

OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

TERMS OF REFERENCE APPEAL BOARD

1.0 PURPOSE OF THE APPEAL BOARD

The purpose of the Appeal Board of the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) are to:

- review college or university's request for appeal of an accreditation decision for an occupational therapist assistant and physiotherapist assistant education program
- review the evidence submitted by a college or university related to the appeal of an accreditation decision for a program; and
- determine if the OTA & PTA EAP accreditation decision should be upheld or modified.

2.0 ACCOUNTABILITY

The Appeal Board of the OTA & PTA EAP is an ad-hoc committee of both Physiotherapy Education Accreditation Canada (PEAC) and the Canadian Association of Occupational Therapists (CAOT) and as such, reports to the Boards of Directors of each of those organizations.

3.0 COMPOSITION OF THE APPEAL BOARD

The Appeal Board membership comprises three (3) individuals appointed by PEAC and CAOT who meet the following eligibility criteria:

- one (1) occupational therapist with experience in occupational therapy education/ occupational therapist assistant education and accreditation,
- one (1) physiotherapist with experience in physiotherapy education/ physiotherapist assistant education and accreditation, and
- one (1) external accreditation expert (external to the two professions)

The external accreditation expert will act as Chair of the Appeal Board. If possible, the members of the Appeal Board will be past members of the Joint Accreditation Committee (JAC)

None of the members of the Appeal Board will have participated in any deliberations related to the accreditation award under appeal and must verify in writing that they have not reached a conclusion with respect to the appeal.

4.0 TERM OF OFFICE

The term of office is length of time required to complete the review process.

5.0 RESPONSIBILITIES

Members of the Appeal Board are responsible to:

- 5.1 Act in an unbiased and impartial manner and must declare any real or perceived conflict of interest if they have been directly involved in the development or delivery of the program requesting the review or in the accreditation decision-making process. Appeal Board members will be required to complete FORM-11 Conflict of Interest Declaration prior to appointment to the Appeal Board.
- 5.2 Keep all materials, discussions and documents of the Appeal Board confidential in accordance with relevant OTA & PTA EAP policies (ACC-05 Confidentiality and ACC-06 Electronic Storage of Confidential Documents.)
- 5.3 Review the request submitted by the college or university for appeal of an accreditation decision
- 5.4 Review the evidence submitted for consideration by the college or university. Evidence must be submitted that supports the education program's claim that the disputed accreditation decision made by the OTA & PTA EAP was:
 - a. attributable to a failure to comply with established policies and procedures,
 - b. not supported by substantial evidence on the record, or
 - c. a result of a significant error of fact
- 5.5 Confirm that the evidence submitted for consideration was available when the disputed accreditation decision was made, and that no additional information has been provided to support the appeal request.
- 5.6 Make a decision as to whether the OTA & PTA EAP accreditation award should be changed. Recommendations of the Appeal Board may include one of the following:
 - I. The accreditation decision made by the OTA & PTA EAP should be upheld. The reasons for upholding the decision are that:
 - a. The OTA & PTA EAP, in making its decision, conformed to its established policies and procedures; and
 - b. The OTA & PTA EAP, in making its decision, used sufficient and appropriate evidence consistent with its published criteria; and
 - c. The decision of the OTA & PTA EAP was not affected by any significant error of fact contained in the documentation or other information before the OTA & PTA EAP when making its decision.

- II. The accreditation decision made by the OTA & PTA EAP should be modified. The reasons for modifying the decision could include one or more of the following:
 - a. The OTA & PTA EAP, in making its decision, did not confirm to its established policies and procedures;
 - b. The OTA & PTA EAP, in making its decision, used insufficient evidence in light of its published criteria.
 - c. The decision of the OTA & PTA EAP was affected by one or more significant errors of fact contained in the documentation or other information before the OTA & PTA EAP when making its decision.

5.7 Prepare a written report regarding the decision made by the Appeal Board, including a summary of the evidence and reasons for the decision. This report shall be submitted to the OTA & PTA EAP within two weeks of the termination of the review.

6.0 MEETINGS

6.1 Meetings of the Appeal Board shall be held as required following confirmation of a college or university's request for appeal of an accreditation decision.

6.2 Meetings shall be held by teleconference; on-site meetings may be arranged as required.

7.0 MINUTES

Minutes of all meetings shall be recorded and a copy will be maintained in the OTA & PTA EAP office.

8.0 EXPENSES

Expenses for all Appeal Board meetings will be paid by the OTA & PTA EAP.

9.0 TIMELINE FOR ACTIVITIES

Activity	Timing	Responsibility
Notification of accreditation decision and right to request review or reconsideration of decision		OTA & PTA EAP
Submit request for appeal in writing.	Within 30 days of notification of the accreditation decision	Chief Administrative Officer of the institution

Activity	Timing	Responsibility
Meeting of OTA & PTA EAP and college/university representatives	Upon receipt of request for appeal.	OTA & PTA EAP and & College/University
Confirmation of intent regarding appeal	14 days after meeting of OTA & PTA EAP and education program	College/University
Submission of documentation to support request for appeal	30 days after meeting	College/University
Establish date for Appeal Board Meeting	Meeting held within 30 days of OTA & PTA EAP's receipt of documentation from the education program	OTA & PTA EAP
Submission of recommendation of Appeal Board to OTA & PTA EAP	Within 14 days of the Appeal Board meeting	Appeal Board
Review of recommendation by PEAC and CAOT	Within 7 days of receipt of recommendation of Appeal Board	PEAC and CAOT
Provision of notice to college/university, and education program of decision made by Appeal Board	As soon as possible following review by PEAC and CAOT	OTA & PTA EAP