



## College Policy

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### Policy on the Approval of Supervisors and Other Agents of the College

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**Effective:** October 22, 2014

The College regularly retains members of the profession to assist with work that cannot be performed by staff of the College. These members, when called upon to assist the College, act as 'agents' of the College. The work of these agents may include:

- acting as experts in discipline hearings
- acting as practice supervisors
- acting as peer assessors, or
- acting as non-Council Committee members.

Agents of the College often have significant roles and responsibilities. For instance, they may evaluate or mentor another occupational therapist's practice. Acting in these capacities, agents are called upon to dedicate a lot of time, effort and attention to their roles. Agents are also expected to represent the highest levels of leadership and professionalism.

It is for these reasons that the College Council believes it is in the best interest of the members and the College to:

- not retain, as agent, a member who is in the midst of a College proceeding (including an investigation).
- not retain, as agent, a member who has (within the previous year or more) been through a formal College process that resulted in any decision other than to take no further action.

On October 22, 2014, College Council decided to adopt a policy setting out objective criteria for the approval of agents. These criteria will be applied, as consistently as possible, across all College areas. The Council believes these criteria are in the public's best interest and will help the College continue to meet its mandate of public protection.

Eligibility criteria for approval of agents is listed on the attached chart. Please contact the College if you have any questions.

Example: a member of the profession who had previously received a caution may only be appointed to a non-Council Committee (such as the Registration Committee) if at least six years have passed since the caution. In the case of less serious decisions, such as a Committee's decision to issue guidance, an agent would be able to fulfill the role of non-Council Committee member one year after receiving the Committee's guidance.



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#### Eligibility Criteria for the Approval of Agents

This chart lists the potential “agent” roles at the College and the relevant College process and time period after which the prospective agent will be permitted to fill each role. This chart is not exhaustive and may be added to as additional roles are identified. The College and its Committees may use discretion in the application of the criteria.

	<b>Practice Supervisor Provisional Practice</b>	<b>Practice Supervisor – all other programs</b>	<b>Expert Opinion</b>	<b>Peer Assessors</b>	<b>Non-Council Committee Members</b>
<b>Guidance/ Recommendation</b>	1 year	1 year	Indefinite – will depend on the facts of each case	1 year	1 year
<b>Undertaking</b>	2 years	2 years	Indefinite	2 years	2 years
<b>SCERP</b>	2 years	6 years	Indefinite	6 years	6 years
<b>Written Caution</b>	2 years	6 years	Indefinite	6 years	6 years
<b>Verbal Caution</b>	3 years	6 years	Indefinite	6 years	6 years
<b>Terms/conditions/limitations</b>	6 years	6 years	Indefinite	6 years	6 years
<b>Suspension* / revocation</b> *excludes administrative suspensions & revocations	6 years	6 years	Indefinite	6 years	6 years