

Appendix C: Annual Peer Review Summary Report Form

To be completed by the course peer reviewer and returned by email to the course lead

Simulation Centre	SaIL Centre
Date	XX.XX.XXXX
Course title	XXXX
Course Lead	XX XXX
Group Size	12 Booked 9 present
Name(s) of Peer reviewer	XXXXXXXX

Course Administration and Pre-Course Correspondence (See 1-2 QA Tool)

<p>Summary</p> <ul style="list-style-type: none"> - Pre reading, confirmation email - Registration, attendance, consent - Course runs to time 	<ul style="list-style-type: none"> • Pre-reading sent out – XX document • Appropriate registration including consent, timetable and name labels • Possible confusion about course location
<p>Recommendations</p>	<ul style="list-style-type: none"> • Explore if incorrect email programme sent to delegates • Consider including NTS pre-reading • Ensure dates correct on all correspondence

Faculty – Course pre-brief, faculty details and numbers (See 3, 7, 18 QA Tool)

<p>Summary</p> <ul style="list-style-type: none"> - How many faculty members? - How many present at pre-brief? - How many attended teacher education workshops such as Train the Trainer? - Did any debrief the debrief take place? Themes of feedback to faculty? 	<ul style="list-style-type: none"> • Thorough pre-brief before the course with all faculty present • Faculty: 4 • Previously attended Train-the-trainer:4
<p>Recommendations</p>	<ul style="list-style-type: none"> • Continue

Participants: Participant details, orientation to course and environment plus physical and psychological safety (See 8-11 QA Tool)

<p>Summary</p> <ul style="list-style-type: none"> - Numbers and level - Interprofessional - Objectives - Course pre-brief - Environmental orientation - Psychological & physical safety - Professional integrity 	<ul style="list-style-type: none"> • 12 candidates booked, 9 arrived on to the course. 1 candidate had to leave early prior to undertaking a simulation as a candidate. • Interprofessional course but could do with more doctors. • Clear pre-brief, environment orientation • Psychological safety maintained throughout the course
<p>Recommendations</p>	<ul style="list-style-type: none"> • Need to ensure candidates are appropriate to the course and is a mixed group of participants (i.e. not nurse heavy).

Scenarios and Debrief: Pre-brief, Scenario and Debrief (See 4-6 and 12-16 QA Tool)

<p>Summary</p> <ul style="list-style-type: none"> - Simulation modality & environment - Appropriateness of the scenarios for learners & their prior experience - Quality / content of briefing sheets – faculty and learners - Curriculum mapping - Quality and safety of debrief 	<ul style="list-style-type: none"> • 4 well designed, appropriate scenarios linking in well with the course theme • Briefing sheets provided to learners and adequate information contained within a faculty pack • Course relevant to all attendees as this is a national drive and focus of the trust • Debriefs standardised by using the debrief diamond model. High quality debriefs with good learning points covering both technical and no-technical points. • All debriefs adhered to debrief diamond • Safe environment established and maintained
<p>Recommendations</p>	<ul style="list-style-type: none"> • Try to ensure participants are given space to respond to questions. Make use of silence. • Ensure the time for debriefing is maintained (not cut short) as this is a strong point for this course • Ensure application phase is covered

Course Governance and Evaluation (See 17, 19-21 QA Tool)

<p>Course review undertaken?</p> <ul style="list-style-type: none"> - Evaluation data reviewed - Curriculum mapping / Objectives reviewed 	<ul style="list-style-type: none"> • Course review will be undertaken at the end of the pilot phase • Topic is curriculum specific
<p>Overall Course Recommendations</p>	<ul style="list-style-type: none"> • Ensure dates on all course material are correct (i.e. timetable sent via email, presentation) • Ensure each debrief has a application phase