

**GP SUBMISSION GUIDE
PEER REVIEW VIDEO CONSULTATION
MICROSOFT TEAMS**

Please email GP peer review admin to advise them you will be submitting videos for peer review and attach your application form:
nes.gp-peer-review@nhs.scot

GP peer review admin will arrange for an email link for payment of £175.

GP peer review admin will set you up on a Private Microsoft Teams channel where you can upload all relevant recordings and paperwork.

Please note only GP peer review admin and the submitter of that consultation will have access to this private sub-channel.

To load/share all relevant documents go to the **Files** section on the channel at the top of the page. Upload files by clicking **Upload**. *The files will be large and may take some time!*

Once you have uploaded all files, please send GP peer review admin a message on your channel, letting them know all files have been uploaded.

GP peer review admin will pass your files onto the reviewer for peer review to take place.

Please note we usually give 4-6 weeks for reviewer to complete.

Once the consultation review and all paperwork are complete, GP peer review admin will email you with a letter, feedback and certificate.

Once you have received feedback you will have access to your private channel for 14 days. After 14 days GP Peer review admin will delete the private channel and you will no longer be able to access any files.

If you have any questions, please contact GP peer review admin on:
nes.gp-peer-review@nhs.scot