

SELF STUDY INVENTORY

A COMPANION TO THE SELF STUDY REPORT

2012 Accreditation Standards (July 2016 revision)

OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT
EDUCATION ACCREDITATION PROGRAM

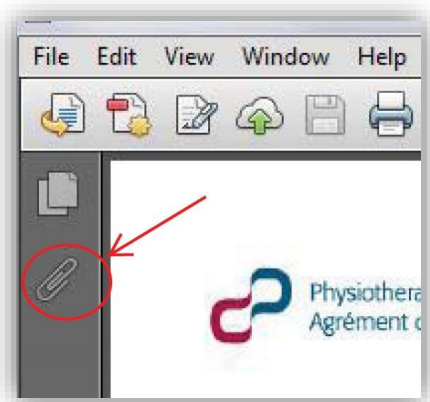


PREFACE

The purpose of this document is to facilitate preparation and submission of the Self-Study Report (SSR). Information is provided about:

- Documentation that must be submitted with the SSR,
- The inventory of documentation submitted by the program with the SSR as evidence of compliance with OTA & PTA EAP Standards and Criteria,
- An inventory of documentation that the program will provide when the team arrives on-site as evidence of compliance with OTA & PTA EAP Standards and Criteria,
- Standardized OTA & PTA EAP forms to be submitted with the SSR

The necessary forms described below are attached to this document. If they are not visible in a list on the left, click on the paperclip to the left and the list will be displayed. Each one can be opened, completed and saved individually.



REQUIRED DOCUMENTATION FOR SUBMISSION WITH THE SELF-STUDY REPORT

The following standardized reporting forms (provided by the OTA & PTA EAP) must be submitted by the program with the SSR:

- i) SSR-Form 1: Program Contact Information
- ii) SSR-Form 2: Signature Form
- iii) SSR-Form 3: Program Personnel Profile
 - A summary of faculty and staff employed by the program, academic and professional qualifications.
- iv) SSR-Form 4: Student Profile
 - Number of students enrolled in each year* of the program
 - Number of students successfully completing the program for the last three years and their employment

**Modify the form to suit your specific program*
- v) SSR-Form 5: Course Profile
 - Includes a summary of course title, course number, academic credit, number of lecture/lab/clinical hours, texts/resources
- vi) SSR-Form 6: Clinical/Fieldwork Education Program Profile
 - A list of facilities for which there are affiliation agreements with the program to provide fieldwork education for students
- vii) SSR-Form 7: Standard 6 – Criteria/Course Form
OR **Competency Matrix
***Can be modified/adapted to fit individual education programs*
- viii) SSR-Form 8: Inventory of Evidence Submitted / Available Onsite

In addition, the following must be included in the submission (usually as appendices to the SSR):

- ix) Financial Summary (criterion 1.5 – CORE)
- x) All course outlines for most recent complete academic year
- xi) A current institutional calendar
- xii) Curriculum Vitae of academic faculty (*see below*)
- xiii) List of faculty members/instructors who hold part-time and sessional appointments

Faculty Curriculum Vitae

For the purposes of accreditation, academic faculty includes those individuals who are appointed to and paid by the institution and have responsibility and authority related to curriculum development, instructional design and delivery, and evaluation of outcomes.

A template for curriculum vitae is not provided by OTA & PTA EAP, as each institution will have a preferred format. However, it is expected that curriculum vitae will include the following information about the faculty member:

- name and title;
- educational degrees including field of study, date awarded, and institution;
- professional qualifications and memberships, including positions/offices held;
- courses taught;
- presentations;
- honours and awards; and
- service contributions, including participation on institution or other committees.

Curriculum vitae for *all academic faculty* must be submitted as an appendix to the program's Self-Study Report.

A list of *Additional Instructors** should be included as an appendix to the Self-Study Report. Curriculum vitae for these individuals should be provided for the Peer Review Team on-site.

* *Additional Instructors:*

Those who have classroom and/or laboratory teaching responsibilities in the program and who are not ongoing employees of the institution, though they may receive honoraria or other forms of compensation. The adjunct faculty may or may not be "appointed" to the faculty. The adjunct faculty may include, but are not limited to, guest lecturers, "contract" faculty, instructors of course modules, tutors, etc. They generally do not contribute to curriculum development, instructional design or evaluation of outcomes.

REQUIRED DOCUMENTATION TO BE PROVIDED ONSITE

The following documentation is to be provided onsite:

- i) Curriculum vitae for all Additional Instructors (all individuals listed in SSI Form 3.1 who are not core faculty)
- ii) Copies of previous AR & SRs