaire (PRQ) is attached. Your Case Selection Grid (CSG) and Data Sharing Agreement (DSA) will be sent to you once the PRQ has been returned.

If you are intending to have your peer review carried out via AdvicePro please see our website guidance on Data Protection for this process. If you are using AdvicePro you will need to obtain user accounts for the peer reviewers and we will confirm the names and email addresses of those carrying out your review nearer the time.

If you have any questions about the peer review please let me know.

Michelle

Task	Start date	End date (for agency tasks this is when you must send documents to SLAB, if not before)	duration
Agency sends PRQ to SLAB		23/01/18	
SLAB sends agency CSG and DSA		24/01/18	
Agency completes CSG and returns to SLAB with signed DSA	25/01/18	31/01/18	1 week
SLAB selects and advises agency of 30 cases per topic to be provided.	01/02/18	02/02/18	2 days
Agency uploads selected files to NextCloud	05/02/18	23/02/18	3 weeks
SLAB passes selected cases onto peer reviewers	26/02/18	02/03/18	1 week
Peer reviewers complete review	05/03/18	26/03/18	3 weeks

Peer reviewer report is considered by moderation committee	10/04/18	24/04/18	2 weeks
Outcome of moderation committee advised to agency	25/04/18	01/05/18	1 week