

POLICY & PROCEDURES

ACC-03: APPOINTMENT TO THE POOLS OF ACCREDITATION REVIEWERS

PREAMBLE

PEAC maintains a list of qualified accreditation reviewers who can be appointed as members of a Peer Review Team (PRT). The role of the PRT is to conduct the peer review and prepare and submit a report of the findings related to the program's level of compliance with each to the accreditation criterion. Each PRT comprises four reviewers (two physiotherapy educators, one representative from a provincial or national physiotherapy regulatory organization, and one external representative, who is not a physiotherapist.)

1.0 POLICY

- 1.1. Reviewers must submit all required documentation before they can be included in the pool of accreditation reviewers.
- 1.2. Individuals are appointed to one of two pools of accreditation reviewers (regulatory reviewer pool and PEAC reviewer pool) by the Board of Directors of PEAC and are accountable to the Board.
- 1.3. All reviewers must support the vision, mission and values of PEAC and abide by the PEAC policies of confidentiality.
- 1.4. PEAC will pay any costs of the reviewer to participate in the orientation and training programs in accordance with PEAC policies and procedures.
- 1.5. Reviewers must participate in self-evaluation and the ongoing PEAC quality management program, to maintain their appointment as a reviewer.
- 1.6. If a reviewer receives evaluations of poor performance and does not comply with the actions recommended by PEAC, they will be removed from the pool of reviewers.

2.0 PROCEDURES

2.1. Regulatory reviewers

- 2.1.1. Individuals (representing regulatory organizations) may be recommended or they may recommend themselves to be considered as a reviewer by completing and submitting the following to the registrar of their provincial regulatory body:
 - FORM-08– regulatory reviewer application form
 - curriculum vitae

- two letters of reference
- 2.1.2. Upon receipt of the above documentation, the registrar completes FORM-09—Regulatory reviewer recommendation form.
 - 2.1.3. The registrar forwards FORM-09, FORM-08, and the applicant's accompanying documentation to PEAC.
 - 2.1.4. Upon receipt by PEAC of the above documentation, the applicant's name will be presented to the Board of Directors for potential appointment to the pool of Regulatory Reviewers.

2.2. PEAC reviewers

- 2.2.1. Individuals (physiotherapy educators, external representatives) may be recommended, or they may recommend themselves, to be considered as a reviewer by completing and submitting the following to PEAC:
 - FORM-04—PEAC reviewer application form
 - curriculum vitae
 - two letters of reference
- 2.2.2. Upon receipt by PEAC of the above documentation, the applicant's name will be presented to the Board of Directors for potential appointment to the pool of PEAC reviewers.

2.3. Appointment

- 2.3.1. The Board of Directors of PEAC will review all applicants to both the regulatory and the PEAC reviewer pools.
- 2.3.2. The Board will approve appropriate applicants to proceed to orientation and training. An invitation will be sent to successful applicants to attend the next reviewer orientation and training session.
- 2.3.3. When an applicant has successfully completed the orientation and training session, they will be appointed to the appropriate pool of accreditation reviewers and will be invited to participate as a Peer Review Team member in a future onsite visit.

Policy Number: ACC-03	
Date of last revision	Associated documents
<i>Dec 2010</i>	Member Handbook
<i>May 2012</i>	Program Accreditation Handbook
<i>June 2013</i>	PRT Handbook
<i>July 2017</i>	FORM-04 PEAC reviewer Application Form
	GUIDE-08 Eligibility for Appointment to become a PRT reviewer
	TOR-05 Peer Review Teams
	GUIDE-11 Regulatory PRT Members
	FORM-08 Regulatory reviewer Application Form
	FORM-09 Regulatory reviewer Recommendation Form