College of Occupational Therapists of Ontario
Ordre des ergothérapeutes de l'Ontario

Demystifying the Quality Assurance Program: With Special Focus on the Peer and Practice Assessment

Responses to Questions from the January 12, 2021 Webinar:

1. **Q:** How many registrants will be participating in the upcoming risk-based selection peer and practice assessments?

   A: The Quality Assurance Committee approved the selection of 50-75 registrants for a peer assessment before May 31, 2021. Registrants are to be selected on a gradually, with the next scheduled pull for March.

2. **Q:** How will registrants be notified?

   A: Registrants will receive a letter by email. The College will request the registrant acknowledge receipt of the letter.

3. **Q:** You mentioned that there are 18 risks in the 3 areas. Can you further explain them?

   A: Please visit the College's website for additional information on the risk areas.

4. **Q:** Do you require the entire patient file to review and do the peer and practice assessment?

   A: No, however, in addition to your own assessment documents, progress notes etc. you are required to provide any information that supported your decision-making with the client (i.e. reports from other health care providers etc.). If you are selected you will receive instructions on how many files you are required to prepare and how to best organize these for the assessor.

5. **Q:** As the process to screen registrants before an assessment is being developed, will all those chosen now, proceed directly to the peer and practice assessment?

   A: Yes, all registrants chosen before May 2021 will participate in a peer assessment.

6. **Q:** From what I understand, the College is not planning to let occupational therapists know how many risk indicators they have. Is this still the case?

   A: All the risk indicators are derived directly from each registrant's annual renewal form as well as their own QA self-assessment. As such, each registrant will be able to understand their own risk areas. Consult the website to understand what indicators apply to you and your risk category.

7. **Q:** Are the peer assessments just for clinical occupational therapists right now?

   A: No, both clinical and non-clinical occupational therapists are being selected. There are two different assessment processes for clinical and non-clinical occupational therapists, but both are based on the Essential Competencies of Practice. The main difference is that there is no record review during the assessment for non-clinical practitioners.

8. **Q:** Given the COVID-19 pandemic context, will the process be adapted?

   A: Yes. All peer and practice assessments are now completed virtually. This includes the record review and the behavioral interview.

9. **Q:** For occupational therapists working in a setting with electronic medical records, how is the record review done?

   A: Instructions on how to prepare records are provided at the time a registrant is selected. In summary, however, registrants are asked to obtain five records for discontinued clients, to organize them chronologically by dates of service, and transfer them into a PDF format. These are then to be sent to the assessor's confidential College email using password protection and / or encryption.

10. **Q:** Does the College have consent and authority to access client records?

    A: Yes. The College is allowed, as per the *Regulated Health Professions Act*, 1991, to obtain client records for the purposes of regulating the profession. A letter to this effect is provided to selected registrants with their package, so they can give this to their employer or records departments if required.