



NAME	Peer and Practice Assessor Appointment Policy		
TYPE	Quality Assurance – Peer and Practice Assessment		
STATUS	Final	VERSION	1
DATE APPROVED	3 November 2017	DATE REVISED	March 4, 2021

Policy Statement

The Quality Assurance (QA) Committee appoints Peer and Practice Assessors (Assessors), who are qualified members of the College, to conduct Peer and Practice Assessments (PPA). 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 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 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;
 - c. Not currently or has not been a member of the College's staff at any time within the previous 3 years;
 - d. Does not hold an executive position with a professional association;
 - e. Uphold high standards of practice and actively participate in continuing professional development;
 - f. Willingness to conduct assessments and provide reports; and
 - g. Demonstrated understanding and commitment to the College mandate and values.
3. Applications for Assessors will be screened by College staff 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 Assessors:
 - a. Need for assessors in each electoral district;
 - b. Experience and additional professional qualifications;
 - c. Strong communication and interpersonal skills (e.g., collaborative approach, experience in providing constructive/specific feedback); and
 - d. Availability and flexibility in work schedule.
6. Prior to being assigned to conduct assessments, an Assessor must:
 - a. Agree to the terms outlined in the Peer Practice Assessor Agreement and the College's Confidentiality and Conflict of Interest Agreement; and
 - b. Attend and complete assessor training.
7. Assessors will be appointed by the QA Committee to their role for a 2-year term with an opportunity for reappointment.
8. 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 an 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 an 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.