

## OCCUPATIONAL THERAPIST ASSISTANT AND PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

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### ACC-16 DECISION TO PROCEED FOLLOWING OFFSITE REVIEW

#### PREAMBLE

Following the program's submission of the Self Study Report and approximately three months prior to the scheduled Onsite Review, the Peer Review Team completes a thorough review of the documentation provided and meets to conduct the Offsite Review.

The purpose of the Offsite Review is to review evidence provided in the Self Study Report for compliance with all standards, to determine whether the program is ready to move forward with the Onsite Review, and to highlight any issues, gaps, or concerns that the PRT and the program must address before or during the onsite review. If, at the conclusion of the Offsite Review, the PRT deems that the education program is likely to meet at least 80% of the criteria in Standard 6 in each discipline, to be verified at the onsite review, the PRT will recommend that the program proceed to the onsite review.

#### 1.0 POLICY

- 1.1 Throughout the accreditation review, Standard 6 OTA criteria are reviewed by the occupational therapist PRT members and Standard 6 PTA criteria are reviewed by the physiotherapist PRT members.
- 1.2 Compliance with 80% of the criteria in Standard 6 OTA and Standard 6 PTA based on submitted evidence (with anticipated verification onsite) is necessary in order to warrant proceeding to the Onsite Review.
- 1.4 Should the Onsite Review be cancelled due to lack of compliance with Standard 6, the program will be given up to one year from the date of notification to the program to provide the required evidence to demonstrate 80% compliance.
- 1.5 The program must resubmit the SSR in its entirety, in the format required, by the date provided by the OTA & PTA EAP. Standard 6 OTA and Standard 6 PTA must be new submissions. Standards 1 through 5 can be resubmitted as they were originally, or with revisions.
- 1.6 While every effort will be made to retain the originally assigned and approved PRT members, there is no guarantee that all members will be able to commit to the revised schedule. Where a PRT member is unable to be retained, a replacement will be recruited and the program will be given the opportunity to review the proposed new member and approve their participation.
- 1.7 The program will be invoiced a deferral fee of \$2500 to cover the administrative costs related to rescheduling.

- 1.8 If, after a period of one year, subsequent to re-submission, there is insufficient evidence to indicate that the program meets at least 80% of the criteria in Standard 6; the accreditation process will be terminated, the program will no longer be a program affiliated with the OTA & PTA EAP, and the program will be required to re-apply for candidacy status.

## 2.0 PROCEDURE

- 2.1 The PRT will conduct the Offsite Review, beginning with Standard 6 OTA and Standard 6 PTA.
- 2.2 Where compliance with all criteria in Standard 6 OTA and Standard 6 PTA is deemed to meet or exceed 80%, pending verification onsite, the PRT will continue with the Offsite Review of Standards 1-5 and will confirm that the Onsite Review will proceed as scheduled. 80% is defined as 20/25 criteria demonstrate compliance in Standard 6 OTA and 19/24 criteria demonstrate compliance in Standard 6 PTA.
- 2.3 Where compliance with all criteria in Standard 6 OTA and Standard 6 PTA is deemed to be less than 80%, the PRT will not continue on to complete the Offsite Review of Standards 1-5 and will confirm that the Onsite Review will be cancelled.
- 2.4 Where compliance with Standard 6 OTA and Standard 6 PTA is deemed to be less than 80%, the PRT will provide specific commentary demonstrating where gaps in the evidence exist and the rationale for the determination of percentage of compliance.
- 2.5 The OTA & PTA EAP Program Manager will notify the program in writing that the onsite visit will be cancelled, and establish timelines for SSR resubmission and re-scheduled onsite visit dates, pending confirmation that the submission meets the required level of compliance.
- 2.6 Within two weeks of notification, the program coordinator and the administrator to whom the program coordinator reports are required to inform the faculty, instructors, staff, students enrolled in the program and students seeking enrollment in the program about the deferral of the accreditation review. The OTA & PTA EAP will request evidence of notification.

The required language to be used to notify students, and potential students, of the deferral is:

*The Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) is responsible for accrediting OTA/PTA education programs. The (Program NAME at Institution NAME), following submission of the Self Study Report, has received notice from the OTA & PTA EAP that the program's upcoming onsite accreditation review has been deferred.*

*Deferral of the onsite review occurs when deficiencies are identified with respect to compliance with some of the accreditation standards and criteria.*

*Program NAME will be working towards resolving the identified deficiencies for re-review within one year, after which a full accreditation review is planned.*

The following sentence to be included for Accredited programs only, remove for candidacy programs:

*In the unlikely event that the Program NAME is awarded non-accreditation status in the future, students in their graduating year who successfully complete the program within the original time frame scheduled for their graduation, will be considered as graduates of an accredited program.*

Include this statement for programs with Candidacy status only:

*Students enrolled in the program who graduate prior to the program being awarded accreditation status will not be considered graduates of an accredited program.*

Conclude with this statement, for all programs:

*Details regarding accreditation decisions can be found on the OTA & PTA EAP website ([otapta.ca](http://otapta.ca)). Any questions can be directed to Program NAME faculty member.*

- 2.7 The OTA & PTA EAP Program Manager will confirm each PRT member's ability to participate in the revised accreditation review schedule. Where a PRT member is unable to be retained, a replacement will be recruited and the program will be given the opportunity to review and approve their participation.
- 2.8 Following receipt of the program's re-submission, the PRT will conduct a second Offsite Review to determine whether there is sufficient evidence of compliance with 80% of the criteria in Standard 6 OTA and Standard 6 PTA in order to proceed with the Onsite Review as scheduled.
- 2.9 The PRT will prepare an Offsite Review Report, and its results will be communicated to the program via the Program Manager.

<b>Policy Number: ACC-16</b>	
<b>Decision to Proceed Following Offsite Review</b>	
Date of last revision	Associated documents
Apr 2017	<a href="#">ACC-03B Accreditation Decisions</a>
	<a href="#">GUIDE-02 The Accreditation Process</a>
	<a href="#">Program Accreditation Handbook</a>