



Partnership Agreement between Accreditation Canada and Surveyors

The mission of Accreditation Canada is to promote excellence in health services and the effective use of resources in health service organizations nationally and internationally in order to improve the delivery of health services. This mission is achieved through partnerships involving health service organizations, accreditation surveyors and Accreditation Canada. We recognize the invaluable role of surveyors in achieving this mission.

The purpose of this agreement is to outline the mutual responsibilities of Accreditation Canada and surveyors.

Surveyors are ambassadors for Accreditation Canada. Through their contact with our clients, surveyors play a vital role in implementing the accreditation program in the field. In accepting their appointment, surveyors acknowledge their responsibilities to represent us in a professional manner at all times. The responsibilities of surveyors include:

- *abiding by the Code of Ethics and Conduct, including the following:*
 - *respecting the rights and dignity of all personnel with whom there is contact*
 - *ensuring the confidentiality of information obtained through the survey and accreditation process*
 - *ensuring the confidentiality of surveyor trainee assessments and results if involved in these activities*
 - *identifying and communicating areas of potential conflict of interest*
 - *refraining from using their position for financial or personal gain*
 - *refraining from either giving or receiving gifts that may be perceived as influencing Accreditation Canada's decisions*
- *fully participating in all elements of the accreditation process including pre-survey preparation and report writing*
- *undertaking surveys based on Accreditation Canada standards, protocols and processes*
- *providing a minimum of ten (10) survey days per year*
- *reviewing the feedback provided by Accreditation Canada and endeavoring to address relevant areas for development*
- *keeping Accreditation Canada informed regarding employment status and contact information*
- *participating in Accreditation Canada -sponsored continuing education activities*

Accreditation Canada is responsible for appointing, orienting and training surveyors and supporting them in the accreditation activities they undertake. The responsibilities of Accreditation Canada include:

- *assigning surveyors to accreditation visits based on their skills and experience*
- *providing surveyors with timely notification of their scheduled accreditation visits. From time to time, surveyors may receive requests for last minute assignments that have arisen due to organizational changes such as postponements, contract negotiations or surveyor unavailability due to illness or employment commitments*
- *providing surveyors with appropriate orientation and continuing education including information regarding changes to the accreditation program*
- *providing constructive and timely feedback to surveyors on the activities they undertake*
- *providing surveyors with opportunities to provide feedback to Accreditation Canada and endeavoring to address issues raised by surveyors*
- *reimbursing surveyors for all travel expenses and providing professional fees, as per our policies*
- *ensuring that appropriate insurance is in place to protect surveyors when undertaking activities on behalf of Accreditation Canada, as per our policies*
- *ensuring appropriate protection is in place in the event that an action is brought against surveyors as a result of their involvement in accreditation activities*
- *providing opportunities for surveyors to be involved in a range of activities, including serving as education faculty, participating on advisory committees and international activities, based on surveyors' experience, skills and availability*
- *providing surveyors with an opportunity to take a temporary leave of absence from surveying, while preserving access to Accreditation Canada's continuing education offerings*

Surveyors are independent contractors and not employees of Accreditation Canada. Professional fees paid to surveyors will be made without deductions for income tax, Canada Pension Plan or Employment Insurance. Surveyors are responsible for arranging and making all applicable payments, under federal or provincial legislation, including GST, which may apply to their activities.

I _____ have read this agreement carefully and accept my appointment as a surveyor on the terms and conditions contained herein.

Surveyor Signature: _____ Date: _____

Accreditation Canada Signature: _____ Date: _____