

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Title: **PDP Peer Assessors, Mentors, Practice Assessors & Working Group Members**

Number: **QA- PDP Assessors - 103**

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POLICY

The *Quality Assurance Regulation* (O. Reg. 596/94 – Part IV) stipulates that the College of Respiratory Therapists of Ontario’s (CRTO) Quality Assurance program must consist of a “peer assessment” component. Therefore, the CRTO endeavours to involve practicing Respiratory Therapists (RT) in its Professional Development Program (PDP) wherever possible.

The following roles within the PDP are fulfilled by RTs who may or may not be an employee of the CRTO:

- [PORTfolio Peer Assessors](#)
- [Specified Continuing Education or Remediation Program \(SCERP\) Mentors](#)
- [Practice Assessors](#)
- [PDP Working Group Members](#)

This policy outlines the roles and responsibilities within the PDP. In addition, the policy contains a section on [Other Issues Relevant to PDP Peer Assessors, Mentors, Practice Assessors & Working Group Members](#), which includes eligibility criteria, confidentiality and conflict of interest.

PORTfolio Peer Assessors

Role

PORTfolio Peer Assessors are responsible for evaluating Members’ submitted PORTfolios and providing mentoring, when necessary, to Members who need help in their PORTfolio development. The Peer Assessors evaluate the submitted PORTfolios against a standardized set of criteria. Those PORTfolios that meet all of the requisite criteria will receive feedback from the Peer Assessor in the form of a final report. Members whose PORTfolios do not meet all of the requisite criteria will be required to meet with a Peer Assessor in order to attempt to bring their PORTfolio up to standard.

Recruitment & Retention

Peer Assessors are appointed by the Quality Assurance Committee (QAC) under section 81 of the *Health Professions Procedural Code*. A panel of the QAC will annually review the roster of Peer Assessors and appoint new Peer Assessors as necessary. The term of the appointment will be determined by the Committee based on needs; however, the total length of appointment shall not exceed nine consecutive years. Each Peer Assessor will have their term reviewed after their first year, and then every three years after that.

Training

RTs who volunteer to act as PORTfolio Peer Assessors are required to complete annual and ongoing training sessions delivered by the CRTO. The training sessions are designed to enable Peer Assessors to conduct fair and consistent assessments and to support their mentoring role. At the end of each

PORTfolio submission cycle, each Peer Assessor will undergo a performance review conducted by CRTO staff.

SCERP Mentors

Role

During the implementation of the PDP, the CRTO may occasionally require an RT to act in the capacity of a SCERP Mentor. These Mentors provide guidance to Members whose previous assessment(s) were found to be unsatisfactory and who have been directed by the QAC to undergo a SCERP. More information on CRTO SCERP process is available in the [Professional Development Program Policy](#).

Recruitment & Retention

When required, the CRTO will retain the service of a SCERP Mentor based on their relevant professional experience and availability. The CRTO will endeavour to maintain a core group of experienced SCERP Mentors.

Training

Training will be provided for SCERP Mentors on an as-need basis, and will vary depending on the required outcomes of the SCERP.

Practice Assessors

Role

During the implementation of the PDP, the CRTO may occasionally require an RT to act in the capacity of a Practice Assessor. Members whose previous assessment(s) were found to be unsatisfactory, have completed a SCERP, been reassessed and whose assessment is still found to be unsatisfactory may be directed by the QAC to undergo a Practice Assessment. At this point, an RT Practice Assessor will conduct an on-site assessment of the Member's practice. More information on the CRTO Practice Assessments is available in the [Professional Development Program Policy](#).

Recruitment & Retention

When required, the CRTO will retain the services of a Practice Assessor based on their relevant professional experience and availability. The CRTO will endeavour to maintain a core group of experienced Practice Assessors.

Training

Training will be provided for Practice Assessors on an as-need basis, and will vary depending on the required outcomes of the Practice Assessment.

PDP Working Group Members

Role

On a regular basis, the CRTO will assemble a group of practicing RTs to review the data generated from the Launch RT Jurisprudence Assessment (e.g., item performance, Members' item-specific and general comments, etc.) More information on the Launch RT Jurisprudence Assessment is available in the [Professional Development Program Policy](#).

Recruitment & Retention

When required, the CRTO will retain the services of PDP Working Group Members based on their relevant professional experience and availability. The CRTO will endeavour to maintain a core group of experienced PDP Working Group Members.

Training

Training will be provided to PDP Working Group Members during each Launch RT Jurisprudence Assessment review.

Other Issues Relevant to PDP Peer Assessors, Mentors, Practice Assessors & Working Group Members

Eligibility

To be eligible to act in the capacity of a CRTO PDP Peer Assessor, Mentor, Practice Assessor and /or Working Group Member, a Member must:

- hold a General Certificate of Registration with no terms, conditions or limitations;
- be a Member in good standing;
- preferably have a minimum of 3 years practice experience;
- complete the PORTfolio as part of their training (pertains to Peer Assessors only);
- have a secure internet access; and
- have declared in his/her annual registration renewal that he/she is "...engaging in the CRTO Quality Assurance Program by participating in professional development activities as outlined in the Quality Assurance Regulation and by regularly recording these activities in their Professional Portfolio Online for Respiratory Therapists (PORTfolio^{OM})".

Confidentiality

In keeping with the duty for confidentiality outlined in s.36(1) of the *RHPA*, all activities related to the PDP are considered strictly confidential and the information that arises must not be shared with others. Therefore, each PDP Peer Assessor, Mentor, Practice Assessor & Working Group Member is required to sign a confidentiality agreement on an annual basis.

Conflict of Interest

It is the responsibility of the CRTO to ensure that RTs who assist with the implementation of the PDP do so free of any conflict of interest and that the PDP process is neutral and fair. Therefore, Peer Assessors, Mentors and Practice Assessors are provided in advance with the name(s) of any Member they may be required to evaluate or mentor. Each Peer Assessor/Mentor/Practice Assessor is required to review the names and declare a conflict of interest in advance so that CRTO staff can ensure that the RT does not evaluate that particular Member. The information provided to Working Group Members is de-identified to avoid any potential for a conflict of interest.

A conflict of interest exists when a reasonable person may conclude that the RT's personal interests could improperly influence their judgments while performing their duties for the CRTO. When determining whether a conflict of interest exists, the PDP Peer Assessor/Mentor/Practice Assessor must consider if there is anything that could potentially influence/be perceived to influence their assessment, such as:

- do they have a personal relationship with the Member being assessed;
- have they acquired information outside the course of performing his or her duties at the CRTO, about the Member or the Member's professional development activities; or
- are they involved in an employer/employee/business relationship with the Member being assessed.