
PEER ASSESSORS



Policy P-051

Quality Assurance Committee

Approved by Council: September 13, 2008

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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 (RHPA)*.
- CCO randomly selects members to participate in the program and matches the selected member with an assessor.
- 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 within the Quality Assurance Committee, subject to the provisions of *RHPA*.

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 their curriculum vitae and a cover letter outlining the reason(s) the member 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 consecutive years;
- is currently actively providing direct care to patients;
- has been peer assessed. The member must have completed Peer and Practice Assessment 1.0 and 2.0, with the conditions that if the member has not completed Peer and Practice Assessment 2.0, they must agree to complete Peer and Practice Assessment 2.0 within six months;
- practises primarily in Ontario;
- is not a CCO Council member;
- is not a CCO committee member of the Inquiries, Complaints and Reports, Discipline or Fitness to Practise Committee;
- 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 in the preceding six years;
- if a member has been found to be incapacitated, CCO receives confirmation from their treating practitioner that the member is physically and mentally capable to serve on Council or a committee;
- has not been disqualified from Council or a committee of CCO in the previous six years;
- has not resigned from a position on Council, before completing the term, within the last three years;
- does not have an outstanding code of conduct matter with the College;
- is not a member of the Council of a college of any other health profession;
- is not, and has not been within the preceding six years, an adverse party in litigation against CCO, the Council or CCO, a committee of CCO, or any of CCO's directors, officers, employees, agents, on a matter related to CCO business;
- is not an accused currently charged with a criminal offence under the Criminal Code of Canada;
- has not been convicted of a criminal offence for which the member has not received a pardon pursuant to the Criminal Code of Canada;
- declares that all content on their professional websites and social media accounts is in compliance with CCO standards of practice, policies and guidelines; and
- 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 the assessor is appointed.

A peer assessor may request a deferral for appointment and/or leave of absence for up to one year if the assessor provides the Quality Assurance Committee with reasons for the request that are satisfactory to the Committee including but not limited to, stopping to provide direct care to patients.

When the member's three-year appointment nears its completion, the member will be re-appointed if they express interest in continuing to serve as a peer assessor.

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 the member last served as a peer assessor.

APPOINTMENT CRITERIA

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

- 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 the assessor:

- breaches one of the qualifications required to become a peer assessor as outlined in this policy;
- breaches confidentiality of any information learned through the peer and practice assessment and/or other Quality Assurance programs;
- breaches the Peer Assessor Code of Conduct;

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- is absent from two consecutive CCO peer assessor training days; or
- fails to discharge properly or honestly any office to which the assessor has been appointed, in the opinion of the CCO.

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 their term of service and is not re-appointed; or
- completes nine consecutive years or three consecutive terms.