

Terms of Reference

OHS EDUCATION PROGRAM ACCREDITATION ASSESSOR

BCRSP

Purpose

- To collect evidence on how, and to what extent, OHS Education programs fulfil BCRSP's accreditation requirements.

Objectives

- Visit OHS Education Programs across Canada
- Observe and record evidence of how, and to what extent, education programs are fulfilling the accreditation requirements
- Rate requirements according to the rating scale and make recommendations on findings
- Represent BCRSP positively to all stakeholders

Eligibility Requirements

- Currently employed as a faculty member in a post secondary OHS education program that intends to become accredited by BCRSP and/or currently employed and certified as a CRSP in an OHS position
- In-depth knowledge of BCRSP CRSP competencies as outlined in the BCRSP Blueprint
- Extensive experience working in a teaching or administrative capacity in an OHS education program or extensive experience working as a certified OHS professional
- Excellent communication and critical thinking skills
- Collaborative team member

Roles and Responsibilities of BCRSP assessors

- Attend training and education as requested by BCRSP
- Conduct electronic reviews of program submissions to determine readiness for accreditation
- Conduct site and virtual visits to education programs as requested by BCRSP
- Complete accreditation ratings and prepare recommendations according to reporting requirements prepared by BCRSP
- Respond positively to evaluation feedback concerning performance regarding electronic and site visit reviews
- Represent BCRSP professionally, adhering to code of conduct, maintaining confidentiality and disclosing potential conflicts of interest

Commitment

Assessors are required to participate in a minimum of one electronic review of documents submitted as a requirement of an education program's evidence of their readiness for accreditation. Assessors are also required to participate in a minimum of one site or virtual visit per year once there are sufficient accreditation applications. Each visit will take approximately two days with longer-than-usual working hours and additional travel time. It is possible that BCRSP could request assessors to conduct more than one visit annually as the need arises. Visits will, in most cases, be conducted in a province in which the assessor does not reside to prevent conflict of interest.

Assessor Training: Assessors will be required to participate in a 3 day in-person training program September 2022.

Cost and Expenses: Travel, food and accommodation expenses will be covered by BCRSP for attendance at the assessor training and for participation in reviews.