



# Interview Participant Guide

## What to expect during the accreditation review

**Thank You** for participating in the interviews for the accreditation review of this institution's occupational therapist assistant and physiotherapist assistant education program. The Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) appreciates your contribution and willingness to devote your time to this aspect of the accreditation process.

The OTA & PTA EAP is responsible for the accreditation of occupational therapist assistant and physiotherapist assistant education programs in Canada. The OTA & PTA EAP is governed by both Physiotherapy Education Accreditation Canada (PEAC) and the Canadian Association of Occupational Therapists (CAOT) which are the accreditation agencies for Canadian entry-level physiotherapy and occupational therapy education programs respectively.

### How are OTA & PTA education programs reviewed?

The program submits a written report describing how it meets all the accreditation standards. The OTA & PTA EAP appoints four individuals to a Peer Review Team; the team then conducts a comprehensive review of the education program. Part of the review includes interviews and observations onsite at the program itself. Interviews help the Peer Review Team verify the claims made in the program's written submission, and the Peer Review Team members interview many groups associated with the program during the two-day onsite visit. The Peer Review Team reads the written submission thoroughly in advance of the interviews, but will ask you some open-ended questions to gather additional information about the program. Providing your experience and your input is important to the Peer Review Team's review.

### How can you help?

Your interview will probably last about 45 minutes. The Peer Review Team will gather together a small group of participants to provide insights into the program. Examples of questions the Peer Review Team may ask you and your group members include:

If you are a **current student**, the Peer Review Team may want to know more about:

- the course work component of your program
- your fieldwork experiences
- the assessment and evaluation practices of the program
- your preparation to assume an OTA/PTA role
- the link between your program and the OTA and PTA competencies
- opportunities available to you to provide input to the program about improvements

If you are a **graduate** of the program, the Peer Review Team may want to know more about:

- your experience as a student in the program
- your preparation to begin working as an OTA/PTA
- your observations about strengths in the program and suggestions for improvement

If you are a **staff member**, depending on your position, the Peer Review Team may want to know more about:

- the library and technological resources to determine if they are appropriate and accessible to the program's students and educators
- resources to support the research activities associated with the program
- how the program stores, secures and destroys electronic and paper records and controls access to student records

If you are a **member of a program advisory committee** (or similar), the Peer Review Team may want to know more about:

- the committee's mandate
- meeting frequency and level of activity
- what expertise you bring to the committee
- how the committee views its role in the continuous improvement and quality assurance of the program
- opportunities available to the committee to advise the program about continuous improvement and quality assurance of the program
- how the institution/program acts upon the advice or information offered

If you are a **preceptor**, the Peer Review Team may want to know more about:

- the process used to select preceptors
- how faculty advisors provide support to students and preceptors during the practicum
- how the practicum is assessed and evaluated
- any issues experienced during the practicum and how they were resolved
- any impressions you may have of the students' practical and theoretical knowledge
- opportunities for you to make suggestions to the institution about improvements to the education program
- how the program can be improved

If you are the **fieldwork coordinator**, the Peer Review Team may want to know more about:

- how faculty advisors provide support to students during the practicum
- how the practicum is assessed and evaluated for successful completion
- any issues experienced during practicums and how they were resolved

If you are a member of the **faculty**, or the **dean/director** of the program, the Peer Review Team may want to know more about how:

- courses are consistent with the program's conceptual framework
- courses are consistent with and reflect the OTA and PTA competencies
- courses integrate theory and practice and how the program enables students to apply theory in practice
- students are assessed and kept regularly informed of their progress
- the format and structure of the program is appropriate for the course content
- the institution demonstrates a commitment to continuous improvement and quality assurance of the program the program acts upon the advice offered by your Program Advisory Committee or similar committee
- faculty are informed about the feedback provided by the students about their courses
- faculty members are selected to teach in the program, and how their experience is assessed

## Want to learn more about the OTA & PTA Education Accreditation Program?

You'll find more information about our accreditation program, and a copy of our accreditation standards on our website at:

[www.otapta.ca](http://www.otapta.ca)