Premises Assurance Model (PAM) - Peer review process

WSFT \\Charlie\Documents\Facilities documents\PAM\Peer Review 2016

Pre review

- Contact Trust requiring peer review and identify PAM point of contact
- Arrange meeting to discuss scope of peer review
- Agree SAQs to be reviewed Agree scope of review Confirm version of PAM used (Note 1 and Form A)
- Collect baseline data and completed SAQs (Note 2)

Review preparation

- Reviewer to assess baseline info (against relevant version of PAM) and identify gaps for further exploration at review (Note 3 and Form B)
- Preparation of prompt sheets in readiness for review. Identify gaps and good practice (Note 4)

Assessment

- Trust to provide overview of PAM assessment process to reviewer
- Meetings with SAQ leads and/or subject matter experts to go through SAQ and evidence (Note 4) and reviewer initial findings from Form B
- Reviewer to update Form B with discussion/findings from SAQ leads and/or subject matter experts
- Reviewer prepares report (Note 5 and Form B) and forwards to Trust POC
- Reviewer to make changes as appropriate and issue final report

Evaluation of peer review process

- Peer review team to reflect on process and identify what went well and what did not (Note 8 and Form C)
- Feedback from assessed Trust
- Change peer review process if required
- Share with DoH working group and HefmA/IHEEM regional groups

Reviewed trust

- Reviewed trust to feed back comments (Note 6 and Form B)
- Reviewed trust to develop action plan (Note 8 and Form B)

Pre-review sheet (Form A)

Note 1. Confirm the Domains and SAQs to be covered by the peer review.
All governance SAQ's are mandatory, Form A indicates the minimum number of SAQ's to be assessed from each domain.
Agree date of the review.

Note 2. Peer review Information required includes:
Completed SAQ questions
Supporting evidence
Date of PAM assessment
Staff involved with assessment
Action plan
Board report

Peer review assessment form (Form B)

Note 3. Analyse the data in a logical format by working through each SAQ by sub questions in turn.
Identify overlaps where they are present.

Note 4. The peer review process is not to catch people out or criticise their method of assessment.
Engage with SAQ leads and make use of their subject knowledge.

Reviewer feedback report (Form B, columns B, C & D)

Note 5. Ensure that report is factual and does not offer opinion/bias The purpose of the peer review is to establish if the PAM assessment provides adequate assurance to the organisation.
The review does not provide recommendations or identify actions required.
Do not include any assumptions.

Reviewed trust comments log (Form B, columns E & F and action plan columns H -K)

Note 6. Feedback in a format that is clear and easy to understand that clearly references the Domain and SAQ in question if relevant.

Note 7. Reviewed trust to use columns H – K to develop the local action plan where improvement is needed.

Peer review process evaluation form (Form C)

Note 8. Consider if the peer review process needs to be amended.
Have we taken everything into account, could we do the review differently or better?
Do forms A - E work, are they easy to understand