

STICU Professional Governance Selected Peer Review Assignment Tip Sheet

The STICU has used the following process, for the past several years, for choosing non-self-selected peer review pairs. We have found this method to be a quick and easy way to objectively select and appropriately match pairs. The whole process takes about an hour.

1. At the October or November Professional Governance meeting, ask for a few volunteers to form a small subcommittee for Peer Review selections. We usually have 3 to 4 volunteers which has proven to be a suitable number for the selection group.
2. Obtain **two** printed-out rosters of all staff members (nurses, techs, HUCs). Our administrative assistant has provided the most current list for us each year. Cut out the individual names from one roster in to small strips.
3. Label lunch size paper bags with the categories needed to separate staff members into appropriate peer review groups. Examples:
 - Clin 1s
 - Clin 2s
 - Clin 3s & 4s
 - Techs

We have thought about adding more categories, like night shift and day shift, but have found that breaking the groups down further was not necessary.

4. Identify outliers. Look for individuals that don't necessarily fit in to the assigned categories or are members of a group with a small number of peers. These people are often new hires, fresh off orientation, and HUCs. We then pair them with someone that they are familiar with and have worked with closely enough to provide appropriate peer review feedback. Examples: preceptor paired with orientee or charge nurse paired with HUC.
5. Divide remaining staff members into appropriate categories by placing their names in to the corresponding paper bags. Choose a recorder to document pairs as they are selected.
6. Start at the top of the remaining copy of the roster. Take turns making peer review selections by placing hand in to corresponding paper bag and randomly choosing a name. For example, if a Clin 2 is the first name on the roster, randomly pick a peer from the Clin 2 paper bag. That name is then recorded on the roster, next to the appropriate peer, and then discarded from the bag. If the following name on the roster is a tech, randomly choose a name from the tech bag, record it on the roster, and discard it from the bag. Continue until bag is empty and then move on to next group/bag. Hopefully there are an even number of names, if not, you may have to place remaining name in to next bag (e.g. remaining Clin 1 in with Clin 2s).
7. When finished, double check to confirm that everyone had been assigned to review a peer and that they also have someone assigned to review them.