



NAME	Peer Assessor Appointment Policy		
TYPE	Quality Assurance – Peer and Practice Assessment		
STATUS	Final	VERSION	1
DATE APPROVED	3 November 2017	DATE REVISED	

Policy Statement

The Quality Assurance (QA) Committee appoints Peer Assessors, who are qualified members of the College, to conduct Peer and Practice Assessments (PPA). Peer Assessors must prepare reports of assessments for the QA Committee in accordance with the College's policies.

Procedure

1. The QA Committee will seek applicants for the Peer Assessor role as needed to ensure the roster is maintained.
2. The QA Committee will post a written job description outlining qualifications, roles and responsibilities to recruit Peer Assessors. The minimum requirements to become an Assessor include:
 - a. Registered member of the College for a minimum of 4 years;
 - b. Hold a General Certificate of Registration with the College and be in good standing, which includes:
 - i. Not in default of payment of any fees;
 - ii. Not in default in completing and returning any form required by the College;
 - iii. Not the subject of any disciplinary or incapacity proceeding;
 - iv. Not a finding of professional misconduct, incompetence or incapacity against him/her in the preceding 3 years;
 - v. Has not been disqualified from Council or Committee in the previous 3 years;
 - vi. Not currently or has not been a member of the College's staff at any time within the previous 3 years;
 - vii. Does not hold an executive position with a professional association;
 - viii. Demonstrated commitment to their own continuing professional development;
 - c. Willingness to conduct assessments and provide reports.
3. Applications for Peer Assessors will be screened by the Registrar and the QA Coordinator against the job description. Applicants who meet the minimum requirements will be forwarded to the QA Committee.
4. The QA Committee will review references and interview eligible applicants.

5. The QA Committee will ensure the following additional factors are taken into consideration when reviewing applications for Peer Assessors:
 - a. Need for assessors in each electoral district;
 - b. Experience and additional professional qualifications;
 - c. Communication skills; and
 - d. Availability and flexibility in work schedule.
6. Prior to being assigned to conduct assessments, a Peer Assessor must:
 - a. Agree to the terms outlined in the College's Confidentiality and Conflict of Interest Agreement;
 - b. Attend and complete assessor training; and
 - c. Undergo a Peer and Practice Assessment and receive a satisfactory result, or have obtained, within the previous 5 years, a satisfactory result of a Peer and Practice Assessment.
7. Peer Assessors will be appointed by the QA Committee to their role for a 2-year term with an opportunity for reappointment.
8. Peer Assessors will be remunerated on a flat fee/assessment basis unless otherwise agreed. This rate will be set and reviewed by the College. Travel expenses related to assessments will be reimbursed according to the College financial policies.
9. The following conditions will result in disqualification as a Peer Assessor:
 - a. Failure to meet one or more of the eligibility criteria;
 - b. Breach of confidentiality of any information learned through the PPA and/or QA program;
 - c. Absence from assessor training; and
 - d. Knowingly submitting an assessment report that does not accurately reflect the components of the practice.
10. At the end of a Peer Assessor's 2-year term, a performance evaluation shall be conducted by the QA Committee and, if there are openings, an opportunity for reappointment shall be determined.

Legislative Context

Section 81 of the Health Professions Procedural Code, Schedule 2 to the Regulated Health Professions Act, 1991.