



**CAPR**  
Canadian Alliance  
of Physiotherapy  
Regulators

**ACORP**  
Alliance canadienne des  
organismes de réglementation  
de la physiothérapie

## EVALUATION SERVICES COMMITTEE TERMS OF REFERENCE

### Mandate

The Evaluation Services Committee (ESC) provides proactive, strategic advice and makes recommendations to CAPR Board of Directors (Board) on matters pertaining to the Evaluation Services' Credentialling and Examination programs. In accordance with ISO standard 17024, the ESC provides oversight for the Credentialling and Examination programs and assures the effective delivery of those services.<sup>1</sup>

### Composition

The ESC is composed of seven to ten members. Applications for membership are reviewed and approved by the Board. Members and the Chair are appointed by the Board. Membership of the ESC shall be comprised of the following:

- At least two members with expertise in high stakes entry to practice examinations utilizing international assessment testing standards
- At least one member with expertise in educational credential and qualifications assessment
- At least one member with expertise in the regulation of physiotherapists
- At least one internationally educated physiotherapist who has successfully completed the CAPR credentialling process and the Physiotherapy Competency Examination within three years of appointment
- At least one member from each NPAG organizational member (PEAC, CPA and CCPUP)
- The national Chairs of the Written Test Development Group (WTDG) and the Board of Examiners (BOE) as ex-officio, voting members

The ESC is comprised of members who have varied experience, knowledge and expertise in one or more of the following:

- entry-level physiotherapy practice in Canada through one of the following:
  - direct clinical practice
  - regular supervision of senior level physiotherapy students
  - mentorship of new physiotherapy graduates
  - participation in a physiotherapy entry-level education program as a faculty member, tutor or similar role
  - supervisory or management experience of health care personnel including physiotherapists (e.g., Manager, Professional Practice Leader)

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<sup>1</sup> International Organization for Standardization (2012). Conformity assessment – General requirements for bodies operating certification of persons (ISO Standard No. 17024:2012).

- high stakes licensure assessment
- measurement and evaluation
- credentials evaluation
- regulation of physiotherapists, expertise in registration an asset
- research and quality assurance

### Staff Liaison and Support

The Chief Executive Officer, the National Director, Evaluation Services and the Lead Psychometrician sit ex officio, non-voting.

### Term of Office

Appointment is for three years. Members may be reappointed for two additional terms. Rotation off the ESC is on a staggered basis to ensure continuity of composition and experience, and to support orientation for new members.

### Roles and Responsibilities and Prioritization

#### A. Strategic Planning

- Monitors trends in Credentialling and Examination programs, explores innovations in testing and assessment, considers best practices and industry standards, and makes related recommendations to the Board.
- Reviews the framework for the Credentialling and Examination programs and makes recommendations for change to the Board on matters of substance.
- Reviews and provides input into the strategic plan and annual budget pertaining to evaluation initiatives for the Credentialling and Examination programs.
- Makes recommendations on prioritizations and sequencing of initiatives.

#### B. Policy

Considers strategic policy changes and makes recommendations to the Board regarding:

- program frameworks
- analysis of practice and essential competencies
- administrative reconsiderations and appeal policies
- eligibility criteria: credentialing standards and exam eligibility
- alternative accommodations policy

#### C. Appointments

- Makes recommendations to the Board for appointment of the national Chairs of the WTDG and the BOE.
- Appoints members of Written Test Development Group, Written Item Generation Team, the BOE, the Appeal Resource Group and any other ad hoc Evaluation Services committees.

#### D. Corporate Communications and Representation

- Receives and reviews reports from the Credentialling and Examination programs WTDGBOE.
- Receives and reviews reports on trends from Evaluation Services, including but not limited to, Administrative Reconsiderations, Appeals, Alternative Accommodations.

- Makes recommendations to CAPR and the Board regarding communication of information related to the Credentialing and Examination programs.
- Provides an annual written report to the Board.

#### E. Evaluation

- Reviews data and provides input into research and quality assurance priorities.
- Makes recommendations to the Board for actioning research and quality assurance findings.
- Reviews, provides input into, and monitors key program performance indicators for the Credentialing and Examination programs and provides recommendations to the Board.
- Utilizes the expertise of CAPR's Psychometric Advisory Panel as required.

#### F. Risk Management

- Identifies and provides advice on areas of risk pertaining to the Credentialing and Examination programs.
- Escalates issues of high risk in accordance with the risk management policy for consideration by the Board.

#### G. Appointments of Subject Matter Experts

- Establishes time limited appointments (individuals and panels) with specific expertise in credentialing and examinations to explore priority issues that are within scope of CAPR's Strategic Plan and pertain to emerging best practices.
- Provides oversight to the work of individuals and panels, considering their advice when providing recommendations to the Board.
- Establishes panels of physiotherapists to conduct standard setting.
- Works with staff to define scope of work and deliverable of such individuals and panels.

#### H. Other

- Reviews and provides recommendations to the Board on the methodology for setting performance standards for the Written Examination.
- Reviews changes to the examination blueprint and provides recommendations to the Board.
- Acts as a steering committee for Credentialing and Examination Program Reviews. Considers the use of Panels for specific aspects of the Reviews.
- Other activities/tasks as assigned by the Board.

#### Meetings

Teleconferences quarterly (or more frequently as required). At least one annual face-to-face meeting. A majority of members shall constitute a quorum.

#### Committee Structure

The following groups currently function as sub-committees of the Evaluation Services Committee:

- Written Test Development Group
- Board of Examiners
- Appeals Resource Group

Terms of reference for these committees are included in the Governance Manual, under Terms of Reference – Board Standing Committees.

**Accountability**

Through the Chair of the ESC to the CAPR Board. The Chair of the ESC sits on the Board.

Approved	Reviewed/Revised	Next Review
May 2006	May 2008; November 2010 May 2012; May 2013 June 2020, December 2021	No later than 2025