<u>FAQ's for a Remote Peer and Practice Assessment (PPA)</u>

1) What is a Peer and Practice Assessment?

The PPA is an in-depth, focused peer assessment, which is an educational process designed to assist you in gaining insight into your practice and to encourage practice improvements if needed.

2) How does the QA Committee Determine who must undergo a PPA?

The College's Quality Assurance (QA) program allows for a peer assessor to be appointed to assess a registrant's practice, including the registrant's knowledge, skill and judgment. There are a number of ways that the QA Committee determines that a registrant should undergo the assessment. Some examples include, but are not limited to: random selection, failure to adequately complete the QA requirements (including the portfolio or the MSF), or if deficiencies are identified in the MSF process.

3) What is the format of the remote Peer and Practice Assessment?

The format of the PPA involves the following:

1. A Documentation Exercise where you are required to read specific case information and document elements of the case as you would in a real patient record. This is to be completed and submitted prior to the assessment.
2. A Reflective Practice Infection Control worksheet where you are asked to consider a time when you had to consider infection prevention and control measures. This is to be completed and submitted prior to the assessment.
3. A behavioral-based interview meant to assess your knowledge, skill, and judgement in the context of the National Competencies for Canadian Opticians, 3rd ed.

4) What do you need from me, the registrant to facilitate the Peer and Practice assessment?

Your next steps are to:

1. **Complete the pre-assessment questionnaire.** The purpose of the questionnaire is to give the Quality Assurance Committee and the Peer Assessor a sense of what your practice looks like, which will add context to the practice assessment report. The questionnaire is due within **<u>30 days</u>** to the College. The questionnaire is in a fillable PDF format.

2. **Complete the Documentation Exercises and Reflective Practice infection Control Worksheet sent to you.** The purpose of the documentation exercise is to collect information about your documentation skills. The purpose of the Reflective Practice Infection Control Exercise is to understand your infection control and prevention procedures. These exercises are due within **<u>30 days</u>** to the College. The exercises are in fillable PDF format.

3. **Complete the assessment scheduling and conflict of interest**. Although the assessment date and time is subject to assessor availability, we would like to understand the times and dates that you prefer. In addition, you will also be asked to indicate whether you have a conflict of interest with the assessor. Therefore, you are required to complete the exercises, assessment scheduling and conflict of interest form within **<u>30 days</u>** of receipt of the letter and submit to the College. The form is in a fillable PDF format.

If we do not receive your completed assessment scheduling and conflict of interest form within 30 days, we will proceed to schedule the assessment in accordance with the assessor's availability.

4. **Prepare for the assessment by ensuring that you**:

    - Have access to a computer with webcam, speakers and a microphone
    - Have a stable internet connection
    - Have access to a private room where the assessment can be conducted uninterrupted
    - Download Zoom

5) What is the Fee's involved for the Peer and Practice Assessment?

A registrant who is referred for the Peer and Practice Assessment is required to pay a Peer and Practice Assessment fee of **$850 (plus HST).** The charge of this fee in accordance with section 5.5.1(a) of the College's by-laws, which states that this fee applies to registrants who are ordered by the QA Committee to undergo a PPA because they have not completed their Professional Portfolio or have not fully engaged in the CRE process.

6) How do we pay for the Peer and Practice Assessment Fee?

Once your PPA has been scheduled, you will receive a notice advising you that you are required to submit payment through the registrant portal.

7) What happens if a registrant does not pay the Peer and Practice Assessment Fee?

Please be advised that in accordance with section 11(1)(b) of the College's *Registration Regulation O. Reg. 869/93*, the failure to pay a fee required by the College will result in notice of suspension of your certificate of registration.

8) How can I prepare for my Assessment?

For additional information and tips on how to prepare for your PPA, please visit the College's website on Tips for Preparing for your Remote Assessment.

9) Who will have access to my Peer and Practice Assessment Results?

The results of the Peer and Practice Assessment will only be shared with you, the College's Quality Assurance Committee, Quality Assurance Staff and the Peer Assessors. Please be assured that the College and the Assessors and the Quality Assurance Staff will keep all the information related to the PPA strictly confidential.

10) Can I delay or defer my Peer and Practice Assessment referral?

Please note that participation in the PPA is mandatory. If, however, you believe that there is a need to delay or defer the PPA for any reason (for example illness or personal circumstance), please contact the College immediately. Each request is considered individually.