

Personal and Confidential

DATE:

Dr.

Re: Mandatory Peer & Practice Assessment Program

Dear Dr. :

I Introduction

The Quality Assurance Committee of the College of Chiropractors of Ontario (CCO) has selected you to participate in its Mandatory Peer & Practice Assessment Program. The materials you will need to prepare for the assessment are enclosed.

Please note, all members of CCO who hold a General ('Active') Certificate of Registration are ***required*** to participate in this program, even if they do not actively see patients. If you do not actively see patients, you will undergo a modified assessment. For additional information, please refer to the Peer & Practice Assessment Program Handbook. ***If it is the case that you have already undergone a Peer & Practice Assessment once, please notify Dr. Walton immediately at 416-922-6355, ext. 106 or bwalton@cco.on.ca.***

Failure to respond within a timely manner may lead to a referral to the Inquiries, Complaints and Reports Committee.

II Action Steps

Your peer assessor is **Dr.** _____. If you have a concern or a potential conflict of interest with this assessor, please contact me at 416-922-6355, ext. 106, or bwalton@cco.on.ca, to request an alternative assessor.

Please return the following items to CCO ***within 15 business days*** of receiving this notice **(Please DO NOT use any staples when assembling the material):**

- completed pre-visit questionnaire
- sample(s) of your blank clinical charts/forms
- list of abbreviations/legends used in your office (if applicable)
- **one current sterilized patient file** (i.e., copy of a patient file with the patient's name, address, telephone number and other personal information blacked out/removed)

III The Process

CCO would like to emphasize that this program is **educational**, not punitive. The outcome of your assessment should help guide you in some potential learning opportunities, if required.

The assessment should take no more than three to four hours to complete. Plan your schedule to allow for two sessions with the assessor – one at the beginning and one at the end of the assessment.

The assessment procedure is as follows:

- You will submit your materials to CCO (**within 15 business days**)
- The materials will be processed and sent on to your assessor (**this may take up to several weeks, depending on how many assessments are assigned to your assessor**)
- An initial phone conversation between you and the assessor to discuss the assessment process and set up a mutually convenient time to conduct the assessment
- Initial meeting between you and the assessor to discuss the assessment process
- Selection and review of 10 randomly selected files
- Review of your knowledge of the *ChiroCare* (CCO) binder (the most up to date information can be found on the CCO website at www.cco.on.ca)
- Discussion with your assessor to clarify any information and/or other concerns

Once the assessor has finalized the report, he/she will provide you with a copy of the report for your review and comments, and forward the report and the two checklists to CCO. The material will be reviewed and you will subsequently receive a Disposition Report (**This may take several weeks to finalize, depending on the number of assessments being processed**). This report will provide you further feedback on your assessment such as:

- that no further action is required;
- that you correct minor and/or significant deficiencies in the areas identified by the assessor and/or the committee;
- and/or ask that you to participate in a member enhancement or remediation program.

To summarize, once we receive your submitted material, it will be copied and sent to the assigned assessor. Once the assessor receives the assignment, they will be in direct contact, with you to set up a mutually convenient time to do the assessment.

I thank you, in advance, for your prompt attention and cooperation in this matter.

Sincerely,



Dr. J. Bruce Walton, B.Sc., D.C.
Director of Professional Practice,
College of Chiropractors of Ontario
416-922-6355, ext. 106
bwalton@cco.on.ca
JBW/encl.