ABR Peer Review Audit Process

An audit of a local peer review process is an important element of the annual report. The audit should include summary statistics on numbers of cases reviewed, times between testing reviewing etc. and the numbers of issues identified at review. Such statistics can be compiled for the entire group or narrowed by tester, by reviewer or changes in time. The annual report also covers whether there have been any changes in practice and summarises the views of Testers and Reviewers. This can help guide changes to the process.

Data collation

The current NHSP ABR Review Form aids the audit process. For each individual review, data from the Report page automatically populates one row in the Audit page of the form. This data includes:

- Identifiers for the case
- Timescales
- Agreement between the Tester and Reviewer regarding the interpretation.
- The number and type of different improvement indicators.

The Reviewer should maintain their own Audit spreadsheet, which is simply a collection of these rows of data.

Instructions for Reviewers*:* Upon completion of each review, click on the audit page of the review spreadsheet (this page is locked; you can't select any cells) and click on Copy. This copies the row of audit data for that review. Open your Audit spreadsheet, select the next unoccupied cell in column A and click on **Paste Special, Values**. **Don't simply click Paste**! The audit data for your review will now appear in your Audit spreadsheet. Save your Audit spreadsheet (include your initials in the filename). All your reviews will be summarised.

At the end of each year this spreadsheet is sent to the Peer Review Co-ordinator for the audit to be carried out. The Co-ordinator amalgamates the information from all the Reviewers.

If a Reviewer leaves, or stops reviewing, the collated information needs to be sent to the co-ordinator as soon as they have finished carrying out their last review.

Tester Progress

The PR Reviewer's Audit Sheet can allow the Reviewer to monitor the progress of individual Testers, the errors being made and whether the advice offered by the Reviewer is being implemented. This can be carried out by filtering the data or by creating separate sheets for each Tester.

Data Storage

Each ABR Peer Review Group needs to have in place agreed details for the storage of the waveforms and review spreadsheets.
Options include:

1. The Reviewer is responsible for the storage of both the waveforms and spreadsheet from each case sent to them.

2. As 1, except the Reviewer stores only the reviewing spreadsheet. The waveforms are stored by the test site.

3. The Co-ordinator (or other nominated person) is responsible for the storage of the cases. In this option the Co-ordinator would need to be copied into the email sent back to the tester. There is a potential problem with this option if the files are not copied to the co-ordinator / nominated person.

Tester and Reviewer Opinions

It is important to obtain views of the Testers and Reviewers to assess how they found the process. This can be completed by sending questionnaires to both of these groups.

Reviewer Moderation

The audit process should include moderation of the Reviewers. This is to check if the reviews are still being carried out to the appropriate the standard. The frequency and mechanism of Reviewer moderation should be specified in the local group process document. Typically, each Reviewer is contacted and asked to send some of the cases they have just reviewed to a designated National Expert Reviewer. The number of cases and type of cases required are to be agreed between the Co-ordinator and the Expert Reviewer. The Expert Reviewer will report back to the Co-ordinator with the outcome of the moderation exercise.

Annual Report

A report is produced by the Co-ordinator based on the information obtained from the audit, the Tester/Reviewer questionnaires and the Reviewer moderation exercise. This is fed back to all those taking part in the reviewing scheme, together with any recommendations for changes to the process.