

## **POLICY & PROCEDURES**

### **ACC-03: APPOINTMENT TO THE POOLS OF ACCREDITATION REVIEWERS**

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#### **PREAMBLE**

PEAC maintains a list of qualified accreditation reviewers who can be appointed as members of a Peer Review Team (PRT) for the accreditation of physiotherapy education programs. 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 of the accreditation criteria. 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 pools of accreditation reviewers.
- 1.2. Individuals are appointed to one of three pools of accreditation reviewers (regulatory reviewers, PT reviewers, or external reviewers) by the Accreditation Committee of PEAC and are accountable to the committee and the Board of Directors of PEAC.
- 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 the Chair of the Accreditation Committee.

2.1.4. Upon receipt by the Chair of the Accreditation Committee of the above documentation, the applicant's name will be presented to the Accreditation Committee for potential appointment to the pool of Regulatory Reviewers.

## 2.2. PT reviewers and external 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 Chair of the Accreditation Committee:

- FORM-04 – accreditation reviewer application form
- curriculum vitae
- two letters of reference

2.2.2. Upon receipt by the Chair of the Accreditation Committee of the above documentation, the applicant's name will be presented to the Accreditation Committee for potential appointment to the pool of PT reviewers or external reviewers.

## 2.3. Appointment

2.3.1. The Accreditation Committee of PEAC will review all applicants to all reviewer pools.

2.3.2. The committee will appoint applicants to the appropriate pool of accreditation reviewers. An invitation will be sent to successful applicants to complete the AAAC training module.

2.3.3. When an applicant has successfully completed the AAAC module, they will be considered for participation as a Peer Review Team member in a scheduled onsite visit.

| <b>Policy Number: ACC-03</b> |  |
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| Date of last revision        | Associated documents   |
| <i>Dec 2010</i>              | Accreditation Committee Handbook                               |
| <i>May 2012</i>              | Program Accreditation Handbook                                 |
| <i>June 2013</i>             | PRT Handbook   |
| <i>July 2017</i>             | FORM-04 Reviewer Application Form                              |
| <i>January 2020</i>          | GUIDE-08 Eligibility for Appointment to become a Peer Reviewer |
|                              | TOR-05 Peer Review Teams                                       |
|                              | GUIDE-11 Regulatory Reviewers                                  |
|                              | FORM-08 Regulatory Reviewer Application Form                   |
|                              | FORM-09 Regulatory Reviewer Recommendation Form                |