

Case/Peer Review Guidance for Educational Supervisors

Thank you for agreeing to facilitate a peer review session for Health Education England North West, Dental Foundation Training.

The aim of the session is to allow FDs to become familiar with peer review and to carry out supported case review based on a certain topic. Your aim is to encourage discussion and provide advice and support. There is no expectation for you to have specialist knowledge of the topic.

During this session you will be facilitating by using the material and prompts provided by HEE. If you have not received these documents, please contact gemma.brookes-ryan@hee.nhs.uk

We aim to have an ES with a group of approx. 6-8 FDs however in some situations the number may differ.

Before the session starts:

- Using a **laptop or PC with a webcam** join the session 15 minutes before to check you can access the link on Microsoft Teams.
- Ensure you **do not use** Microsoft Teams on your **mobile phone**.
- Print the **prompt sheets** before the session starts.
- Download the file that you will need to share on Microsoft Teams (likely a PowerPoint).

During the session:

- Ensure your camera is on and introduce yourself to the FDs
- Ask the FDs to **turn their cameras on**.
- We advise you to have a printed copy of the prompts and material/scenarios in case of any technical difficulty.
- Open the file on your device and **share your screen** (instructions are below).
- When sharing your screen we advise no personal documents are shown on your desktop.

- Allow the FDs to read the scenario and answer the questions provided.
- The aim is for the group to discuss between themselves.
- If there is lack of engagement, direct questions by naming FDs, including as many FDs as possible. Their names show on the TEAMS list.
- The prompts are a guide and not prescriptive.

Please ensure your phone is close to you during the session should there be a technical issue to ring the number supplied as a contact.

[Please see guidance below on sharing your screen](#)

In Microsoft Teams, you can show your desktop, or a presentation in a meeting.

1. Select **Share content**  and choose if you want to share your computer audio.
2. Select what you want to share:
 - **Screen** lets you show everything on your screen.
 - **PowerPoint Live** lets you share a PowerPoint presentation.
3. After you select what you want to show, a red border surrounds what you're sharing. Meeting participants won't see any notifications that might come in.
4. Select **Stop sharing** to stop showing your screen.

[Microsoft Support Video on how to share your screen](#)

On behalf of Health Education North West, I would like to thank you for your cooperation and valuable contribution towards making these courses a valuable learning tool for our Foundation Dentists.