

Peer Review Paper Instructions

A panel of the Inquiries, Complaints and Reports Committee expressed concerns about your conduct. To address those concerns, you agreed to complete a Peer Review as part of your Remedial Agreement.

The objective of a Peer-Review is to help you improve your knowledge, skill, and judgment with respect to the concerns identified by the Committee, with the support of another dentist who will act as a peer reviewer.

A peer reviewer is a dentist registered in Ontario, chosen by you, to help you complete your self-reflection and give you feedback about how to remediate the concerns identified by the Committee.

You must choose a suitable peer reviewer within the timelines in your Remedial Agreement.

Ideas for Discussion with Peer Reviewer:

These guiding questions/topics may assist you in engaging in a thoughtful and meaningful peer- review process. Use the following questions/topics during your peer-review discussions to enhance the quality of the review process.

- Summarize the concerns detailed in the ICRC decision. You can describe them as if you are a neutral third party reviewing a case study - you do not need to disclose the ICRC decision or that these concerns arose as a result of a College investigation.
- Discuss how these concerns could have been mitigated and/or how they will be addressed if they arise in the future
- Review the anonymized patient record and radiographs together
- Discuss any other relevant concerns or questions that arise
- Discuss resources that might be relevant to improve your practice
- Discuss appropriate source documents that could be reviewed ([Standards](#), [Guidelines](#), [Practice Advisories](#))

Frequently Asked Questions:

➤ **How will the subject dentist know if their chosen reviewer meets the criteria?**

The subject dentist will use the [Find a Dentist](#) tool on the College's website to review the Public Register and ensure that their reviewer meets the criteria. The subject dentist will ensure that their proposed peer reviewer is an active registrant of the College, and does not have any:

- Terms, Conditions, or Limitations on their license
- ICRC outcomes: Caution and/or Specified Continuing Education or Remediation Program (SCERP) that relate to the concerns raised in your case
- Suspensions: Registration, Interim Order and/or Discipline Committee
- Referrals to the Discipline Committee or the Fitness to Practise Committee.
- Discipline Committee findings of professional misconduct or incompetence
- Fitness to Practise Committee findings of incapacity
- Active criminal proceedings or convictions
- A minimum of 5 years of continuous practice in Ontario as a registrant of the RCDSO

➤ **Does the subject dentist need to submit the name of their peer reviewer to the College for approval?**

No. The College does not approve the peer reviewer. The subject dentist must satisfy themselves that the peer reviewer meets the Peer Reviewer Criteria.

➤ **How does the subject dentist approach a colleague to be a peer reviewer?**

The subject dentist may choose to explain the College investigation and/or the Committee's concerns. But this is not necessary. It is within the discretion of the subject dentist to speak about the matter in general terms, without revealing the College's investigation or the Committee's decision.

➤ **Does the peer reviewer have to be in person?**

No. The peer review can be completed in person, on the telephone, or virtually.

➤ **How long should the peer review conversation and peer review take?**

There is no required time limit. The peer review should be fulsome enough for the subject dentist to complete their self-review, including the two questions about the peer review process.

➤ **Does the subject dentist have to take notes in the peer review?**

Notes are not required. However, it could be helpful for the subject dentist to take notes during the peer review in order to complete their self-reflection paper.

➤ **Does the subject dentist have to pay the peer reviewer?**

No. A peer review is meant to be a conversation and opportunity for knowledge sharing and education between colleagues.

➤ **How can the subject dentist engage in a thoughtful and meaningful peer review?**

The subject dentist should:

- Summarize the concerns detailed in the ICRC decision to the peer reviewer. The subject dentist can describe them as if they are a neutral third party reviewing a case study - they do not need to disclose the ICRC decision or that these concerns arose as a result of a College investigation.
- Discuss how these concerns could have been mitigated and/or how they will be addressed if they arise in the future. If necessary or helpful, the subject dentist can review the anonymized patient record with the peer-reviewer as part of this discussion.
- Discuss any other relevant concerns or questions that arise
- Discuss resources that might be relevant to address the concerns.
- Discuss appropriate source documents that could be reviewed ([Standards, Guidelines, Practice Advisories](#))

➤ **Does the subject dentist need to anonymize the patient record?**

Yes. If your peer review requires a review of the patient record(s), the subject dentist must ensure that there is no personal health information or other personal or confidential information.

➤ **Can I submit the self-reflection and peer review form before receiving the decision?**

No. it is mandatory to review the decision before submitting the self-reflection and peer review form to the College.

➤ **Where can I find the self-reflection and peer review form?**

The self-reflection and peer review form and materials can be found on the College's website:

<https://www.rcdso.org/Complaints-and-Investigations/complaints-and-investigation-process/self-reflection-and-peer-review>