

Policy

Type:	Quality Assurance		
Number:	3.4		
Name:	Assessor Selection		
Status:	Final	Version:	2
Date Approved:	September 22, 2014	Date Revised:	September 11, 2015

Policy Statement: The College will maintain a roster of qualified assessors able to conduct assessments within the Peer and Practice Assessment component of the QA Program.

Procedure

- 1) The College will maintain a roster of Assessors to ensure an adequate supply for managing the assessment of members annually. The College will ensure assessors represent a variety of practice settings, skill sets and geographic areas of the province.
- 2) The College will seek applicants for the Assessor role as needed, to ensure the roster is maintained.
- 3) Applications for the Assessor role will be screened by the Director of Quality Assurance against set criteria. The selection process will include a review of references and an interview.
 - a. To be considered as a potential Assessor, a member will:
 - i. Hold a General certificate of registration with the College of Kinesiologists of Ontario;
 - ii. Be a practising kinesiologist with a minimum 5 years of experience;
 - iii. Have excellent interpersonal and communication skills, and have experience in supervision and providing feedback;
 - iv. Demonstrate ethical and professional practice;
 - v. Demonstrate a commitment to their own professional development and enjoy assisting others in their learning;
 - vi. Be able to commit to a two-year appointment as an Assessor (with an opportunity for reappointment, based on performance);
 - vii. Not be affiliated with or involved in the College on a statutory or non-statutory committee and/or staff position;
 - viii. Not be an employee, officer or director of any professional kinesiology association;

- ix. Have never had a Discipline Committee finding; and
 - x. Have a degree of flexibility with their work schedule.
- 4) Assessors will be appointed by the Quality Assurance Committee to their role for a two-year term with an opportunity for reappointment based on a role performance evaluation.
 - 5) Orientation and training for the role will be provided by the College and will be mandatory for all assessors prior to assigning member assessments.
 - 6) Assessors will be selected for specific assessments based on specific area of practice, practice setting, language and geographic considerations.
 - 7) Assessors will be evaluated by the members who were assessed at the conclusion of each assessment. These evaluations will contain no identifiers related to the specific case and will be kept on file for use in the reappointment process. Should the Assessor's appointment be terminated prior to term completion, written reasons will be provided.
 - 8) Assessors will be remunerated on a flat fee/assessment basis unless otherwise agreed. This rate will be set and reviewed by the College. Travel expenses related to assessments will be reimbursed by the College according to current College policies.
 - 9) The remuneration for a cancelled assessment is based on the following criteria:
 - a. Assessors will receive a 100% per diem for an assessment cancelled by the member three or less calendar days prior to a previously scheduled PPA. A date-stamped notice of cancellation must accompany the expense form.
 - b. Assessors will be reimbursed in full for travel arrangements that are unchangeable and non-refundable.
 - c. Assessors who would otherwise receive payment during the period of the cancelled assessment (e.g. through salaried employment) and are unable to resume work on such short notice shall not request, nor receive payment for the cancelled assessment.
 - 10) Assessors must sign a confidentiality agreement.
 - 11) Assessors must sign a declaration that they have read and understood the Perceived Bias policy.
 - 12) Assessors must have been successfully assessed with a Peer and Practice Assessment (PPA) (this may be completed as part of their training).