

Occupational Therapist Assistant & Physiotherapist Assistant Education Accreditation Program

TOR-07 OTA & PTA EAP STANDARDS REVIEW SUB-COMMITTEE TERMS OF REFERENCE

1.0 PURPOSE

The purpose of the Occupational Therapist Assistant & Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) Standards Review Sub-Committee (SR Sub-Committee) is to conduct the next revision of Standards 1-5 of the accreditation standards for occupational therapist assistant (OTA) and physiotherapist assistant (PTA) education programs in Canada.

2.0 COMPOSITION AND APPOINTMENT

The SR Sub-Committee membership includes a Chair and no more than twelve (12) additional members nominated by their representative organizations, or where there is no overarching representative body, by the OTA & PTA EAP. The Chair will be elected at the first meeting of the sub-committee. Although membership includes representatives from the following stakeholder groups to keep numbers manageable it's possible that an individual can represent more than one group:

- OTA & PTA EAP Joint Accreditation Committee (JAC) (1)
- Canadian Association of Occupational Therapists (CAOT) (1)
- Physiotherapy Education Accreditation Canada (PEAC) (1)
- Canadian OTA and PTA Educators Council (COPEC) (1)
- OTA/PTA Educator from privately funded program (1)
- OTA&PTA EAP Peer Review Team (PRT) Pool (2)
- Occupational Therapist (OT) providing direct care and who supervises OTAs regularly (1)
- Physiotherapist (PT) providing direct care and who supervises PTAs regularly (1)
- Practicing OTA/PTA who graduated from an accredited program (1)
- Public member with accreditation experience (1)
- Health Professions Regulator (1)
- Patient/client/resident (1)
- OTA & PTA EAP Program Manager (ex-officio)

Membership includes individuals with expertise in the areas of education standards development, curriculum design and program evaluation, administration, OTA & PTA education, and/or experience as an accreditation reviewer. Recruitment for diversity of 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. One member can meet more than one of these requirements.

3.0 ACCOUNTABILITY

The SR Sub-Committee is a working group which reports to the Joint Accreditation Committee (JAC). The JAC is the steering committee for this project. Members are appointed by the JAC and accountable to the OTA & PTA EAP through the Program Manager. Although members may represent a specific stakeholder groups it is not expected that they report back on the SR Sub-Committee's work nor is their vote considered to represent the position of their respective organization. The OTA & PTA EAP develops a specific communication plan for the Standards Revision to address the information needs of stakeholder groups. CAOT and PEAC as the governing organizations receive updates as part of the regular reporting practices and the 2018-2021 Memorandum of Understanding.

4.0 TERM OF OFFICE

The term of office is from October 2020 until December 2021.

5.0 SCOPE OF REVIEW & REVISIONS

This review includes Standards 1 through 5 only. Standard 6 OTA and Standard 6 PTA will be reviewed at a later date, following publication of revised competency profiles for OTAs and PTAs.

6.0 DUTIES

SR Sub-Committee members are responsible for:

- Reviewing background information about the OTA & PTA EAP including the organization's values and operational principles.
- Informing Standards revisions process including proposed communication with various stakeholder groups.
- Reviewing data and data analysis gathered by the project consultants regarding Standards 1-5.
- Reviewing the current accreditation standards document with a focus on revising Standards 1-5.
- Revising Standards 1-5 with the Consultants' guidance,
- Recommending approval of the Draft 2021 OTA & PTA EAP Standards to the JAC.
- Declaring any perceived or real conflict of interest.
- Maintaining confidentiality of all meeting materials and discussions.

7.0 VOTING and QUORUM

At all meetings of the sub-committee, every motion is decided by a simple majority of the votes cast on the motion, including that of the Chair. In case of an equality of votes, the motion is lost. Quorum at sub-committee meetings is a simple majority of members.

8.0 MEETINGS

The project plan calls for two to three video- and/or teleconferences and a virtual workshop of four, 2-hour meetings held over one week. Some meeting preparation and/or revisions to standards will be required in between meetings. Dates of these meetings are set at the orientation/kick-off meeting. The Chair sets the meeting agenda in consultation with the Consultants and Program Manager.

Minutes/Reports

- Reports, minutes of meetings and correspondence are maintained in the OTA & PTA EAP office.

- Reports and minutes of meetings are circulated to sub-committee members and are available to JAC members, if requested.
- The Consultants, in conjunction with the Program Manager is responsible for accurate recording of the minutes and generating reports for the sub-committee and JAC.

9.0 FINANCES

Sub-committee expenses for video- and/or teleconferences are paid by the OTA & PTA EAP. Time will not be compensated.

Policy Number: TOR-07	
Last Revised	Associated documents
October 2017	