



NAME	Peer Assessor Assignment 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 assigns Peer Assessors to conduct Peer and Practice Assessments (PPA). The Committee will conduct due diligence to ensure that a conflict of interest does not exist for the member and the assigned Peer Assessor(s).

Procedure

1. The QA Committee shall assign a Peer Assessor(s) to conduct a PPA. Factors to be considered during assignment include:
 - a. The member's registered profession, i.e., a Peer Assessor registered as an Acupuncturist will not assess a member who is registered as a Traditional Chinese Medicine Practitioner but can assess a member who is registered as an Acupuncturist;
 - b. Geographical location;
 - c. Practice setting; and
 - d. Language.
2. The member and the Peer Assessor(s) will receive notice of the assignment and the identification information of the other party.
3. The member and the Peer Assessor(s) shall, within 14 days, declare whether or not a conflict of interest exists.
4. If no conflict of interest is declared, the PPA shall be scheduled.
5. If a conflict of interest is declared, the QA Committee shall assign another Peer Assessor to conduct the PPA.
6. The procedure will return to paragraph 2 of this policy and repeat until no conflicts of interest are declared.

Legislative Context

Section 7 of the Quality Assurance Program Regulation (O. Reg 28/13) of the Traditional Chinese Medicine Act, 2006.