



Quality Assurance (QA) ePortfolio Assessment

Policy 9.4

Section:	Quality Assurance Committee		
Approved By:	Quality Assurance Committee	Public:	Yes
Approved Date:	June 17, 2015	Review Schedule:	Every 3 Years
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Purpose:

On the request of the Quality Assurance (QA) Committee, a registrant is required to submit their completed QA ePortfolio to the College for assessment by the QA Committee or by an assessor.¹

This Policy sets out the criteria against which registrants' QA ePortfolios are assessed and determined to be satisfactory.

Policy:

Assessment of the QA ePortfolios submitted by registrants will be completed by the QA Committee or by an assessor appointed by the QA Committee. The QA Committee may appoint an assessor or assessors to assess registrants' QA ePortfolios.²

¹ Subsection 5(3) of O. Reg 375/12.

² Section 2 of O. Reg. 375/12 defines an "assessor" as a person appointed under section 81 of the *Health Professions Procedural Code* (the Code), being Schedule 2 to the *Regulated Health Professions Act*,

QA ePortfolios are assessed using the assessment criteria approved by the QA Committee.

When an assessor determines that a registrant's QA ePortfolio meets the criteria approved by the QA Committee, the assessor will notify the registrant in writing and under the signature of the Chair of the QA Committee, that their QA ePortfolio has met the requirements. The assessor will report to the QA Committee that the registrant's QA ePortfolio was determined to be satisfactory at the next meeting following the assessment.

If an assessor is not satisfied that a registrant's QA ePortfolio meets the criteria approved by the QA Committee or has a conflict of interest with the registrant, the assessor will refer the registrant's QA ePortfolio to the QA Committee for assessment. The QA Committee will assess the registrant's QA ePortfolio.

1991. Section 81 of the Code provides that the QA Committee may appoint assessors for the purposes of a quality assurance program.