

ACCREDITATION OF PHYSIOTHERAPY EDUCATION PROGRAMS IN CANADA: Peer Review Teams

Composition and Role of the Peer Review Team

ACCPAP maintains a pool of accreditation surveyors who can be selected to participate as members of a Peer Review Team (PRT). Each PRT includes four members: two physiotherapists with educational background; one physiotherapist who has experience in physiotherapy regulation; and one non-physiotherapist who is an external member with experience in professional education and/or accreditation.

The role of the Peer Review Team (PRT) members is to:

- Verify and supplement evidence provided by the education program in the Self-Study Report;
- Assess the program within the context of its environment; and
- Prepare and submit a report to ACCPAP about the program's compliance with the ACCPAP accreditation standards.

Responsibilities of PRT Members

- Review the ACCPAP Accreditation Handbook and Standards;
- Review the education program's Self-Study Report and all additional documentation prior to the on-site review;
- Attend a PRT meeting prior to the on-site review, which will be held by teleconference or at the education program site, to discuss areas requiring clarification and develop a plan for verification, and prepare questions for the on-site interviews;
- Lead interviews with program faculty, staff and students, clinicians and university administrators;
- Collect required data and make observations;
- Contribute to preparation of the report; and
- Participate in the presentation of the oral report of the findings for program faculty, staff and students.

Criteria for Selection of PRT Members

1. A minimum of 2 years experience working in an academic, clinical education or regulatory setting;
2. Submission of a curriculum vitae;
3. Submission of two references that address the candidate's following competencies and attributes:
 - i) Communication skills generally and specifically related to conducting interviews

- ii) Ability to critically analyze, verbalize and record pertinent objective data
 - iii) Ability to work as a team and participate in reaching consensus
 - iv) An area of competence in physical therapy education that could serve as a basis for providing consultation
 - v) A personal and professional history that would not reflect negatively on the accreditation program; and
 - vi) An awareness of personal biases but openness to new ideas and receptiveness to change.
4. Willingness to accept the responsibilities related to conducting the on-site visit including:
- i) Commitment to the ACCPAP policies of confidentiality;
 - ii) Review of the program's Self-Study Report and all related materials;
 - iii) Ability to objectively collect, analyze, and communicate all pertinent data related to the on-site review;
 - iv) Acceptance of the responsibility for own behaviour and actions; and
 - v) Acknowledgement of any conflict of interest.
5. Completion of the Orientation Program for Peer Review Team members.

For Further Information Contact:

The Accreditation Council for Canadian Physiotherapy Academic Programs
Suite 26, 509 Commissioners Road, West
London, Ontario
N6J 1Y5

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e-mail: cathryn.beggs@accpap.ca

APPLICATION FORM FOR ACCREDITATION SURVEYOR

Name of Applicant: _____

Mailing Address: _____

Contact Information: Telephone: Home (____) _____

Business (____) _____

Fax: (____) _____

E-mail: _____

I, the undersigned, hereby consent to serve as an accreditation surveyor for ACCPAP and, if appointed, agree to support the Vision, Mission and Values of ACCPAP and adhere to ACCPAP policies and procedures related to completing accreditation reviews.

Signature of Applicant: _____ Date: _____

Send completed form with curriculum vitae and references to:
Accreditation Council for Canadian Physiotherapy Academic Programs
Suite 26, 509 Commissioners Road W., London, ON N6J 1Y5