

## PEER REVIEW TEAMS

### Terms of Reference

#### ***Objectives***

The principal objectives of the Peer Review Team are to:

- conduct the accreditation review of an entry-level physiotherapy program
- prepare and submit a report to PEAC describing the program's level of compliance with each of the PEAC accreditation criteria

#### ***Composition, Appointment and Accountability***

The Peer Review Team (PRT) comprises four members; two members are physiotherapists with experience in education and accreditation, one member has experience in physiotherapy regulation, and one member has experience in accreditation in a profession other than physiotherapy. Current and recent (within five years) PEAC Members are also eligible to join the reviewer pool.

The Board of Directors of PEAC appoints the members of the PRT. As such the PRT is an ad hoc committee of PEAC and therefore is accountable to the Board of Directors.

#### ***Term of Office***

The term of office for the members of the PRT is 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:

- participate in the orientation and training for peer reviewers
- conduct an offsite review of the SSR, and identify any gaps in evidence
- prepare an offsite review report requesting additional evidence if necessary
- conduct the onsite review of an education program
- verify and supplement evidence provided by the education program in the SSR and in response to the offsite review report
- assess the program within the context of its environment
- prepare and submit a report describing the program's level of compliance with each of the PEAC accreditation criteria

## **Meetings**

The Peer Review Team meets by teleconference at least twice, first for a one-hour orientation meeting, and then for two hours to conduct the offsite review. Additional meetings can be arranged as required. PEAC will assist in scheduling any meetings.

## **Reports**

The Peer Review Team prepares two reports.

1. The first report, due two weeks after the offsite review teleconference, is a brief offsite review report sent to the program to request additional documentation prior to or at the time of the onsite report, if necessary.
2. The second report, due two weeks after the conclusion of the onsite visit, is a report representing the findings of the team based on its overall review of the program. It is used as one of the sources of information by PEAC's Accreditation Committee during decision-making about the program's accreditation status.

Both reports are confidential documents and are prepared collaboratively. They are 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.