



ACC.P.07: TRAINING OF NEW ACCREDITATION REVIEWERS

Activity Sphere: Accreditation

Last Revised: February 2023

Activity: Entry-level education

Subactivity/task: Academic Accreditation

POLICY

Appropriate training shall be completed by new academic accreditation reviewers in order to ensure a fair and equitable accreditation process for university occupational therapy education programs. Training will prepare registry members for reviewer roles as per “Terms of Reference: Academic Accreditation Reviewers Registry”.

PROCEDURES

1. At the time of appointment, accreditation reviewers will be provided with the orientation handbook for new reviewers by the Accreditation officer. The handbook includes information regarding the online accreditation training course offered by the Association of Accrediting Agencies of Canada.
2. All accreditation reviewers will review the orientation handbook and successfully complete the online course prior to involvement as a reviewer in the accreditation of a university occupational therapy education program.
3. Reviewers will inform the Accreditation Officer when the orientation has been successfully completed. The Accreditation Officer will add the reviewer’s name to the Academic Accreditation Reviewer Registry.
4. If notice of completion has not been received from the reviewer within three months of appointment, the Accreditation Officer will follow up to determine the willingness of the reviewer to become a member of the Academic Accreditation Reviewer Registry.
5. Following successful completion of the training, reviewers will be eligible to act as a Reader. A new reviewer will be considered first as a Reader (note: exception for public/external roster). The member must serve on an on-site team before chairing a review team. The review team chair will be responsible to orient the new reviewer to responsibilities associated with the position of reviewer. See Registry TOR for Review Team compositions.



ORIENTATION GUIDELINES FOR NEW ACADEMIC ACCREDITATION REVIEWERS

New academic accreditation reviewers must complete an orientation process in order to be members of the CAOT Academic Accreditation Reviewer Registry. The orientation process includes three steps:

1. Completion of the accreditation training course offered by the Association of Accrediting Agencies of Canada. This course is offered online and requires approximately 5 hours for completion. The CAOT Accreditation Officer will provide instructions and a PIN number for each new reviewer to complete the program.
2. Review of the CAOT Accreditation Orientation Handbook, Academic Accreditation Policies and Self-Study Guide Manual and the terms of reference of the CAOT Academic Accreditation Reviewer Registry.
3. Review of the instructions below regarding on-site accreditation reviews.

Instructions for on-site accreditation reviews:

- Accreditation reviews need to be conducted in a collegial manner with tact, diplomacy and objectivity; the review should not be an intimidating investigation.
- Onsite reviews are a very intense process, requiring organization and preparation to plan the three full days needed to complete the process. In preparation for the visit, review all documents received. Consider the accreditation standards, the previous accreditation report and the off-site review report. Prepare a list of questions that need to be answered during the review.
- A schedule for meetings during the site visit will be provided to the accreditation team. The onsite visit involves long and very full days. Do not plan to do anything but the accreditation during the time allocated for the visit.
- No documents should be removed from the university during the visit.
- During the preliminary meeting with the accreditation team, identify pressing issues, a common list of concerns and key people to answer questions. Establish the role of each member according to expertise and experience. A timekeeper should be appointed to ensure timelines are met during the visit. A draft of the report can be initiated.



- An introductory meeting will be held with the university program to present the accreditation team and explain the accreditation process. This meeting should be used to ask for any concerns of the program.
- During the visit, meet with designated individuals to obtain as much information as possible, particularly regarding the pressing issues that were previously identified. Maintain a tight schedule during the visit but ensure time for regular breaks and meals.
- During the evenings of the site visit, meet with the accreditation team to summarize the information received and document comments into the draft report. Areas requiring additional information should be identified and strategies determined to seek out the necessary information.
- On the evening before the verbal report to the program, complete the accreditation report with the information gathered during the visit. Identify any outstanding issues that require discussion with the program chair. Complete the executive summary and prepare a verbal report that includes an introduction, strengths, areas for improvement and recommendations. The report should address issues identified by the program. No reference should be made to the accreditation award during the verbal report.

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Revised	Agenda item	Policy and/or Procedures
February 2023	B.23.02.C.09	Procedures only
April 2018	B.18.04.C.02	Procedures only
June 2017	B.17.06.C.08	Policy and procedures
Approved	B.12.06.6.2	Ref. to old policy: 8210

Related documents:

- “Terms of Reference: Academic Accreditation Reviewers Registry”;
- CAOT Academic Accreditation Policies;
- CAOT Academic Accreditation Standards and Self-Study Guide.