



**FAMILY PLANNING PROGRAM  
POLICY AND PROCEDURE MANUAL**

**SECTION:** Quality Assurance  
**SUBJECT:** Midlevel Clinician/Physician Peer Review

**POLICY:** Each delegate agency with midlevel clinicians must do a peer review of their clinician (s).

**PROCEDURE:**

1. Each delegate agency with a midlevel clinician/physician must have on file a peer review of their clinician (s). The on-site peer review will be completed at the triennial site review.
2. Midlevel clinicians/physicians hired into a Family Planning Program should complete the on-site peer review process within six months of their hire date. (The decision not to complete the peer review process may be based on prior experience in a North Dakota Title X Family Planning Program.)
3. The on-site peer review process can also be completed at any time at the discretion of the delegate director (i.e., concerns about a provider’s performance or knowledge).
4. An annual peer chart review/audit will be completed annually. The reviewer will be assigned by the state office.
5. Corrective Plan of Action: A plan must be done for any criterion that receives a U – Unsatisfactory. A mutually agreed upon second reviewer may be consulted before the action plan is implemented. The corrective plan of action must occur within six months of the date of the form. It is only necessary to focus on those areas that received an unsatisfactory rating.
6. Employees who are flex time (prn) must have over site on a consistent basis by another practitioner assuring competency is maintained. This oversight must be documented on an annual basis.
7. Midlevel clinicians/physicians in agencies having triennial site reviews will have reviews done by the state clinician consultant, state office staff or a designated clinician.

**Reference:**

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 30, Section 10.4, Quality Assurance and Audit.
2. Scope and Standards of Advanced Practice Registered Nursing American Nurses Association - 1996.