

POLICY

Policy P-051
Quality Assurance Committee
Approved by Council: February 8, 2011

Procedures for Appointing, Re-appointing, Discharging and Thanking Peer Assessors

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 (QA) Committee's process and criteria for appointing, re-appointing, discharging and thanking peer assessors for the QA Peer and Practice Assessment Program.

Description of Program

The Peer and Practice Assessment Program is one component of the QA Program. The QA Committee developed the Peer 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 QA 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 assessment is shared with the members of the QA Committee only. 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') category of registration of CCO;
- has been registered in the general category of registration for at least five years;
- has actively practised chiropractic in Ontario for at least five years;
- the member 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 proceeding three years;
- has not been disqualified from Council or a committee of CCO in the previous three years;
- is not a member of the Council of a college of any other health profession;
- the member is not currently or has not been a member of the CCO's staff at any time within the preceding three years.

Procedures For Appointment and Re-Appointing of Peer Assessors

The QA Committee shall appoint and re-appoint peer assessors at the first QA 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 provided he/she provides the QA 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.

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Appointment Criteria

When appointing peer assessors, the QA 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;
- 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 of any information learned through the peer and practice assessment and/or other QA programs
- fails to discharge properly or honestly any office to which he/she has been appointed, in the opinion of the QA Committee;

Completion of Appointment

A peer assessor will be considered to have completed his/her appointment and thanked for his/her services if he/she 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 of three consecutive terms.