

Policy

Type:	Quality Assurance		
Number:	3.2		
Name:	Deferral of Peer and Practice Assessment		
Status:	Final	Version:	4
Date Approved:	September 2014	Date Revised:	November 2015 November 2018 June 2021

Background: Registrants' ongoing participation in the Quality Assurance Program is a means by which the College and the public are assured that kinesiologists continue to maintain and enhance their knowledge, skills, and judgment to practise the profession safely, competently, and ethically. The peer and practice assessment (PPA) is a key legislated requirement of the College's Quality Assurance Program. The PPA is an educational, structured interview conducted by peer assessors. The PPA assesses kinesiologists' knowledge, skill, and judgement, based on the Essential Competencies of Practice for Kinesiologists in Ontario and the College's practice standards. The goal is to help kinesiologists identify areas of strength and opportunities for improvement within their practice. The Quality Assurance Regulation under the *Kinesiology Act, 2007* requires that every General Class registrant participate in PPA.

Policy Statement: Certain circumstances may arise that will affect a registrant's ability to participate in PPA. Registrants who are unable to complete the PPA will have their obligations deferred to a later date. Deferrals may be granted for the following reasons:

- 1) imminent parental leave or leave of absence from work/sabbatical;
- 2) imminent wedding in which the selected registrant is the newlywed/celebrant/immediate family member of newlywed/celebrant;
- 3) serious injury or illness of the registrant or of a family member, or where registrant is a primary caregiver;
- 4) imminent change of residence;
- 5) bereavement;
- 6) recently resumed practice in a new role/area and/or not practising independently/not having an established client base;
- 7) not currently in practice (e.g., home with an infant, an immediate continuing education program, laid off, or extenuating personal or professional circumstances),
- 8) pandemic-related issues (e.g., caregiving responsibilities, redeployment); or

- 9) personal crisis or extenuating circumstances that impact registrant's ability to cope with additional responsibilities.

The QA Committee has the authority to determine additional reasons for granting deferrals as situations arise or to deny a request for deferral.

Principles: Requests for deferral are carefully considered, seeking to balance the needs of the registrant with the public interest, in accordance with the following principles that underpin this policy:

- 1) Transparency – Processes are clear, information is readily available, and College staff and the Quality Assurance Committee exercise honesty and openness in carrying out their duties;
- 2) Fairness, Objectivity, and Impartiality – Processes and procedures exist, address bias, and are reasonable. The College staff and Quality Assurance Committee review requests and make decisions that are fair and objective; and
- 3) Focus on risk of harm – Processes use a risk-based approach to reduce the risk of registrants' potential harm to patients and clients through risk management and accountability.

Applicable Legislation and Regulation:

- 1) Health Professions Procedural Code, Schedule 2 to the *Regulated Health Professions Act, 1991 (RHPA)*, Quality Assurance Section 80-81; and
- 2) Ontario Regulation 29/13 Quality Assurance Program s. 4(1) and 7(1).

Procedure

- 1) Registrants must notify the College in writing, within 10 business days of receiving the notice of selection letter, of their requests for deferral using the *Request for Deferral Form*. The request may be made on behalf of the registrant if the registrant is unable to make the request themselves. Registrants may submit a written request for deferral outside of the submission period, which must include reasons for the delayed request.
- 2) The deferral request must include the registrant's:
 - a) Registration number;
 - b) current work status;
 - c) time frame requested; and
 - d) reason for the request (including all pertinent information to substantiate the reason for the request).
- 3) Registrants must provide appropriate supporting documentation that is acceptable to the College (e.g., including but not limited to letter from a health care provider, letter from employer, bereavement notice, etc.) if applicable.
- 4) The Quality Assurance Committee will take the following registrant information into consideration when reviewing deferral requests:
 - a) Current work status;
 - b) pertinent information to support the request;

- c) supporting documentation;
 - d) the reason for selection for PPA (e.g., random selection versus insufficient currency);
 - e) compliance history with Quality Assurance Program requirements; and
 - f) prior history with the College (e.g., registration, complaints, etc.) if deemed relevant in making a final decision.
- 5) Staff has the authority to grant deferrals as previously defined by the QA Committee (i.e., following precedent). The QA Committee has the responsibility of reviewing requests that do not fall under previous precedents.
 - 6) Deferral requests pertaining to extenuating circumstances arising after the deadline will be considered on a case-by-case basis, provided they are submitted to the College in writing with appropriate supporting documentation.
 - 7) Registrants will generally be advised in writing of the decision in relation to their deferral request as soon as reasonably possible following receipt of the request by the College.
 - 8) If denied, registrants will be given reasons and the deadline for meeting outstanding requirements. If the Quality Assurance Committee requires more information to make a decision, the registrant will be given sufficient time to respond to the Committee.
 - 9) Registrants selected for Peer and Practice Assessment (PPA) are permitted to make one deferral request per Notice of Selection for Assessment unless there are extraordinary circumstances.
 - 10) Deferrals may be granted for up to a maximum of 18 months. The Committee may extend the duration for certain circumstances (e.g., parental leave). The period in which the deferred Peer and Practice Assessment (PPA) must be undertaken will be determined by the Committee on a case-by-case basis giving due consideration to the extenuating circumstances.
 - 11) If a registrant resigns before completing the Peer and Practice Assessment (PPA), but major concerns had been identified, the fact that the QA Committee had major concerns and that they were not resolved before the resignation may be disclosed to the Registrar. In extreme circumstances, the Registrar may initiate an Investigation.