

POLICY & PROCEDURES

ACC-07 APPOINTMENT OF PEER REVIEW TEAM AND CHAIR

PREAMBLE

PEAC maintains a list of qualified accreditation surveyors who can be appointed as members of a Peer Review Team (PRT). The role of the PRT is to conduct the On-Site Peer Review Visit and prepare and submit a report of the findings related to the program's adherence to the accreditation standards. Each PRT comprises four surveyors (two physiotherapy educators, one representative from a provincial or national regulatory organization, and one external representative, who is not a physiotherapist.) In addition, the PEAC Board of Directors appoints one surveyor on each PRT to act in the capacity of PRT Chair.

1.0 POLICY

- 1.1 The Chair of the Peer Review Team is appointed by the PEAC Board of Directors and is accountable to the Board.
- 1.2 To be eligible to be a Chair of the PRT a surveyor must meet the following criteria:
 - Proficiency in the language of instruction of the program, including both oral and written communication;
 - Participation as a PRT member for at least one (1) previous on-site review; and
 - Positive performance review(s) as completed by program Chairs and other Peer Review Team members.
- 1.3 In addition to the general PRT member responsibilities, the Chair of the PRT is responsible to:
 - Work with the Program Chair and PEAC Staff to establish the agenda for the on-site visit; consult with the Chair regarding any required changes to the agenda during the on-site review;
 - Allocate responsibilities for PRT members for required activities to complete the on-site review;
 - Act as the official spokesperson for the PRT;
 - Lead the PRT meetings before, during and after the on-site review;

- Be familiar with the previous reports and accreditation decisions related to the program being accredited;
 - Prepare and submit the final report; and
 - Be available if necessary to present a summary of the final report and answer questions at the meeting during which a decision is being made about the program's accreditation status.
- 1.4 The Board of Directors should appoint the PRT Chair and PRT members no later than 10 months prior to the on-site Peer Review Visit.

2.0 PROCEDURES

- 2.1 From the Regulatory Surveyor Pool, the Executive Director chooses a potential Regulatory PRT Member for approval by the Registrar of the province in which the accreditation review will take place. The Registrar is responsible for confirming that the member is an appropriate regulatory representative to the PRT for the identified review.
- 2.2 From the PEAC Surveyor Pool, the Executive Director chooses the remaining three potential PRT members and selects a Chair.
- 2.3 The four PRT members are presented to the Board of Directors of PEAC for approval. An alternate Chair may be selected in the case that the appointed Chair is unable to fulfill his or her duties.
- 2.4 Upon approval by the Board of Directors, all PRT members are asked to review the PEAC Policy regarding Conflict of Interest (COUN-01) and to carefully consider whether they are eligible to serve on the PRT. PRT members complete FORM-07 Conflict of Interest Declaration
- 2.5 The Program Chair of the education program is then notified of the names and affiliations of the Peer Review Team members.

Policy Number: ACC-07	
Date of last revision	Associated documents
<i>May 2012</i> <i>June 2013</i>	PRT Handbook
	Member Handbook
	Program Accreditation Handbook
	COUN-01 Conflict of Interest
	FORM-07 Conflict of Interest Declaration