



# Prince Sultan Military Medical City

## Controlled Document, Not to be Reproduced



**Medical City Wide  
Policy & Procedure**

**Dept.: Hospital Directorate**

**Policy No: 1-1-8062-02-025  
Version No: 02**

**Title: Peer Review Committee Policy & Procedures**

**JCI Code: GLD**

**Supersedes: Peer Review Committee  
Policy & Procedures 1-1-8062-02-  
025 Version No: 01; 16 June 2020**

**Issue Date:**

**Effective Date:**

28 AUG 2023

**Revision Date:**

27 AUG 2026



**Page 1 of 4**

## 1. INTRODUCTION

- 1.1 The Peer Review is defined as the evaluation of the clinical activities of the medical staff by other qualified practitioners with comparable training and experience, who can render an unbiased opinion on the quality of care.
- 1.2 At Prince Sultan Military Medical City, the policy for Peer Review Committee and its framework is defined at hospital wide level. Whereas the onus of its function lies on the departmental leadership.

## 2. PURPOSE

- 2.1 The purpose of Peer Review Committee is to promote continuous improvement in the quality of the care and service provided by the medical staff at Prince Sultan Military Medical City. The Peer Review Committee can be initiated to review:
  - 2.1.1 Performance evaluation of medical staff.
  - 2.1.2 Appropriateness of admission.
  - 2.1.3 Appropriateness and effectiveness of care
  - 2.1.4 Length of stay.
  - 2.1.5 Appropriate utilization of resources.
  - 2.1.6 Training and educational needs of the staff.
  - 2.1.7 Key performance indicators for performance of medical staff.
- 2.2 Peer Review Committee can also investigate not limited to, any of the following:
  - 2.2.1 Patient MR.
  - 2.2.2 Incident report/s.
  - 2.2.3 Patient Complaint/s.
  - 2.2.4 Sentinel Event.
  - 2.2.5 Case of Mortality or Morbidity
  - 2.2.6 Any medical concern raised by the senior medical leadership

	<div>Prince Sultan Military Medical City</div> <div><u>Controlled Document, Not to be Reproduced</u></div>			 <div>وزارة الدفاع</div> <div>MINISTRY OF DEFENSE</div>
Medical City Wide Policy & Procedure	Dept.: Hospital Directorate		Policy No: 1-1-8062-02-025 Version No: 02	
Title: Peer Review Committee Policy & Procedures			JCI Code: GLD	
Supersedes: <i>Peer Review Committee Policy &amp; Procedures 1-1-8062-02- 025 Version No: 01; 16 June 2020</i>	Issue Date:	Effective Date: 28 AUG 2023	Revision Date: 27 AUG 2026	Page 2 of 4

2.3 Hence the Peer Review Committee, will also can identify any concern related to the quality of care or gaps, and make appropriate recommendations and corrective action plans.

### 3. **APPLICABILITY**

All PSMMC Medical Departments.

### 4. **RESPONSIBILITIES**

Medical Departments Directors.

### 5. **POLICY**

5.1 The department head has an ongoing method of peer review (Peer Review Committee) to evaluate care provided as well as the performance of the medical staff.

5.1.1 The department director regularly assesses important functions that include appropriateness of admissions, appropriateness and effectiveness of care, training, and educational needs, length of stay, and appropriate utilization of resources.

5.1.2 The department head defines criteria or indicators for selecting cases that must be referred for peer review.

5.1.3 The activities of the peer review process are utilized as part of the physician's Performance evaluation.

5.1.4 The department head shares the findings of the peer review with the medical director and works closely to improve and correct any deficiencies

### 6. **PROCEDURES**

6.1 A committee will be formed of all the peers chaired by the departmental director.

6.2 The departmental meeting will be initiated, periodically (***at least Quarterly***) or case based by the Departmental director, considering any of the reasons mentioned in Item no;2.





# Prince Sultan Military Medical City

**Controlled Document, Not to be Reproduced**



وزارة الدفاع  
MINISTRY OF DEFENSE

Medical City Wide Policy & Procedure	Dept.: Hospital Directorate	Policy No: 1-1-8062-02-025 Version No: 02
Title: Peer Review Committee Policy & Procedures	JCI Code: GLD	
Supersedes: <i>Peer Review Committee Policy &amp; Procedures 1-1-8062-02- 025 Version No: 01; 16 June 2020</i>	Issue Date:	Effective Date: 28 AUG 2023
	Revision Date: 27 AUG 2026	Page 3 of 4

- 6.3 Minutes of the meeting will be recorded by the departmental secretary and signed by the departmental director.
- 6.4 A minimum of 50% of the quorum is required for the meeting to proceed and be recorded.
- 6.5 The decision in preference will be made unanimously or in case dispute with majority vote.
- 6.6 The Peer Review Committee, upon receiving any complaint, will decide about the nature of complaint, either general or person specific of event.
- 6.7 In case of person specific, the Peer Review person can ask for personal appearance and a written explanation.
- 6.8 After discussion, the Peer Review Committee shall prepare its recommendations and /or action plan to be shared with the Medical Director. Which may include revision of clinical privileges etc.

## 7. **REFERENCES**

- 7.1 <sup>3</sup> CBAHI, Manual of Hospital Accreditation, 3<sup>rd</sup> Edition<sup>3</sup> MS 8.2



# Prince Sultan Military Medical City

## Controlled Document, Not to be Reproduced



وزارة الدفاع  
MINISTRY OF DEFENSE

Medical City Wide Policy & Procedure	Dept.: Hospital Directorate	Policy No: 1-1-8062-02-025 Version No: 02
Title: Peer Review Committee Policy & Procedures	JCI Code: GLD	
Supersedes: <i>Peer Review Committee Policy &amp; Procedures 1-1-8062-02- 025 Version No: 01; 16 June 2020</i>	Issue Date:	Effective Date: 28 AUG 2023
	Revision Date: 27 AUG 2026	Page 4 of 4

### 8. CONTRIBUTING DEPARTMENT

Medical Administration

Compiled by: Dr. Nawaf Al Khayyat Medical Staff (MS) Team Leader	Signature: 	Date: 16/8/2023
Reviewed by: Brig. Gen. Dr. Abdulelah Mohammed Hummadi Director, Continuous Quality Improvement & Patient Safety (CQI&PS)	Signature: 	Date: 21/8/2023
Authorized by: Brig. Gen. Dr. Abdulrahman Al Robayyan Director of Medical Administration	Signature: 	Date: 23/8/2023
Authorized by: Brig. Gen. Dr. Rashed Bin Ayed Al Otaibi Executive Director for Health Affairs	Signature: 	Date: 27/8/2023
Approved by: Maj. Gen. Khalid Abdullah Al Hudaithi General Executive Director of Prince Sultan Military Medical City	Signature:  	Date: 28/8/2023