

# Approval of Supervisors and Agents of the College

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## Section 1

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| <b>Section:</b>          | Executive Office                 |
| <b>Applicable to:</b>    | All Agents of the College        |
| <b>Approved by:</b>      | Registrar                        |
| <b>Date Established:</b> | October 22, 2014                 |
| <b>Date Revised:</b>     | October 28, 2021, March 28, 2025 |

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### Purpose:

The College engages individuals known as “agents” to perform specific roles that cannot be undertaken by staff. This policy outlines the criteria for the eligibility and appointment of agents, including experts, practice supervisors, monitors, mentors and peer assessors. The College aims to ensure agents meet the highest standards of professionalism, expertise, and impartiality.

### Application:

This policy applies to all Statutory Committees and the College’s agents appointed to assist with the following activities:

- Investigations involving complaints, reports, and disciplinary matters
- Registration matters
- Quality Assurance assessments
- Practice supervision and mentorship

### Definitions:

**Agent:** A registered occupational therapist in Ontario appointed by the College to carry out specific roles, including experts, assessors, practice supervisors, monitors, and mentors.

**Expert:** A registrant with specialized knowledge and expertise in a specific area of occupational therapy who provides advice or opinions on matters related to regulatory matters, such as complaints, discipline hearings, and registration proceedings.

**Peer Assessor:** Means an assessor appointed under section 81 of the Health Professions Procedural Code, responsible for assessing the quality of practice under the College’s Quality Assurance Program.

**Practice supervisor:** A registrant with the General Practising class with the knowledge, skills and experience to supervise and mentor practice, particularly for provisional or temporary certificates, as well as Refresher programs for re-entry to practice.

## **Policy:**

Agents of the College are expected to fulfill their roles with the highest level of professionalism, independence, and integrity. They will undertake one or more of the following responsibilities:

### **1. Experts in Regulatory Matters**

- Engage in investigations concerning complaints, reports, and disciplinary matters.
- Provide expert professional opinions during registration and disciplinary proceedings.
- Maintain independence from the parties involved and the Inquiries, Complaints, and Reports Committee in the case of complaints review.

### **2. Practice Supervisors, Monitors, Mentors, or Consultants**

- Oversee registrants in specific programs, such as provisional or temporary certificates and Refresher programs for re-entry to practice.
- Appointed pursuant to an Undertaking or Specified Continuing Education or Remedial Program by the Inquiries, Complaints and Reports Committee.

### **3. Peer Assessors**

- Appointed by the Quality Assurance Committee to assess registrants' compliance with competencies and practice standards, as outlined in Section 81 of the Health Professions Procedural Code.

## **Eligibility Criteria for Registrants as Agents**

To be eligible to act as an agent for the College, a registrant must meet the following criteria:

1. Hold a General Practising certificate of registration in good standing, without any terms, conditions or limitations that restrict the scope of practice.
2. Has been registered in the General Practising certificate of registration for a minimum of one year.
3. Has actively practiced occupational therapy in Ontario for at least one year.
4. Not be in default of any obligations under the regulations or bylaw, including payment of any required fees.
5. Not been in default of completing and returning any form or information to the College.
6. Not been involved in any current disciplinary or incapacity proceedings.
7. Not been found guilty of professional misconduct, incompetence, or incapacity at any time.
8. Not been a member of the Board of any other health profession.
9. Be objective and unbiased with no conflicts of interest with any other person involved in the matter in which the agent was retained, and in the case of experts, the panel members of the committee.
10. Not hold employment with the College in any capacity that would create a conflict of interest.

## **Disqualification as an Agent**

A registrant will be disqualified from acting as an agent if:

1. They fail to meet one or more of the eligibility criteria above.
2. They are found to have engaged in actions that compromise their impartiality, integrity, or objectivity required for their role.
3. They are subject to an ongoing investigation or proceeding that calls into question their fitness to act in the role of an agent.
4. They fail to comply with any requirements set forth by the College related to their duties or responsibilities as an agent or registrant.

## **Appointments of Agents**

- The College will appoint agents based on the competencies, qualifications, and the specific needs of each case or program.
- Appointments will be made to ensure that all agents are independent, unbiased, and meet the eligibility criteria.
- Agents may be appointed for fixed terms or on a case-by-case basis, depending on the nature of their role and the College needs.

## **Conflict of Interest and Confidentiality**

- All agents are required to disclose any potential or actual conflict of interest before accepting an appointment.
- Agents must maintain strict confidentiality regarding all information they access during their duties and act with impartiality.

## **Performance and Accountability**

- The College may periodically evaluate the performance of agents to ensure they meet the required standards of practice.
- Failure to meet the expected standards may result in the termination of their appointment as an agent.