

PEER REVIEW TEAM EVALUATION

The purpose of this questionnaire is to elicit views on the peer review team's work. Questionnaire results will be used to assess the review team's performance.

Unless otherwise specified, please use the space at the end of the questionnaire to explain any NO answers and to include any comments you may wish to make.

		Yes	No	N/A
1.	Was an entrance conference held?			
2.	Were the following suggested topics covered:			
	a. Scope and objectives of the review?			
	b. Access to records?			
	c. Statements, schedules, and other data or assistance to be provided?			
	d. Logistical support?			
	e. Designation of staff to serve as a liaison with the review team?			
	f. Estimated start date?			
	g. Estimated completion date?			
	h. Clarification of conflicting criteria before the start of the review?			
	i. Procedures to resolve disagreements with the review team?			
	j. How results would be communicated?			
	k. When results would be communicated?			
	l. To whom results would be communicated?			
3.	Were the terms and conditions of the peer review summarized in an engagement letter?			
4.	Did the review team discuss interim findings with you as the review progressed?			
5.	Were the stated objectives of the review achieved? If not, please list the deficiencies noted:			

		Yes	No	N/A
6.	Do you believe the review team had adequate training and experience?			
7.	Were the members of the review team sufficiently independent to provide an objective review?"			
8.	Was an exit conference held:			
	a. To discuss review findings, conclusions, and recommendations?"			
	b. To give you an opportunity to provide additional information or data concerning matters brought out in the exit conference?"			
	c. To provide you a chance to express your thoughts about any other concerns you may have regarding the review?"			
9.	If there were disagreements between you and the review team, were they resolved by using the mechanism created for resolving such disagreements?"			
10.	Would you like to have the same review team return?"			
11.	Was the report clearly written, distinctive, and complete?"			
12.	Did the report address review objectives as you understood them? "			
13.	Were the recommendations practical?"			
14.	Was the report's emphasis placed on improvement rather than criticism of the past?"			
15.	Were your views included in the report? "			
16.	If 15 is yes, were the views accurately presented? If no, please explain.			

17.		How long after the completion of the peer review did you receive a written report?	
	a.	Less than 3 months.	
	b.	From 3 months to less than 6 months.	
	c.	From 6 months to less than 1 year.	
	d.	Over 1 year.	

Comments: