

OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

POLICY & PROCEDURES

ACC-01: APPOINTMENT TO THE POOL OF PEER REVIEW TEAM MEMBERS¹

PREAMBLE

The OTA & PTA EAP maintains a list of qualified Peer Review Team (PRT) members who can be appointed when needed to a Peer Review Team. The role of the PRT is to conduct the off-site Peer Review and on-site Peer Review Visit and prepare and submit a report of the findings related to the program's adherence to the accreditation standards. Each PRT for OTA/PTA education programs consists of four members:

- one occupational therapist representing the Canadian Association of Occupational Therapists (CAOT),
- one occupational therapist OTA/PTA educator,
- one physiotherapist representing Physiotherapy Education Accreditation Canada (PEAC), and
- one physiotherapist OTA/PTA educator.

This PRT is responsible for both the off-site and on-site program review. The PRT for single discipline programs (eg. PTA) will be composed of two members of the program's discipline.

1.0 POLICY

- 1.1 Individuals are appointed to the pool of PRT members by the OTA & PTA EAP Program Manager in consultation with PEAC and CAOT, and are accountable to the PEAC and CAOT Boards.
- 1.2 All PRT members must abide by the OTA & PTA EAP policies of Confidentiality (ACC-05) and Conflict of Interest (ACC-02).
- 1.3 Potential PRT members must submit all required documentation before they can be included in the pool of PRT members.
- 1.4 The OTA & PTA EAP will pay the costs of the potential PRT member to participate in off-site and on-site reviews in accordance with OTA & PTA EAP policies and procedures.
- 1.5 PRT members must participate in self-evaluation and the ongoing OTA & PTA EAP quality management program, to maintain their appointment as a PRT member.
- 1.6 If a PRT member receives evaluations of poor performance and does not comply with the actions recommended by the OTA & PTA EAP, he or she will be removed from the list of potential PRT members.

¹ Adapted from Physiotherapy Education Accreditation Canada, May 2011

2.0 PROCEDURES

- 2.1 Individuals may be recommended or they may recommend themselves to be considered as a PRT member by completing and submitting FORM-03 PRT Application Form, curriculum vitae, and statement of interest to the OTA & PTA EAP Program Manager.
- 2.2 When the candidate has submitted all the required documentation, his or her name will be added to the list of potential PRT members. An invitation and PIN number to complete an online orientation and training program for PRT members will be provided to the candidate, as well as a link to the OTA & PTA EAP Peer Review Team Handbook.
- 2.3 When the candidate has successfully completed the orientation and training session, he or she will be added to the pool of PRT members and will be invited to participate as a Peer Review Team member on an upcoming accreditation review.

Policy Number: ACC-01	
Date of last revision	Associated documents
Nov 2012 Nov 2013	Program Accreditation Handbook
	PRT Handbook
	FORM-03 PRT Application Form
	TOR-01 Peer Review Teams
	GUIDE-05 Eligibility to become a PRT Member