

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 the Accreditation Committee of PEAC describing the program's level of compliance with each of the accreditation criteria for physiotherapy education programs

Composition, Appointment and Accountability

The Peer Review Team (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).

The Accreditation Committee 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:

- complete the online training module for peer reviewers of physiotherapy education programs
- 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 physiotherapy education program 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 the Accreditation Committee 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.