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- 8.9.3. No business shall be considered at a meeting of the Patient Peer Review Committees until the minutes of the previous meeting have been confirmed or otherwise disposed of. No discussion of the minutes shall be permitted except as to their accuracy
- 8.9.4. Minutes of a meeting shall be confirmed by resolution and signed by the chairperson at the next meeting and minutes so confirmed and signed shall be taken as evidence of proceedings thereat.

## **9. Appointments**

### **9.1. Appointment of chair/co-chair**

The Chairperson of the Peer Review Committees will be elected by the members of that Committee. The term of the appointment will be for two years

### **9.2. Appointment of committee secretary**

The Secretariat will be nominated by the FCEO

## **10. Confidentiality**

Appointees and Re-appointees to the Peer Review Committees will be required to acknowledge in writing confidentiality obligations in accordance with By-Law 3, including By-Law 3.3, of the SVHA By-Laws.

## **11. Training of members**

The FCEO or delegate will be responsible for training Peer Review Committee members to their responsibilities.

## **12. Assessment of committee performance**

Committee performance will be assessed regularly through review of meeting minutes by the Patient Care Review Committee / Clinical Review Committee (or however named) and annually through formal review jointly by the FCEO and Medical Advisory Committee.

## **13. Reporting arrangements**

The Peer Review Committees will report and make recommendations to the Patient Care Review Committee / Clinical Review Committee.

## **14. Review of Terms of Reference**

The Terms of Reference will be reviewed annually by the Committee at the first meeting of the calendar year and evaluation included in the meeting minutes