UVA Health
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RN Peer Review | FY27 Performance Appraisals

What is the value of Peer Review?

- It is a **best practice** and **professional expectation**, as highlighted in the American Nurses Association's *Scope & Standards of Practice* and *Code of Ethics for Nurses.*
- Engaging in **professional dialogue** enables us to check-in with a peer and reflect on each other's strengths, achievements, areas for growth, and professional development goals.
- This process helps make us **better professionals, clinicians, teammates, and communicators!**

The RN Peer Review Process is as Easy as 1 – 2 – 3!

Step 1: Using the Prep Tool, self-reflect and make notes *about yourself*, including strengths and opportunities for growth, for each PPM category. Refer to the behaviors of the PPM if needed.

Bonus: This helps you prepare for your self-evaluation.

Step 2: Meet with your self-selected or NPG committee-selected peer review buddy *face-to-face – in person or virtually*. Share your self-reflections and invite them to share their input and insights regarding your professional practice – including strengths and opportunities for growth. Then switch roles!

Be sure to take notes about your peer using the Prep Tool for each PPM category.

Step 3: Using your notes, document and submit a peer review for your buddy utilizing the "UVAH: NPGO Peer Review – Team Member-Locked Template" in Workday.

Tip: We recommend typing up your notes in Word and then copy/pasting into Workday so that you do not risk losing your work. Do this also with your self-evaluation.

Recommended Timeline FY27 RN Peer Review

December 2026	January - March 2027	April 2027
Determine if self-selected *or* assigned by Local NPG Committee Peer Selection & Introductions as needed	Face-to-face meeting with peer via buddy process Document completed peer review in Workday	Be ready for Annual Performance Appraisal *Specific due dates shared each year by leadership and HR

*For all Annual Performance Appraisal information and deadlines, please refer to the HR Performance Management website.

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Key Components of Performance Appraisal RN Peer Review

- **One RN Peer Review is *required* for each performance appraisal cycle for *all* RNs.** Additional peer review may be completed as determined by the manager and/or individual.
- Occurs in a **face-to-face buddy process** with a peer (similar position, licensure, level of management, etc.). Additional definitions of a peer provided in Operational Guideline.
- **Use Prep Tool to reflect on one's own strengths and areas for growth**; take turns sharing self-reflections with peer and invite peer's input and feedback throughout dialogue.
- All RNs in non-Formal Nurse Leader positions use our Professional Practice Model as a guide.
- Conducted in a **transparent process** – face-to-face and documented via a template in Workday, to be included in each performance appraisal cycle.
- Is ***not* an opportunity for holding a crucial conversation** – this should happen outside of performance appraisal peer review and in-the-moment.
- Department may determine if self-selected or assigned by local professional governance committee.

Resources Available on the Nursing Peer Review Webpage

- **Operational Guideline** | Peer Review & Self-Evaluation
- Definition of a "peer" for RNs and Formal Nurse Leaders
- Overview for:
  - All RNs in non-Formal Nurse Leader job profiles
  - Formal Nurse Leaders
- Recommended timeline and process
- Prep Tools for Peer Review
  - All RNs (non-Formal Nurse Leader)
  - Formal Nurse Leaders
- Examples
- Nurse Leaders' role in supporting peer review
- Department Tracking Grid for pairs and completion
- Workday Report Job Aid for Managers to assess Peer Review activity
- Example of Local Nursing Professional Governance Committee assigning pairs
- Educational resources to build communication skills and confidence in providing feedback
- Professional Development Goal Repository

RN Peer Review Resources

Resources and process oversight are provided by the NPGO Professional Development Committee and are available on the Nursing Peer Review website. *Updated 10/2026*

Nursing Professional Governance Organization | uvahealthumcnursing.org

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