



## TERMS OF REFERENCE

### TOR-02: JOINT ACCREDITATION COMMITTEE

#### 1.0 PURPOSE OF THE JOINT ACCREDITATION COMMITTEE (JAC)

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 JAC membership comprises individuals nominated from the following groups or organizations:

- Canadian Association of Occupational Therapists (CAOT) (2)
- Physiotherapy Education Accreditation Canada (PEAC)
- Canadian Occupational Therapist Assistant and Physiotherapist Assistant Educators Council (COPEC) (2)
- OTA/PTA educator in a privately funded institution (1)
- OTA/PTA (at least 1 and up to 2)
- 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.

#### 3.0 ACCOUNTABILITY

The role of JAC members 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 JAC 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 CAOT and PEAC Boards of Directors. Only PEAC reviews and approves revisions to Standard 6: Physiotherapist Assistant Competencies and only CAOT reviews and approves revisions to Standard 6: Occupational Therapist Assistant Competencies.

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

#### 4.0 ELIGIBILITY

##### 4.1 CAOT members (2)

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

##### 4.2 PEAC members (2)

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

##### 4.3 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

##### 4.4 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

##### 4.5 Public member (1)

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

##### 4.6 OTA/PTA members (1-2)

One member must be a recent OTA/PTA graduate who:

- 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

Recruitment for diversity of ability, geographical location, race (Black, Indigenous Peoples, People of Colour), sexual orientation, gender identity or expression (LGBTQ2S+) and language facilitates the inclusion of many different experiences and perspectives.

## 5.0 APPOINTMENT

Except for the JAC Chair whose appointment is approved by the CAOT and PEAC Boards of Directors, all members are approved by the JAC and appointed by the JAC Chair.

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).

The Chair-Elect will be nominated from the JAC membership and will be approved by the CAOT and PEAC Boards of Directors. Every effort will be made to alternate the profession of the Chair between physiotherapist and occupational therapist.

The recent OTA/PTA member is 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. If the JAC Chair's absence extends past a missed meeting, their appointment may require approval by the CAOT and PEAC Boards of Directors.

## 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). A CAOT, PEAC and COPEC member's renewal is approved by their respective nominating organizations prior to an invitation being extended by the Chair.

The term of office for the recent OTA/PTA graduate is one, three-year term and not renewable. However, as their term expires, they may be invited to serve as the second OTA/PTA member.

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. Responsibilities of the Chair are outlined in Appendix 1.

## 7.0 DUTIES

JAC members are responsible to:

- Commit to 3 days of meetings, and a minimum of 3 days of preparation, for each of the two meetings per year
- 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 CAOT and PEAC Boards of Directors 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

8.1 The JAC will meet face to face at least twice each year, and by teleconference as necessary.

8.2 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

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

10.2 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.

Term of Reference Number: TOR-02	
Date of Last Revision	Associated documents
<i>Jun 2015</i>	<a href="#">Program Accreditation Handbook</a>
<i>Apr 2018</i>	JAC Handbook
<i>Sept 2021</i>	JAC Succession Planning Subcommittee
<i>Nov 2021</i>	<a href="#">ACC-03B Accreditation Decisions</a>
	<a href="#">FORM-10 JAC Member Application Form</a>
	<a href="#">GUIDE-04 Recruitment of JAC Members</a>

## Appendix 1

### JAC Chair Role and Responsibilities

The Chair provides leadership to the JAC ensuring the committee responsibilities outlined in the terms of reference are met. They ensure the consistent and fair implementation of the policies and procedures of the OTA & PTA EAP. The Chair is supported by the OTA & PTA Program Manager and Accreditation Coordinator.

#### SPECIFIC RESPONSIBILITIES INCLUDE:

- Working with the OTA & PTA EAP staff to set the agenda for each meeting and ensure accurate meeting minutes are recorded.
- Chairing JAC meetings or arrange for the Chair-designate/Chair Elect to do so.
- Providing a report summarizing the activities of the JAC to the Board of Directors of PEAC and the Board of Directors of CAOT at least twice annually and as requested, including:
  - i. recommended motions for program accreditation status following the JAC's review of accreditation-related documentation, and
  - ii. recommended motions for approval of new or substantially revised standards and policies.
- Signing reports (and accreditation certificates when applicable) that notify education programs of their accreditation status following accreditation award by CAOT and PEAC.
- Serving as the JAC representative on the PEAC Governance Committee.
- Sitting on the JAC Succession Planning Sub-Committee.
- Reviewing the operation plan and providing input and direction in alignment with the priorities set by JAC and guided by the Strategic Plan.
- Working with OTA & PTA EAP program manager to review the proposed annual budget prior to approval by the Finance Committee and Board of Directors of PEAC.
- In collaboration with the Succession Planning Sub-Committee, inviting a JAC member to renew their term of office as appropriate.

Note: The Chair-Designate or Chair-Elect is responsible for any or all of the above duties in the absence of, or at the request of, the Chair.

#### TERMS OF OFFICE

- Chair-Elect: one year, followed by a three-year term as Chair
- Chair-designate: one year and renewable, appointed only in the years when there is no Chair-Elect