

**Nursing Leadership - Peer Review Process
 Roles and Responsibilities**

NAC Member Seeking Feedback	Peer Reviewers	All Nursing Leadership/ NAC Members	Direct Report (Senior Director/ CNE)
<ul style="list-style-type: none"> • Initiate Performance Appraisal (PA) process in a timely manner (i.e. as soon as PA process is initiated). • Identify two peers/ colleagues and ask them if they will act as peer reviewers. • Provide peer reviewers with the form and agree on timelines for completion. • Suggest to peer reviewers one core competency to be evaluated in addition to <i>Learning/Innovation</i> (which is <u>mandatory</u>). • Suggest to peer reviewers one <i>leadership/management</i> or <i>patient care</i> competency to be evaluated (<u>1 is to be selected</u>). Complete form in advance to ensure they are aware of this competency. • Arrange with peer reviewer time and date of meeting to review feedback (face-to-face feedback is strongly encouraged). • Accept feedback in a non-judgmental and respectful manner. Ask questions to clarify and understand feedback. • Obtain the completed Peer Review form from the peer reviewers. • Inform direct report during PA meeting that peer review process was completed and fill in checkbox on online system. 	<ul style="list-style-type: none"> • When invited to act as a peer reviewer, communicate whether you are available and willing to accept this commitment. • Agree on timelines to complete the Peer Review form and arrange a feedback meeting. • Discuss and mutually agree on 1 additional core competency, in addition to <i>Learning/Innovation</i>, and 1 <i>leadership/management</i> or 1 <i>patient care competency</i> to be evaluated. • Provide thoughtful and honest feedback and complete relevant sections of the form. The feedback should be timely, respectful, specific, mutual, and balanced. Face-to-face feedback is strongly recommended. • Verbally communicate and explain your feedback during the face-to-face meeting. • Offer assistance or suggestions in assisting the reviewee to create objectives and annual learning plan. 	<ul style="list-style-type: none"> • Assume role of a peer reviewer if invited by a peer member. • NOTE: In areas where work with a nursing peer is limited or unavailable, Allied Health may be chosen as one of the peer reviewers. 	<ul style="list-style-type: none"> • Support an environment that recognizes and promotes the value of professional development through Performance Appraisal (PA) system and Peer Review processes. • Communicate commitment to complete (PA) process in a timely manner; emphasize that peer review is an integral part of the performance development system. • Act as a resource for PA process and Peer Review process. • Ask NAC member if he/she has completed Peer Review form/ component of the PA process.

NOTE: All nursing leadership/ NAC members, of all levels, are required to complete peer review on an annual basis as a component of the Nursing Professional Development Review (NPDR) process.