

PEER ASSESSORS



Policy P-051

Quality Assurance Committee

Approved by Council: September 13, 2008

Amended: April 16, 2013, June 17, 2015, September 15, 2018

Note to readers: In the event of any inconsistency between this document and the legislation that affects chiropractic practice, the legislation governs.

INTENT

To outline the Quality Assurance Committee's process and criteria for appointing, re-appointing, discharging and thanking peer assessors for the Peer and Practice Assessment Program.

DESCRIPTION OF PROGRAM

The Peer and Practice Assessment Program is one component of the quality assurance program. The Quality Assurance Committee developed the Peer and Practice Assessment Program to enhance members' learning opportunities and ensure their compliance to CCO's regulations, standards of practice, policies and guidelines.

- The program is designed to be educational, not punitive, in nature;
- Participation in all Quality Assurance initiatives is mandatory for all CCO members holding a General ('Active') certificate of registration, as set out by the *Regulated Health Professions Act, 1991*.
- CCO randomly selects members to participate in the program and matches the selected member with an assessor in his/her electoral district.
- Members may volunteer to participate in the program before being chosen through random selection.
- Information gathered during the peer and practice assessment is only shared with the members of the Quality Assurance Committee. No other committee will have access to this information.

PROCEDURE FOR MEMBERS TO APPLY OR RE-APPLY FOR PEER ASSESSOR APPOINTMENT

A member may apply or re-apply to CCO to become a peer assessor by submitting his/her professional portfolio and a cover letter outlining the reason(s) he/she is interested in being appointed or re-appointed as a peer assessor.

A member is eligible for appointment as a peer assessor if, on the date of the appointment, the member:

- is registered in the General ('active') class of registration of CCO;
- has been registered in the General class of registration for at least five years;
- has actively practised chiropractic in Ontario for at least five years;
- is currently actively providing direct care to patients;
- has been peer assessed;
- practises primarily in Ontario;
- is not in default of payment of any fees prescribed by by-law or any fine or order for costs to CCO imposed by a CCO committee or court of law;
- is not in default in completing and returning any form required by CCO;
- is not the subject of any disciplinary or incapacity proceeding;
- has not had a finding of professional misconduct, incompetence or incapacity against him/her in the preceding three years;
- has not been disqualified from Council or a committee of CCO in the previous three years;
- is otherwise a member in good standing with CCO;
- is not a member of the Council of a college of any other health profession;
- declares that all content on their professional websites and social media accounts are in compliance with CCO standards of practice, policies and guidelines
- is not currently or has not been a member of the CCO's staff at any time within the preceding three years.

PROCESS FOR APPOINTMENT AND RETENTION OF PEER ASSESSORS

The Quality Assurance Committee shall appoint and re-appoint peer assessors at the first Quality Assurance Committee meeting following the annual CCO elections, or as soon thereafter as practicable.

The term of a peer assessor is approximately three years from the date he/she is appointed.

A peer assessor may request a deferral for appointment and/or leave of absence for up to one year if he/she provides the Quality Assurance Committee with reasons for the request that are satisfactory to the Committee.

When the member's three-year appointment nears its completion, the member may apply for re-appointment.

A member who has served as a peer assessor for nine consecutive years, or three consecutive terms, is ineligible for re-appointment as a peer assessor until a full three-year term has passed since he/she last served as a peer assessor.

APPOINTMENT CRITERIA

When appointing peer assessors, the Quality Assurance Committee will consider the following:

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- interview evaluation;
- need for peer assessor(s) in each CCO district;
- geographical location of the member's practice;
- type of practice and/or practice style;
- experience;
- additional professional qualifications, expertise and/or specialty;
- languages spoken;
- communication skills;
- successful completion of both the internal and field training portions of the Assessor-In-Training program;
- additional qualifications and characteristics to complement the attributes of the Peer and Practice Assessment program.

DISQUALIFICATION OF PEER ASSESSORS

A member will be discharged as a peer assessor if he/she:

- breaches one of the qualifications required to become a peer assessor as outlined in this policy;
- breaches confidentiality or any information learned through the peer and practice assessment and/or other Quality Assurance programs;
- is absent from two consecutive CCO peer assessor training days; or
- fails to discharge properly or honestly any office to which he/she has been appointed, in the opinion of the Quality Assurance Committee.

COMPLETION OF APPOINTMENT

A member will be considered to have completed their appointment and thanked for their services if the member does any of the following:

- resigns in writing;
- requests an extended leave of absence as a peer assessor;
- completes his/her term of service and is not re-appointed; or
- completes nine consecutive years or three consecutive term.

