

OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

TERMS OF REFERENCE OTA & PTA EAP ADVISORY COMMITTEE

1.0 PURPOSE

The purpose of the OTA & PTA EAP Advisory Committee (AC) is two-fold – first, to oversee the Occupational Therapist Assistant & Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) to ensure that the program, as a whole, is functioning efficiently and effectively to accomplish required objectives and activities; and second, to discuss substantive/contentious issues, revisions and recommendations with the goal to achieve compromise for presentation to the Board of Directors of the Canadian Association of Occupational Therapists (CAOT), the Board of Directors of Physiotherapy Education Accreditation Canada (PEAC) and the Joint Accreditation Committee (JAC) for review and approval.

2.0 COMPOSITION

The Advisory Committee membership comprises the following individuals:

- CAOT Executive Director
- CAOT Board President
- CAOT OTA & PTA EAP Staff Liaison
- PEAC Executive Director
- PEAC Board President
- OTA & PTA EAP Joint Accreditation Committee Chair
- OTA & PTA EAP Program Manager
- Other individuals as identified and agreed upon by the above members

3.0 ACCOUNTABILITY

The Advisory Committee is accountable to the Boards of Directors of CAOT and PEAC.

4.0 MEMBER REQUIREMENTS

AC members are identified according to their position with their partner organization (CAOT or PEAC). The role of the members of the AC is to bring their organization's perspective to discussions related to the recommendations made by the JAC of the OTA & PTA EAP.

5.0 TERM OF OFFICE

Membership of individuals on the AC is by virtue of their position with their respective organization. The term of office of each member is determined by the length of their mandate in their position.

6.0 DUTIES

AC members are primarily responsible to:

- Discuss substantive/contentious issues, revisions and recommendations about which there are differing opinions. Discussion of these items will be with the goal to achieve compromise, which can then be presented by the Presidents of PEAC and CAOT, and the Chair of the JAC, to their respective groups for review and approval.
- Examine OTA & PTA EAP processes such as communication, program functioning and decision making from an oversight perspective to ensure that the program is running smoothly and efficiently, able to accomplish required activities and objectives.
- Assess the OTA & PTA EAP program functioning from their stakeholder perspective to ensure that processes, timeframes, documentation review and approval is in keeping with each organization's policies and values while at the same time are in the best interests of the OTA & PTA EAP.

7.0 MEETINGS

1. The AC will meet face to face at least once a year, and by teleconference as necessary.
2. The OTA & PTA EAP Program Manager will be responsible for acting as secretary including scheduling the meeting, distribution of materials and minute taking.
3. Decision-making will be by consensus of all parties.

8.0 MINUTES

Minutes of all meetings shall be recorded and a copy will be maintained in the CAOT and PEAC offices.

9.0 EXPENSES

1. Expenses for any teleconference meetings will be paid by the OTA & PTA EAP.
2. Expenses of AC members for travel, accommodation, and meals to attend meeting(s) will be paid for by their respective organizations from the administration fees generated from the OTA & PTA EAP.