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| <b>Division:</b>   | <b>Fellowship Engagement</b>                      | <b>Ref. No.</b> | <b>TOR-3017</b> |
| <b>Department:</b> | <b>Professional Standards</b>                     |                 |                 |
| <b>Title:</b>      | <b>Locum Evaluation and Peer Review Committee</b> |                 |                 |

### 1. PURPOSE AND SCOPE

This policy outlines the terms of reference for the Locum Evaluation and Peer Review Committee.

### 2. KEYWORDS

Locum, logbook, peer review, continuing professional development

### 3. BODY OF POLICY

#### 3.1. Background

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Committee members shall be appointed for a three-year term with the option for an additional two terms of three years.

**3.6. Meetings**

The committee will hold a meeting each year to coincide with annual CPD compliance.

If additional meetings are required during the year the dates will be set in consultation with the Professional Standards Department for alignment with reporting requirements.

**3.7. Accountability**

The Committee is accountable to the Professional Development and Standards Board for fulfilment of the duties and responsibilities outlined in these terms of reference and for other matters as delegated.

**3.8. Reporting**

The proceedings of the Committee shall be recorded in minutes and a report shall be submitted to the Professional Standards Committee usually in June and October.

**4. ASSOCIATED DOCUMENTS**

CPD Program Aims and Requirement Policy

Procedure Locum Evaluation and Peer Review