

## OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

---

### TERMS OF REFERENCE JOINT ACCREDITATION COMMITTEE

#### 1.0 PURPOSE OF THE JOINT ACCREDITATION COMMITTEE

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).

#### 2.0 COMPOSITION OF THE JAC

The Joint Accreditation Committee (JAC) membership comprises individuals nominated 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)
- OTA/PTA educator in a privately funded institution (1)
- 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-designate/Chair-Elect) and the Program Manager in collaboration with the member's nominating organization (if applicable).

#### 3.0 ACCOUNTABILITY

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 be responsible to report back to their respective organizations nor that a vote represent the position of their respective organizations.

The JAC presents recommendations for review and approval by the Boards of Directors of Physiotherapy Education Accreditation Canada (PEAC) and the Canadian Association of Occupational Therapists (CAOT). Only PEAC reviews and approves revisions to Standard 6 PTA and only CAOT reviews and approves revisions to Standard 6 OTA.

The JAC is a Standing Committee of the Boards of Directors of both CAOT and PEAC (see GUIDE 04). Each member is entitled to one (1) vote, including the Chair. A motion is carried by a simple (50% + 1). In the case of a tie vote, the motion is defeated.

#### **4.0 ELIGIBILITY:**

##### CAOT members (2)

- Must be members of CAOT (and remain a member in good standing throughout their term)
- Must be nominated by CAOT

##### PEAC members (2)

- Must be nominated by PEAC
- One member must represent the physiotherapy regulatory perspective

##### COPEC members (2)

- Must be nominated by COPEC
- Must be educators from education programs with either candidacy status or accreditation status
- One member must be a physiotherapist, and one member must be an occupational therapist

##### OTA/PTA educator from a privately funded institution (1)

- Must be an educator from an education program with either candidacy status or accreditation status
- Must be a physiotherapist or an occupational therapist

##### Public member (1)

- Must be from a profession other than occupational therapy/OTA or physiotherapy/PTA
- Should have education accreditation experience

##### Recent OTA/PTA graduate member (1)

- Must have graduated within three years of appointment to the JAC
- Must be in clinical practice as an OTA/PTA
- Must have graduated from an education program with accreditation at the time of graduation

#### **5.0 APPOINTMENT**

The Chair-Elect will be nominated from the JAC membership, and will be approved by the Board of Directors of PEAC and CAOT. Every effort will be made to alternate the profession of the Chair between physiotherapist and occupational therapist. The Public member and the recent OTA/PTA member are not eligible to be appointed as Chair-Elect.

A Chair-designate will be chosen from the JAC membership to take the role of Chair in the event of the Chair's absence.

## **6.0 TERM OF OFFICE**

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).

The Chair's term of office is three (3) years. The Chair-designate and the Chair-Elect terms of office are each one (1) year. In the year when a Chair-Elect is in office, there is no Chair-designate.

## **7.0 DUTIES**

JAC members 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

## **8.0 MEETINGS**

1. The JAC will meet face to face at least twice each year, and by teleconference as necessary.
2. The OTA & PTA EAP will assist in scheduling of the meetings.

## **9.0 MINUTES**

Minutes of all meetings will be recorded and copies will be maintained in both the PEAC and CAOT offices.

## **10.0 EXPENSES**

1. Expenses for any meetings of the JAC will be paid by the OTA & PTA EAP.

2. Expenses of JAC meeting participants for travel, accommodation, and meals to attend the face-to-face meeting(s) will be paid for by OTA & PTA EAP in accordance with established policies and procedures.