

OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

TERMS OF REFERENCE PEER REVIEW TEAM MEMBERS

1.0 PURPOSE OF THE PEER REVIEW TEAM

The purpose of the Peer Review Team (PRT) is to carry out the off-site and on-site reviews of an OTA & PTA education program and to prepare a report which evaluates the program's evidence of compliance with the accreditation standards and criteria. 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.

2.0 COMPOSITION OF THE PRT

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.

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

3.0 PRT MEMBER REQUIREMENTS

1. PRT members shall:

- Be a registered occupational therapist or physiotherapist,

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
- Complete FORM-03 – PRT Application Form, and submit the required documentation (CV and statement of interest) to OTA & PTA EAP

NOTE: General experience with accreditation reviews and/or program evaluation is considered an asset.

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.

4.0 TERM OF OFFICE

1. The term of office for members of the PRT shall be from the date of appointment until completion of the onsite PRT report.
2. The term of office for the Chair of the PRT shall be from the date of appointment until the decision-making process about the education program's accreditation status is completed.

5.0 DUTIES

The responsibilities of members of the Peer Review Team are to:

1. Complete a Conflict of Interest Declaration (FORM-09) and declare a conflict of interest should it become evident at any time
2. Sign a confidentiality agreement (FORM-04)
3. Participate in the orientation and training program as required by OTA & PTA EAP
4. Review the education program's Self-Study Report and all related documents prior to the off-site teleconference,

5. Participate in the off-site review via teleconference and contribute a) to the decision to proceed to the onsite visit and b) to the PRT off-site written report
6. Conduct the onsite review visit according to the schedule established collaboratively between the education program, the Chair and the OTA & PT EAP
7. Participate in preparation of the oral and written report of the observations and findings made during the on-site visit.

6.0 MEETINGS

1. The Peer Review Team members will meet by teleconference for the Off-site Review and may meet again by teleconference prior to or following the On-site visit.
2. The OTA & PTA EAP will assist in scheduling of the teleconference meetings.

7.0 REPORTS

1. The offsite PRT report and the onsite PRT report are confidential documents. They will be prepared collaboratively by the PRT members, and submitted to the OTA & PTA EAP by the Chair of the PRT.

8.0 EXPENSES

1. Expenses for any teleconference meetings of the PRT will be paid by the OTA & PTA EAP.
2. Expenses of PRT members for travel, accommodation, and meals to conduct the on-site visit will be paid for by OTA & PTA EAP in accordance with established policies and procedures.