

Quality Assurance Report Reviewer

Independent Contractor Position

The College of Physiotherapists of Ontario regulates physiotherapists and exists to protect the public and support physiotherapists in providing safe, quality, and ethical care by ensuring physiotherapists are qualified to practice, maintain professional standards of practice and are held accountable for their conduct and practice. The College's Quality Assurance program is intended to protect the public by ensuring that physiotherapists maintain competence throughout their careers.

The Quality Assurance program is a two-step process that includes a one-hour virtual interview (screening interview) between a physiotherapist and an assessor. The screening interview identifies physiotherapists who must complete an in-depth practice assessment.

This is an independent contract position. A Quality Assurance Report Reviewer provides advice and guidance regarding the screening of interview reports to ensure completion.

What does a Quality Assurance Report Reviewer do?

- Reviews Screening Interview Reports.
- Flags incomplete reports
- Flags reports for follow-up by the Quality Assurance Manager
- Follow up with Assessors when additional information is required
- Other services agreed by the Quality Assurance Report Reviewer and Quality Assurance Manager

Quality Assurance Report Reviewer will receive training for this role.

To be considered as a Quality Assurance Report Reviewer, candidates must:

- Be registered with the College of Physiotherapists of Ontario and work as a physiotherapist for a minimum of five years
- Have successfully completed a College Practice Assessment
- Be well-versed in the role of physiotherapists in practice and the College's Standards, tools and resources
- Understand the College's role, the concept of self-regulation and what it means to act in the public interest
- Be able to communicate professionally and possess excellent verbal and written communication skills
- Have a personal laptop and be proficient at using it for multiple purposes (for example, video meetings, report writing, emails, uploading files, submitting invoices)
- Not be a current member of the Board or a Committee (but can be a coach or examiner)

College of Physiotherapists of Ontario
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- Not have been involved in an investigation that resulted in a Caution, Acknowledgment and Undertaking, Specified Continuing Education and Remediation Program (SCERP), Interim Order, Discipline Hearing or Fitness to Practice Hearing
- Not have been delisted or had billing privileges terminated by a third-party payor

Preference will be given to candidates with recent experience (in the last five years) in the following:

- Conducting screening interviews and assessments as an Assessor with the College
- Performing controlled acts
- Supervising physiotherapist assistants

Terms and Working Conditions

- The Quality Assurance Report Reviewer may work up to 12 hours per week.
- The Quality Assurance Report Reviewer will be compensated at the rate of \$65 per hour.
- Applicants must live in the province of Ontario to work in this role

How to Apply

If you are interested in this position, please apply by sending your resume and cover letter via email to our Manager, Quality Assurance at qualityassurance@collegept.org no later than **Friday, March 28, 2025**.

Please include the name of the role you are applying for plus your first and last name in the subject line (Subject: QA Report Reviewer, First Name, Last Name).

Thank you for your interest in this position; only applicants selected for an interview will be contacted.

The College of Physiotherapists of Ontario strives to build diverse teams that reflect the communities we work in, and encourages applications from traditionally underrepresented groups including women, visible minorities, Indigenous peoples, people identifying as LGBTQ2S+, veterans, and people with disabilities.

Please let us know if you require any accommodation to participate in this recruitment process by sending an email to qualityassurance@collegept.org.

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