# Peer Review Overview

## Structure

The process of peer review is one of review, feedback and education surrounding the management of observation patients. The group meets every other month and reviews cases received from a variety of sources.

## Membership

The Observation peer review committee will consist of the following members:

1. Observation Services’ Medical Director.
2. Observation Services’ Providers.
3. Observation Services’ Nursing Director.

Expectations around meeting attendance are that of the 6 meetings per year, 4 must be attended. The Observation Services Medical Director administrative assistant will be responsible for setting up the yearly schedule, taking minutes for each meeting and maintaining an attendance record. Providers at the site of the meeting are welcome to attend if available.

## Referral Process

All referrals should be provided to the administrative assistant to the Observation Services Medical Director. The administrative assistant will disseminate the files to committee members for review prior to the peer review meeting. The Medical Director will collect all files at the meeting. Peer review cases which require further review by other departments (Emergency Department, Hospitalists etc.), will be the responsibility of the Observation Medical Director.

### Type I - Mandatory Referrals

These will consist of any observation patient who:

1. Dies in the observation unit.
2. Codes in the Observation unit.
3. Transferred to the ICU from the observation unit.
4. Any Rapid Response initiated.

### Type II - Hospital/Staff Referrals

These cases may come from the hospital’s quality committee, a physician referral, a staff referral, or other areas within the hospital.

## Scoring

The Peer Review process for Observation will follow a point system. This 4-point system is as follows:

1. No Error
2. Documentation Suboptimal
3. Clinical Care Suboptimal
4. Best Practice Not Met

The goal for the Observation Service’s peer review is to provide feedback, educate and improve the care delivery to our patients. All Level-4’s will be automatically referred to the Risk Management Committee.

## Peer Review Outside of Observation Services

From time to time cases that are referred to other peer review committees either with-in the hospital or outside the hospital will occur. It will be the responsibility of the Observation Medical Director to attend the review to discuss any concerns or questions related to care delivery in the observation unit.