

PEER REVIEW TEAMS

Terms of Reference

Objectives

The principal objectives of the Peer Review Team are to:

- Conduct the on-site review of an education program;
- Verify and supplement evidence provided by the education program in the Self-Study Report; and
- Prepare and submit a report about the program's compliance with the PEAC accreditation standards.

Composition, Appointment and Accountability

1. The Peer Review Team (PRT) shall comprise four (4) members or surveyors. Two members shall be physiotherapists with experience in education and accreditation, one member shall have experience in physiotherapy regulation, and one member shall have experience in accreditation in a profession other than physiotherapy. Current and recent (within 5 years) PEAC Corporation members are also eligible to join the surveyor pool.
2. The Board of Directors of PEAC shall appoint the members of the PRT..
3. The PRT is an ad hoc committee of PEAC and therefore is accountable to the Board of Directors.

Term of Office

1. The term of office for the members of the PRT shall be from the date of appointment until the decision-making process about the education program's accreditation status is completed.

Duties

The responsibilities of members of the Peer Review Team are to:

1. Participate in the orientation program required by PEAC,
2. Review the education program's Self-Study Report and all related documents prior to the on-site visit,
3. Conduct the On-site Review Visit according to the agenda established with the education program, and
4. Participate in preparation of the oral and written report of the observations and findings made during the on-site visit.

Meetings

1. The Peer Review Team members may, if required, meet by teleconference prior to or following the on-site visit.
2. PEAC will assist in scheduling of the teleconference meetings.

Reports

1. The Peer Review Report is a confidential document and will be prepared collaboratively, and submitted to PEAC by the Chair of the PRT.

Expenses

1. Expenses for any teleconference meetings of the Peer Review Team will be paid by PEAC.
2. Expenses of PRT members for travel, accommodation, and meals to conduct the on-site visit will be paid for by PEAC in accordance with established policies and procedures.