



<b>TYPE</b>	<b>Quality Assurance</b>
<b>NAME</b>	<b>Peer Assessor Eligibility and Appointment Policy</b>
<b>DATE APPROVED BY COUNCIL</b>	<b>March 3, 2017</b>

## PREAMBLE

The Quality Assurance Program is integral to the College's mandate and is designed to assist members with:

- The provision of quality service and care;
- Engaging in practice according to current practice standards and guidelines; and
- Continuous upgrade of their skills, knowledge and judgement.

One of the components of the Quality Assurance Program is the Peer & Practice Assessment. The Peer & Practice Assessment provides for peer-to-peer interaction around standards of care and practice and is an essential component of professional self-regulation.

## INTENT

This policy outlines peer assessor commitments, eligibility criteria, procedure for application and appointment, the term of the assessor appointment and conditions for disqualification.

## THE POLICY

### Eligibility Criteria:

The College's Quality Assurance Committee has established the following requirements for Peer Assessors:

- Must have a minimum number of 5 years of professional experience
- Must currently have a clinical caseload
- Must be a member in good standing, which includes:
  - Not in default of payment of any fees
  - Not in default in completing and returning any form required by the College
  - Not the subject of any disciplinary or incapacity proceeding
  - Not had a finding of professional misconduct, incompetence or incapacity against him/her in the preceding 3 years
  - Has not been disqualified from Council or Committee in the previous 3 years
  - Not a member of the Quality Assurance Committee - Panel A
  - Not currently or has not been a member of the College's staff at any time within the preceding 3 years
  - Does not hold an executive position with a professional association
  - Demonstrated commitment to their own continuing professional development

- Must have been peer assessed themselves or be willing to undergo an assessment.

The following additional factors will be taken into consideration when reviewing applications for the position of Peer Assessor.

- Need for assessors in each district
- Geographical location of the member's practice
- Experience and additional professional qualifications
- Communication skills
- Availability and flexibility in work schedule

**Procedure for Application and Appointment:**

Individuals who submit an application and meet the eligibility criteria will be contacted to arrange a time for an interview with the Registrar and a panel of the Quality Assurance Committee.

**Commitments:**

Participation as a QA Assessor requires the following commitments:

1. Attend and complete an Assessor training session.
2. Agreement with all terms outlined in the College Confidentiality and No-Conflict of Interest Agreements.
3. Willingness to conduct and provide reports on assigned assessments.

**Term of Assessor Appointment:**

In order to provide an opportunity for all members to participate as Peer Assessors, the term limit for Peer Assessors is 3 years. After each 3 year term, all Assessors will be required to re-apply for the position.

**Conditions for Disqualification:**

The following constitute conditions for disqualification as a Peer Assessor:

- Failure to meet one or more of the eligibility criteria
- Breach of confidentiality of any information learned through a PPA and/or QA program
- Absent from Peer Assessor training
- Knowingly submitting an assessment that does not accurately reflect the assessed elements of the practice.

**RELATED LEGISLATION AND DOCUMENTS**

Regulated Health Professions Act, 1991  
 Health Professions Procedural Code (section 81), 1991  
 Denturism Act, 1991  
 Ontario Regulation 206/94 (General)

**REVISION CONTROL**

Date	Revision	Effective