

ACCREDITATION COMMITTEE

Terms of Reference

Purpose

The Accreditation Committee (AC) is a standing committee of PEAC's Board of Directors. The purpose of the AC is to implement the policies and procedures of PEAC's accreditation program for entry-to-practice physiotherapy education programs.

Composition and Appointment

1. The AC comprises nine (9) to twelve (12) individuals from the following groups or organizations:
 - i. Canadian Physiotherapy Association¹ (1)
 - ii. Program Director/Chair from a Canadian physiotherapy academic program¹ (1)
 - iii. Faculty members from Canadian physiotherapy academic programs² (2)
 - iv. The Canadian Alliance of Physiotherapy Regulators¹ (1)
 - v. National Association for Clinical Education in Physiotherapy¹ (1)
 - vi. Entry-to-practice graduate physiotherapist³ (1)
 - vii. The public (1-2)
 - viii. The Association of Accrediting Agencies in Canada or a member of an agency conducting accreditation of professional education programs (1)
 - ix. Additional members depending on needs of the organization (2)
2. All members of the AC are appointed by the Board of Directors.
3. The Succession Planning subcommittee of the AC is responsible to recruit members (see [Appendix 3](#) for recruitment process) and recommend one appointee for each vacant position.
4. The Chair and Vice-Chair will be elected by the members of the AC. The responsibilities of the Chair are outlined in [Appendix 1](#).
5. The Chair will not be a member of the Board of Directors.
6. The Executive Director is an ex-officio, non-voting member of the AC.
7. The AC is accountable to the Board of Directors.
8. A Director of the Board may periodically attend meetings as an observer.

¹ Applicants for these positions are nominated by their respective organization

² Applicants for the Faculty member position are asked to provide the signature from the leadership of their program.

³ An entry-to-practice graduate is one who is within three years of graduation at the time of appointment, and may serve only one three-year term.

Term of Office

The term of office for the members of the AC is three years, renewable twice for a maximum of nine years. The term of office for the Chair and Vice-Chair is one year, renewable.

Responsibilities

The AC's responsibilities are focused in the following areas pertaining to the accreditation of entry-to-practice physiotherapy education programs:

- implement the accreditation process in accordance with established accreditation policies and procedures
- review and make recommendations for substantive revisions to accreditation standards and criteria as directed by the Board of Directors
- review and make recommendations for substantive revisions policies and procedures related to the accreditation of physiotherapy education programs for the purposes of ongoing quality assurance
- review accreditation reports and award accreditation status to physiotherapy education programs
- provide information and, when appropriate, options and implications, to the Board of Directors on matters relating to physiotherapy education and accreditation
- commit the time required to prepare for and attend all committee meetings and to ensure uninterrupted participation (see [Appendix 2](#))

Meetings

1. The AC members will meet virtually and face to face in a mutually agreed upon location as needed.
2. PEAC staff will assist in scheduling of the meetings.

Quorum

Quorum at AC meetings is a simple majority of members. At all meetings, every motion will be decided by a simple majority of the votes cast on the motion, including that of the Chair. In case of an equality of votes, the motion is lost.

Minutes

Minutes of all meetings shall be recorded and a copy will be maintained in the PEAC office.

Expenses

Expenses of AC members for any meetings will be paid by PEAC in accordance with established policies and procedures.

Appendix 1

Accreditation Committee Chair Responsibilities

The term of office for the Chair is one year, renewable. The Chair is responsible to:

- chair AC meetings, or arrange for a designate (such as the Vice-Chair)
- provide leadership to the AC to ensure committee responsibilities outlined in the terms of reference and participation criteria are met
- ensure that members follow PEAC's conflict of interest and confidentiality policies
- work with PEAC staff to ensure the program goals are met and the operational plan is implemented and evaluated
- work with PEAC staff to set the agenda for each meeting and ensure accurate meeting minutes are recorded
- work with PEAC staff to review the proposed annual budget prior to approval by the Finance Committee and Board of Directors of PEAC
- notify education programs of their accreditation status following review of accreditation-related documentation
- submit and present a Report from the Accreditation Committee to the Board of Directors of PEAC at least twice annually and as requested
- support the Chair of the Succession Planning Subcommittee in communicating calls for applications, in recruitment and renewal decision-making when needed, and in communicating renewal and appointment decisions to members, applicants, and successful appointees.

The Vice-Chair is responsible for any or all of the above duties in the absence of, or at the request of, the Chair.

Appendix 2

Accreditation Committee Participation Review Criteria

Accreditation Committee members are responsible to meet the following participation expectations:

- uphold PEAC's confidentiality and conflict of interest policies
- treat staff and fellow Accreditation Committee members with respect
- schedule time to ensure uninterrupted participation in Accreditation Committee activities
- refrain from speaking for the Accreditation Committee unless authorized to do so by the Chair
- be familiar with PEAC's values and represent PEAC in a positive manner
- be thoroughly familiar with Accreditation Committee materials and documents relevant to its work

Accreditation Committee members eligible to renew for a second or third term of office will be offered renewal upon consideration of:

- meeting attendance (including providing notice of any absences)
- meeting preparation
- participation in meeting discussions
- feedback from the AC Chair
- feedback from post-meeting surveys

Appendix 3

Accreditation Committee Member Recruitment Process

1. When any member's term of office ends, the Succession Planning Subcommittee (SPS) will review the needs of the AC and determine whether the member should be approached to renew for another term.
2. When the term of office of a member from categories (vi)-(ix) above ends and the SPS has determined that the member should be approached to renew for another term, the SPS Chair will contact the member to seek their interest.
3. When a term of office of a member from categories (i)-(v) above ends, and the SPS has determined that the member should be approached to renew for another term:
 - a. The SPS will first approach the nominating organization to confirm that the current member should be approached to renew for another term.
 - b. If confirmation is received, the SPS Chair will contact the member to seek their interest in renewal.
 - c. If the member chooses to renew for another term, the SPS will recommend to the Accreditation Committee that the member be re-appointed for subsequent term of office.
4. When the SPS determines:
 - that the member should not be approached to renew for another term OR
 - a member has served the maximum number of terms OR
 - a member has chosen not to renew for another term OR
 - a nominating organization has chosen not to confirm the current member for another term:
 - a. The SPS Chair will approach the member and inform them of the decision.
 - b. For members in categories (i)-(v) above, the SPS will request applications from two to three candidates from the nominating organization and provide the nominating organization with the criteria being sought (eligibility, skills, location, language, etc.)
 - c. For members in categories (vi)-(ix) above, the SPS will initiate a broad recruitment call to seek candidates and will include the criteria being sought (eligibility, skills, location, language, etc.)
5. The SPS will review candidate applications received and recommend the candidate deemed to be the best fit for each vacant position to the Accreditation Committee for appointment as an AC member.
6. The Accreditation Committee will recommend appointment to the Board of Directors.
7. The Board will review the recommendation(s) and appoint the new member(s) to the committee.