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