



OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

GUIDE-05 ELIGIBILITY TO BECOME A PEER REVIEW TEAM MEMBER

Preamble

The Peer Review Team (PRT) carries out the off-site and on-site reviews of an OTA & PTA education program and prepares a report which evaluates the program's evidence of compliance with the accreditation standards. The PRT Report is submitted to the Joint Accreditation Committee where the program's accreditation award is recommended. The PRT does not make a recommendation concerning the program's accreditation award, only about compliance with regards to individual accreditation criteria.

The PRT is comprised of four (4) 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.

The PRT for single discipline programs (eg. PTA) will be composed of two members of the program's discipline.

The following general criteria are used to select individuals who can be appointed to the pool of PRT members.

Eligibility for Appointment to the Pool of Peer Review Team Members

1. All applicants must:

- be registered occupational therapists or physiotherapists,

OR

be an individual with a background in occupational therapy or physiotherapy who was registered to practice the profession by a Canadian regulatory authority within the preceding 10 years and was in good standing at the time of resigning registration.

- have a minimum of five years' experience as an occupational therapist or physiotherapist

- be willing to accept the responsibilities related to conducting the accreditation review including:
 - Commitment to the confidentiality policies;
 - Acknowledgement of any conflict of interest;
 - Review of the program’s Self-Study Report and all related materials;
 - Ability to objectively collect, analyze, and communicate all pertinent data related to the offsite and onsite reviews;
 - Acceptance of the responsibility for own behaviour and actions.
2. PRT members representing CAOT and PEAC must:
- be approved by their respective organization to be a PRT member
 - have experience supervising and/or administering programs employing OTAs and/or PTAs
3. PRT members representing OTA/PTA educators must:
- have a minimum of five years’ experience as an OTA/PTA educator
 - be working a minimum of 90 hours per year in an education program
- OR**
- have worked a minimum of 90 hours per year in an education program within the past 3 years

NOTE: Sessional or contracted instructors, as well as full and part time faculty in OTA/PTA education programs are eligible to apply to become PRT members.

Application Process

Interested individuals meeting the above eligibility requirements should:

- Complete [FORM-03 PRT Application FORM](#)
- Submit FORM-03, a current curriculum vitae, and a statement of interest to the OTA & PTA EAP
- Complete the online training module(s) as directed by the OTA & PTA EAP

Once these steps are completed and have been reviewed by the OTA & PTA EAP, the individual will be added to the pool of PRT members and will be contacted when teams for education programs are being recruited.

Guideline Number: GUIDE-05	
Date of last revision	Associated documents
Nov 2013	PRT Handbook
	Program Accreditation Handbook
	TOR-01 Peer Review Teams
	FORM-03 PRT Application Form
	ACC-01 Appointment to the Pool of PRT Members