

Process for Reviewers

1

Project manager contacts Reviewer to ascertain availability for nominated session

2

Project manager sends introductory email to the two Reviewers and the Reviewee

3

Reviewer attends the pre-review meeting arranged by the Reviewee

4

Formative peer review is conducted

5

Reviewer awaits contact from Reviewee requesting review forms

6

Reviewer sends forms to Reviewee when requested

7

If requested by Reviewee, Reviewer provides feedback during the post review session

8

Reviewer reflects on process and considers potential improvements to own practice