

Peer Advisory Conversation

PREPARING FOR YOUR PEER ADVISORY CONVERSATION



Steps in the Peer Advisory Conversation Process	Participant Checklist
1. Submit your Pre-Conversation Questionnaire to the College.	<input type="checkbox"/>
2. You will be matched with a Peer Advisor and you will receive an information package from the College within one week.	Completed by College Staff
3. The Peer Advisor assigned to you will contact you the following week to introduce themselves and outline next steps.	Completed by Peer Advisor
4. Select four (4) cases ¹ that will be reviewed by the Peer Advisor and complete a Case Cover Sheet for each case: https://cvo.org/PAC-CaseCoverSheet . Submit copies of medical records for each case to the College within three weeks of receiving your information package.	<input type="checkbox"/>
5. Complete the Professional Quality of Life Scale (ProQOL). The Peer Advisor will discuss this tool with you during the conversation. The ProQOL is available at: https://cvo.org/PAC-ProQOL	<input type="checkbox"/>
6. Your Peer Advisor will contact you and together you will schedule an agreed upon date for your Peer Advisory Conversation. The Conversation should take place within eight weeks of the date you submitted your Pre-Conversation Questionnaire.	<input type="checkbox"/>
7. Ensure you have a private space reserved where you and the Peer Advisor can meet or where you can utilize Lifesize audio and video conferencing without interruption.	<input type="checkbox"/>
8. Review and update your CPD Activity Log. The Peer Advisor will discuss your CPD activities with you during the conversation. The CPD Activity Log is available in the Professional Practice Portal at www.cvo.org/Portal	<input type="checkbox"/>
9. Review the questions you will be asked during the Peer Advisory Conversation and any Professional Practice Standards or resources you think would be helpful. The conversation tools are available at www.cvo.org/PAC .	<input type="checkbox"/>
10. Complete the Peer Advisory Conversation on the date you have scheduled with your Peer Advisor. The conversation will be approximately 2 hours.	<input type="checkbox"/>
11. Complete the Post-Conversation Questionnaire you will receive following your conversation.	<input type="checkbox"/>
12. You will receive your Peer Advisory Conversation Report and a Post-Report Questionnaire within four weeks of completing the conversation.	Completed by College Staff
13. Complete your Post-Report Questionnaire to share your feedback with the College.	<input type="checkbox"/>

¹ Review the Guidelines on Selection of Cases and Submission of Medical Records prior to selecting your records. The Guidelines are available at <https://cvo.org/PAC-SubmitRecords>.