



Society for Endocrinology Peer Review of Endocrine Services

Terms of Reference for a Peer Review visit

The Society for Endocrinology (SfE) Peer Review is a voluntary scheme whose main purpose is to promote safe and sustainable endocrine services and facilitate improvement of services for endocrine patients. Peer Review visits take place at the request of an endocrine centre (referred to hitherto as “the centre”) with approval and support by senior management of the Trust to be visited. Visits focus on basic standards of endocrine care and service provision as outlined in the document “Self Assessment Questionnaire”. Visits form the basis for an exchange of ideas and experiences and allow areas of concern to be explored. Areas of excellent practice are highlighted and shared with the rest of the endocrine fraternity through the SfE website. The material to be posted on the SfE website will be made available to the Lead Endocrinologist of the centre.

Visits are made over one to two days (depending on the number of centres being reviewed). The Peer Review Team are senior Endocrinologists and Endocrine Specialist nurses, appointed by the SfE and will act in an advisory capacity at the specific invitation of the Lead Endocrinologist of the centre. Any conflicts of interest are declared. The Peer Review team will visit the facilities and interview clinical, secretarial and managerial staff of the centre and key clinicians of allied specialties.

The Peer Review report will highlight examples of endocrine excellence, matters for consideration and recommendations for change. The report will be supportive, but will highlight areas of concern. Those reviewed will have an opportunity to correct any factual inaccuracies in a draft version of the report. The report will be confidential, and the final version will be sent to the Lead Endocrinologist of the centre, the Chief Executive of the Trust and the SfE National Coordinator for Peer Review. No other party without the express permission of the Lead Endocrinologist will have access to the report, though anonymised data from peer reviewed centres may be presented to members of the SfE. Those reviewed will have the opportunity to provide feedback on the review process. The recommendations of the peer reviewers are not legally or otherwise binding for the clinical team being peer reviewed or the Trust.

Specific data on activity, prioritisation of referrals, appointment timelines, waiting times for specialist investigations, and breaches (outlined in detail in the document “Self-assessment Questionnaire”) will be required. It is expected that the management team and IT services supporting the centre being visited will be able to provide this documentation. If not feasible, then such documentation should be based on representative surveys.

A final written report prepared by the Peer Review Team will be returned to the Lead Endocrinologist of the peer reviewed centre within 8 weeks of the visit. It will be the responsibility of the Lead Endocrinologist of the centre to keep the Trust’s Chief Executive briefed.

Centre: Date of Peer Review Visit: Signed as an agreement by:

Centre:

Date of Peer Review Visit:

Signed as an agreement by:

Peer Review Chair

Date / /

Lead Endocrinologist of Visited Centre

Date / /

Chief Executive of Visited Centre

Date / /