

OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

GUIDE-04 RECRUITMENT OF JOINT ACCREDITATION COMMITTEE MEMBERS

PREAMBLE

The purpose of the Joint Accreditation Committee (JAC) is to implement and evaluate the policies and procedures of the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP). Members of the Joint Accreditation Committee of the OTA & PTA EAP are responsible to:

- attend meetings as required
- adhere to the values and operational principles of the OTA & PTA EAP
- review applications and award candidacy status to education programs demonstrating compliance with candidacy status criteria
- review accreditation reports and make accreditation award recommendations
- review and make recommendations for revisions to accreditation standards
- review and make recommendations for revisions to policies and procedures related to the OTA & PTA EAP
- present accreditation award recommendations, standards revisions, and policy and procedures revisions to the Boards of Directors of PEAC and CAOT for review and approval
- participate in strategic planning for the accreditation program in collaboration with key stakeholders
- conduct strategic planning for the accreditation program and establish a vision for its evolution, in collaboration with key stakeholders
- communicate and collaborate with key stakeholders
- disseminate information related to the work of the JAC to key stakeholders
- develop and implement an evaluation plan for the quality improvement of the accreditation program

The role of the members of the JAC is to inform the accreditation program decision-making process and not to serve as representatives of their stakeholder group. The members provide a perspective to the Joint Accreditation Committee discussions based on their professional role and experience. It is not expected that members report back to their respective organizations nor that their vote represent the position of their respective organizations.

1.0 Composition of the Joint Accreditation Committee

The Joint Accreditation Committee (JAC) membership comprises individuals from the following groups or organizations.

- Canadian Association of Occupational Therapists (CAOT) (2)
- Physiotherapy Education Accreditation Canada (PEAC) (2 – one member representing the physiotherapy regulators)
- Canadian Occupational Therapist Assistant and Physiotherapist Assistant Educators Council (COPEC) (2 – one occupational therapist, one physiotherapist)
- OTA/PTA educator in a privately funded institution (1- an occupational therapist or a physiotherapist)
- Recent (within three years) OTA/PTA graduate (1)
- The public (1)
- Non-voting OTA & PTA EAP Program Manager (1); CAOT staff liaison (1); PEAC staff liaison (1)

One additional member may be appointed to the JAC if required. A member may be removed from the JAC by the Chair (or Chair-alternate/Chair-designate) and the Program Manager in collaboration with the member's nominating organization (if applicable).

The term of office is three (3) years, renewable twice to a maximum of nine (9) years. A member's renewal is at the invitation of the Chair (or the Chair-designate or Chair-Elect if the member in question is the Chair).

2.0 Succession Planning

As the terms of office of the members expire, every effort will be made to ensure renewal of the membership takes into consideration the experience of the remaining members. For example:

- Staggering recruitment of new CAOT, new PEAC, and new COPEC members so that one experienced member from each nominating organization remains on the committee to mentor the new member.
- Limiting new membership each year to a maximum of three members if possible.

3.0 Recruitment of Joint Accreditation Committee Members

Prior to the conclusion of the term of office for each member, at the discretion of the Chair and the Program Manager, the member may be invited to renew for a subsequent term. The Chair may seek input from the remaining JAC members, PEAC and CAOT if necessary when deciding whether to invite a member to renew.

- 3.1. If the member chooses not to renew, or has served a maximum number of terms:

CAOT/PEAC/COPEC Members:

- The appropriate nominating organization will be approached by the Program Manager with a request to seek applications from their members as nominees to the JAC.
- Each nominee and the nominating organization will complete [FORM-10 JAC Application Form](#) and submit it along with a curriculum vitae and statement of interest to the Program Manager.
- The nominations sub-committee of the JAC will review the documentation from all nominees and make a recommendation to the JAC taking into consideration each nominee's experience/skills, geographical location, and language.
- The Chair of the JAC will appoint the new member, and the new member will be introduced at the next JAC meeting.

OTA/PTA educator from a privately funded institution:

- The Program Manager will recruit individuals interested in serving as the OTA/PTA educator member from a privately funded institution.
- The educator must be from a program with candidacy or accreditation status, and must be an occupational therapist or a physiotherapist.
- Interested individuals will complete [FORM-10 JAC Application Form](#) and submit it along with a curriculum vitae and statement of interest to the Program Manager.
- The Program Manager will review the applications received, and circulate the three most appropriate applicants to the JAC nominations sub-committee for selection.
- The Chair of the JAC will appoint the new member, and the new member will be introduced at the next JAC meeting.

Public Member:

- The Program Manager will recruit individuals interested in serving as the public member.
- Individuals considered must be from a discipline other than occupational therapy or physiotherapy. Those with accreditation experience in their own discipline will have priority.
- Interested individuals will complete [FORM-10 JAC Application Form](#) and submit it along with a curriculum vitae and statement of interest to the Program Manager.
- The Program Manager will review the applications received, and circulate the three most appropriate applicants to the JAC nominations sub-committee for selection.
- The Chair of the JAC will appoint the new member, and the new member will be introduced at the next JAC meeting.

Recent OTA/PTA Graduate:

- The Program Manager will recruit individuals interested in serving as the recent OTA/PTA graduate.

- The recent OTA/PTA graduate representative to the JAC must be a graduate of a program with candidacy status or accreditation status.
- Interested individuals will complete [FORM-10 JAC Application Form](#) and submit it along with a statement of interest to the Program Manager
- The Program Manager will review the applications received, and circulate the three most appropriate applicants to the JAC for selection.
- The Chair of the JAC will appoint the new member, and the new member will be introduced at the next JAC meeting.

3.2. If the member chooses to renew for a subsequent term:

PEAC/CAOT/COPEC Members:

- The appropriate nominating organization will be notified by the Program Manager that a member's term of office is ending, that the member is eligible and interested in renewing his/her membership for another term, and that approval of the renewal by the organization is requested.
- Should the nominating organization choose not to approve the renewal of the current member, the process outlined in Section 3.1 will be followed.

Public Member/OTA/PTA educator from a privately funded institution:

- Should the member choose not to renew for a subsequent term, the process outlined in Section 3.1 will be followed.

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Date of last revision	Associated documents
<i>June 2013</i>	TOR-02 Joint Accreditation Committee
<i>June 2015</i>	FORM-10 JAC Application Form