Peer Learning Workflow

1. Scope

This procedure applies to **all** Capitol Health radiologists including contractors and agency staff. It is applicable at all clinics and entities.

The document only considers Peer Learning. It does not address other forms of peer review such as treatment outcomes following an interventional radiology procedure.

2. Summary

ASSIGN A LEARNING

- Within InteleViewer, scroll to the bottom of the relevant report which you wish to leave a learning comment on
- Click Peer Review New
- Select the overall feedback category that you want to (4 to choose from)
- Provide Comments if required or desirable
- Record any actions taken with regard possible addendum to original report required
- Click Send to submit record
    - o An e-Mail will be sent to the original reporting Radiologist notifying them of the learning

RESPOND TO A LEARNING

If you have had a case identified as a learning opportunity, you should receive an e-Mail with a Hyperlink to the study
- Click on the study hyperlink (you must be logged into the VPN or be working with the network)
- Review the comments
- Consider / complete an addendum is necessary to the original report
- If an Addendum was recommended but you are not going to provide one, let the administrator know
    - o e-Mail peerlearning@capitolhealth.com.au or use InteleViewer messaging function to contact Amanda Hough and advise on decision
- If you disagree with the learning notified, let the administrator know
    - o e-Mail peerlearning@capitolhealth.com.au or use InteleViewer messaging function to contact Amanda Hough and advise on disagreement
- Consider highlighting to the CMO if the learning could be of specific interest to your peers

Please refer to the **Radiologist Peer Learning** document for policy information.

3. Ad-Hoc Peer Learning Detailed Information

Ad-hoc Peer Learning can be conducted when, during normal reporting, a radiologist notices on prior imaging a discrepancy or good call which is worth of review and call out both to the original reporting radiologist and potentially to the wider business. Special consideration for assignment should be given to cases where there is a useful learning to be potentially shared with peers from the prior and current case study review.

This workflow is distinct from assigned Peer Review where randomised studies are selected for review.

- A certificate will be provided at the end of the calendar year advising the number of Peer Learning cases conducted.
- Consideration of time-zone differences should be noted if relevant with performing Ad-Hoc Peer Learning. Addendums must be completed within a suitable time for referrer notification and/or patient management if the discrepancy requires an urgent addendum
- Peer learning does not just need to stem from discrepancies, good calls made on difficult and interesting cases which trigger a learning opportunity is encouraged

Peer Learning is conducted from within the InteleViewer PACS. The reviewing radiologist identifies a case of interest for potential peer learning. This will be from identifying a discrepancy within a prior report, or from appreciating excellence in prior imaging worthy of promoting to other peers – a good call

- At the bottom of the original reporting radiologists report an option to perform a New peer review is provided

The Peer Review form appears. Select the opinion that best represents your evaluation of the prior report.

Good call and Learning Opportunity require constructive feedback within the subsequent Comments section with the Comments (Required) field displayed in orange

Once a comment has been provided if required, the **Send** button will become active. Select Send after consideration of whether or not an addendum is required for the original reporting radiologist's work

- Selection of **'Concur with original reading'** confers agreement with the original reporting radiologists' findings but indicates no learnings identified and no further actions are required – i.e. a standard peer review has been performed without learnings

Action Taken - Where required, select to indicate to the Peer Learning administration team any follow-up addendum activity that you have conducted or need them to support

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Addendum recommended – Original reporting radiologist contacted

- Next to this action, document when you spoke to the reporting radiologist and note any advice given including if you were notified by the original reporting radiologist that they were NOT going to be completing an addendum

- If the case requires more urgent attention and you were unable to contact the original reporting radiologists, please then select;

Addendum recommended – Quality Team please arrange

- Alternatively, if you were happy to create an addendum to the original reporting radiologists report please select;

Addendum required – I have provided

- Document any information such as contact with the referrer if that was performed

When all mandatory fields have been completed and a record of action taken has been provided please select Send to submit the Peer Learning case

A message **"A peer review has been done"** is displayed to demonstrate that the Peer Learning was successfully sent.

Should you close the Patient Record Tab prior to completion of the Peer Learning, an automatic message appears indicting that there is an unsent Peer Review.

- Select Cancel to complete the Peer Learning
- Select Save to store the case to come back to later
    o To find the Peer Learning case later, select the Report button in the Toolbar.
- Select Discard to discard this Peer Learning case
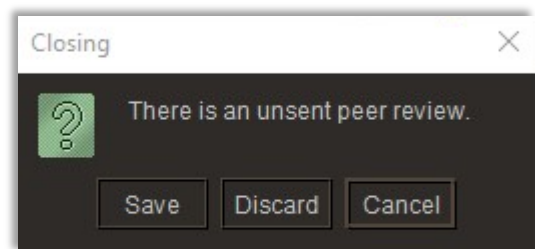
4. Email Notifications

- If you receive an email regarding a "good call" this case will have been sent to the Quality Team for consideration for wider peer learning communication and to capture a CPD event

- If you receive an email regarding an incidental or clinically relevant peer learning finding, we encourage you to review the hyperlinked imaging and report and provide an addendum if required

- If you believe an addendum is not required after review of the case but one was recommended, please contact Amanda Hough via messenger service or PeerLearning@CapitolHealth.com.au to advise the administration team on your decision and prevent them following up with you

- The Quality Team may contact you should a Learning opportunity – clinically relevant opinion is selected and no apparent review has occurred

5. Documentation interactions

- [Capitol Health] Radiologist Peer Learning

6. Further Information

This document has been produced by the Capitol Health Quality and Compliance service. For more information, please contact peerlearning@capitolhealth.com.au

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