

Convenor checklist –For conducting peer learning rounds in radiology

For the full description of convenor role and responsibilities see: [Guide to Peer Learning Rounds in Radiology](#)

Before rounds	- Schedule the date and time. Rounds should be held at least quarterly. - Invite participants. Include the date, time, and location—or link for virtual meetings. - Collect and select cases for review - Inform those who submitted cases of the planned discussion.
During rounds	- Moderate the rounds. Maintain just culture and manage A/V media sharing. - Record attendance, # of cases discussed, and arising quality improvement themes. You will report this information in the two-part attendance form. - Distribute the participant survey via QR code or URL link. Find HA-specific surveys here. - Remind participants to apply for Royal College CPD credits from the MOC program. Find a list of eligible CPD credits for participants and convenors here.
After rounds	- Submit the completed two-part attendance form. Find HA-specific forms here. <i>Optional:</i> Record minutes for the rounds.
Ongoing	- Manage the peer learning rounds group contact list. - Field internal or external queries about the group. Questions about the global program can be referred to Dr. Gerald Legiehn. - Facilitate transfer of knowledge and records to your successive convenor.

Note for convenors:

- Records or documents created by, or produced for, the group are restricted for use only as directed by the group. They must be headed “Privileged and Confidential: For Quality Improvement Purposes.”
- All documents pertaining to this group must be stored with appropriate security.