Peer and Practice Assessment (PPA)- What to Expect When Selected

OT receives assessment package of information by email, which includes:
1. Letter of participation
2. Peer and practice assessment guide
3. Pre-questionnaire
4. Instructions on how to password protect documents
5. Employer letter template re: access to clinical records
6. Myths about the process

1 month before scheduled PPA, OT completes and submits pre-questionnaire to QA Manager.

QA Manager reviews and emails PPA report to OT within 1 month of receipt.

Peer Assessor emails PPA report to QA Manager within 2 weeks of PPA.

OT participates in PPA (4 - 5 hours).

OT receives email from peer assessor to schedule PPA within the next 5 months.

OT receives notice by mail and email.

OT reviews PPA report and provides additional input to QA Manager within 14 days.

QA Manager sends PPA report (with OT input, if any) to Quality Assurance Committee (QAC) for review at next scheduled meeting. QAC meets 4 - 6 times per year.

Within 30 days of QAC review, QA Manager sends letter to OT with QAC decision based on review of PPA report.