



TYPE	Quality Assurance
NAME	Peer Assessor Eligibility and Appointment Policy
DATE APPROVED BY COUNCIL	March 3, 2017
DATE REVISED BY COUNCIL	March 22, 2019

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 Standards of Practice and Guidelines; and
- Continuous improvement of their knowledge, skills and judgment.

The Quality Assurance program is designed to be supportive, collaborative, and educational.

One of the components of the Quality Assurance Program is the Peer & Practice Assessment. The Peer & Practice Assessment provides a framework for peer-to-peer conversation and discussion about Standards of Practice and related elements. Such peer-to-peer interaction supports continuing competence and is an essential component of professional self-regulation

INTENT

This policy outlines peer assessor commitments, eligibility criteria, procedure for application and appointment, the duration of the term of the assessor appointment, remuneration policy, 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 a geographical area
- 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 apply and meet the eligibility criteria will be contacted to arrange a time for an interview with College staff and a panel of the Quality Assurance Committee. If the interview is satisfactory, an individual who has not participated in a Peer & Practice Assessment will be required to schedule an Assessment. The Peer and Practice Assessment must be satisfactory before an individual can be appointed to the position of Assessor. Newly appointed Peer Assessors are paired up with experienced Peer Assessors and participate in a "shadow assessment" prior to undertaking any assessments on their own.

A Peer Assessor may submit a request to the Quality Assurance Committee for deferral of an appointment or a leave of absence for up to one year.

Commitments:

Peer Assessors are required to:

1. Attend and complete Peer Assessor training sessions;
2. Agree to all terms outlined in the College Confidentiality and No-Conflict of Interest Agreements; and
3. Be willing to conduct and provide reports on any assigned assessments.

Term of Assessor Appointment and Re-appointment:

To provide an opportunity for all denturists interested in participating as Peer Assessors, the term limit for a Peer Assessor appointment is 3 years. When a 3-year term expires, all Assessors are required to re-apply for the position.

Unless permitted by the Quality Assurance Committee, a member who has served as a Peer Assessor for three consecutive terms is ineligible for re-appointment as a Peer Assessor until a full three-year term has passed since they last served as a Peer Assessor.

Remuneration:

Peer Assessors are normally remunerated on a flat fee/assessment basis. This rate is set by the College. Travel expenses incurred during assessments are reimbursed by the College in accordance with the current College By-laws.

The remuneration for a cancelled assessment is based on the following criteria:

- a. Peer Assessors will receive the per diem for an assessment cancelled by the member two or less calendar days prior to the scheduled assessment. A date-stamped notice of cancellation must accompany the expense form.
- b. Peer Assessors will be reimbursed for travel arrangements that are non-refundable.

Peer Assessors may only schedule 2 assessments per day when the members are at different office locations. If the members are at the same office, the Peer Assessor may schedule up to 3 assessments per day.

Conditions for Disqualification:

The following result in the disqualification of an individual as a Peer Assessor:

- A change that results in the individual failing to meet one or more of the eligibility criteria;
- Breach of confidentiality;
- Absence from scheduled Peer Assessor training; or
- 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	Revisions	Effective
March 22, 2019	<ul style="list-style-type: none">• Procedures for appointment and re-appointment• Requesting deferrals or leaves of absence• Maximum term of appointment• Remuneration	March 22, 2019