## Peer review checklist – Re-accreditation

As part of the reaccreditation process for District Health Boards with service accreditation, the District Health Board needs to have a peer review undertaken by another District Health Board that holds service accreditation. The following checklist should be completed by the peer reviewer and a copy provided to the District Health Board seeking reaccreditation. The peer review should be completed prior to the submission of a reaccreditation application to Enable New Zealand.

Name of DHB seeking reaccreditation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person & contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of DHB conducting this peer review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of DHB peer reviewer & contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Areas for review** | **Determination** | **Comments** |
| --- | --- | --- |
| There is a senior staff member responsible for implementing and evaluating the programme |  |  |
| There is a service accreditation training programme for staff participating in the programme |  |  |
| The content of the service accreditation training programme includes components consistent with the service accreditation toolkit (knowledge, skills, processes, therapy assistant specific information) |  |  |
| Training includes a requirement for staff to complete the EMS Core Module |  |  |
| The service accreditation training programme is delivered at least twice per year |  |  |
| There is a method to evaluate the competence of staff at the completion of the training programme |  |  |
| There is a method to verify on-going competence of staff participating in the service accreditation |  |  |
| A list is maintained of staff who have successfully completed the training programme and can make applications under service accreditation |  |  |
| The DHB’s service accreditation equipment list includes only items from the National Service Accreditation List |  |  |
| There is a senior staff member available to staff to act as a resource where staff may require assistance or review of an application |  |  |
| There is a process to screen referrals to determine the most appropriate staff member to undertake the assessment |  |  |
| There is a process to ensure therapy assistants are working within their capabilities |  |  |
| There is a process to manage the security of the service accreditation number |  |  |
| There is a process for the EMS Provider to contact the DHB where there is a query about an application made under service accreditation |  |  |
| A person is delegated to take queries from an EMS Provider needing more information about an application |  |  |
| The person taking queries is able to retrieve relevant information or refer to the staff member responsible for the application |  |  |
| The DHB monitors the effectiveness of service accreditation (state how this is achieved in the comments section) |  |  |
| The monitoring of competence, applications and training occurs on a regular basis (e.g. quarterly or six monthly) |  |  |
| The DHB has been able to identify opportunities for improvement and has acted on these opportunities to make changes (state changes made in the comments section – e.g. additional training to district nurses; change in the training programme etc) |  |  |
| There are policies and procedures that support the service accreditation programme and include guidance for training, staff appraisal, supervision, referral management and quality assurance |  |  |

**Other comments by the peer reviewing DHB:**

**Comments by the DHB seeking reaccreditation:**

Use this section to comment on any actions that may be taken as a result of the peer review