

## Peer Assessor Role Description

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Under *the Regulated Health Professions Act, 1991 (RHPA)*, all health regulatory colleges are required to have in place a Quality Assurance Program. The College of Registered Psychotherapist of Ontario (CRPO) Program includes the following components:

1. Professional Development
2. Peer & Practice Review
3. Professional Improvement

In accordance with the RHPA, which authorizes the Quality Assurance Committee to appoint assessors, CRPO will establish and maintain a roster of peer assessors to conduct Peer and Practice Reviews (PPRs). Peer Assessors are Registrants of the College who have been trained to conduct PPRs.

The PPR is a two-step process that mainly relies on a structured interviewing method to assess a Registrant's practice. The PPR process also includes review of a Registrant's advertising and invoicing materials and may include review of their clinical records.

### Duties & Tasks

Reporting to the Quality Assurance Manager, the role of Peer Assessors is to:

- review materials submitted by Registrants and receive training to conduct interviews;
- conduct interviews by telephone, webinar, and in-person;
- coordinate and carry out all aspects of Peer and Practice Reviews in accordance with policy and established practice; and
- craft and submit comprehensive, objective and accurate assessment reports in a timely manner.

Assessors will follow general principles of ethical conduct and impartiality, facilitating a fair process for Registrants participating in PPR. Assessors shall conduct PPRs independently, relying on evidence-informed approaches. Information gathered about a Registrant's practice as a result of participation in the Quality Assurance Program is confidential. As such, Peer Assessors are expected to adhere strictly to CRPO's confidentiality policies and protocols.

Anyone holding the position of peer assessor will:

- engage in any peer assessor training provided by the College;
- keep abreast of changes to legislation and standards of the profession;
- maintain good standing with the College;
- meet the experience and qualifications listed in the next section; and
- have successfully completed (or are up-to-date with) all relevant aspects of the Quality Assurance Program in accordance with the requirements.

### Required Experience & Qualifications

Candidates for a Peer Assessor role will possess the following experience / qualifications:

- have practised as a psychotherapist for at least five years;
- hold a current Certificate of Registration as a Registered Psychotherapist and meet the annual renewal requirements;

- have no prior history with the College or another regulatory body resulting in a decision of the ICRC, the Executive Committee, the Fitness to Practice Committee or the Discipline Committee, other than a decision to take no action;
- have successfully completed (or are up-to-date with) all requirements under the Quality Assurance Program;
- demonstrated computer skills and an aptitude for learning and using software and computer applications;
- own a reliable laptop;
- demonstrated acceptance of travel requirements – Peer Assessors will be required on occasions (although not frequently) to travel to various locations in the province to conduct onsite visits; and
- engage in all necessary training (one on site and two to three teleconferences) required to begin the role, and demonstrate willingness to attend future update sessions once per year via teleconference, or on site, about once every two years or less.

**Qualifications that are considered assets:**

- experience interviewing, adult education, conducting assessments and/or audits; and
- demonstrated fluency (written/spoken) in French and English.

**Availability & Remuneration\***

Peer Assessors are required to be available on an as-needed basis, when assigned to conduct Peer and Practice Reviews. Peer Assessors will be responsible for arranging interviews in accordance with policy-established timelines, on days that are mutually convenient for the Assessor and the Registrant being assessed. Assessors will be remunerated for each interview conducted/report completed, in accordance with the chart below.

<b>Description</b>	<b>Rate (flat)</b>
Interview by teleconference – (1 – 1.5 hour)	\$170 - \$240
Onsite Visit (typically requires travel within Ontario) (>3 hours)	\$300 - \$500
Long distance travel honorarium (for distances over 500km)	\$125
Travel, meal & accommodation expenses will be reimbursed in accordance with established policies.	

Travel is expected and assessors will be reimbursed for meal, travel, and accommodation expenses according to established policies.

\* Remuneration for peer assessors is currently under review

**Method of Appointment**

The Peer Assessor selection process is as follows:

1. Applicants will submit a current resume and cover letter and three professional references.
2. Resumes will be reviewed and ranked based on a skills matrix and the College will determine that selected candidates have no prior history with the College or another regulatory body resulting in a decision of the ICRC, the Executive Committee, the

Fitness to Practice Committee or the Discipline Committee, other than a decision to take no action.

3. Selected candidates will undergo a telephone interview and reference check.
4. Selected candidates will also engage in the Peer Assessor training session, which will take place in April. This training session is a component of the selection process.
5. The Quality Assurance Committee will review candidate resumes, interview summaries, reference checks, skill matrix rankings, and any recommendations from the Peer Assessor trainers and appoint qualified candidates to the peer assessor roles.
6. Selected candidates will receive written notification accompanied by a contract that must be signed and returned to the College.