



Audit and Practice Review Committee: Terms of Reference

November 9, 2021

Next review: 2024

Purpose

The purpose of the Audit and Practice Review Committee (APRC) is to:

- oversee in collaboration with the Director of Practice/Registrar the Audit and Practice Review programs;
- provide direction to associated Audit Assessors and Practice Review Assessors working groups;
- review Committee and Audit Assessors and Practice Review Assessors working groups recommendations and make a determination on audit and practice review files(s);
- review, evaluate and provide recommendations on policies and associated College standards, guidelines, and practice for the College's registrant Audit and Practice Review processes and programs; and
- report back to and provide recommendations to Council.

These Terms of Reference (ToR) are specific to the Audit and Practice Review Committee (APRC).

The Audit and Practice Review programs and results are used to proactively monitor members' practice compliance with College requirements and the *Professional Governance Act* to ensure that the public's interest and professional standards are being met. Outcomes from the Committee will provide strategic direction to improve the College's Audit and Practice Review program(s) and processes and to identify areas where additional policy, standards, practice, guidance, and development or training for registrants may be needed.

Membership

- The Committee is appointed by the Council using a merit-based selection framework.
- Membership will consist of up to six (6) members including the Chair
- The Audit and Practice Review Committee must include the following:
 - two practicing registrants who have been appointed as an auditor or an Audit Assessor;
 - two practicing registrants who have never been appointed as an auditor or an audit assessor;
 - one Lay member not serving on Council; and
 - a chair who is a practicing registrant and is experienced as an audit assessor
- The Chair and registrants serve a maximum three- (3-)year term.
- Members can be reappointed but may not serve for more than six (6) consecutive years
- The CEO, Director of Practice/Registrar will be additional *ex-officio* committee members plus other staff, as needed.
- The Council may include a trainee registrant in an *ex-officio* capacity on the committee.



COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

- Council must make reasonable efforts to ensure that committee members are diverse, including, but not limited to, the following criteria:
 - gender;
 - ethnicity;
 - geographic location; and
 - area of practice

Meetings

- Meetings will occur at the request of the Chair, member of the committee or College staff.
- Meetings will be attended by the Committee, College staff, and others upon request (e.g. Audit and Practice Review Assessors).
- Quorum required for meetings will be a minimum of three (3) registrants (including the Chair) and 1 Lay member.
- Notes of all meeting proceedings will be available to any member of Council upon request.
- Written reports may be submitted to the Executive Oversight Board or Council or may be given verbally by the Chair of the committee or designate.

Duties and Responsibilities

It is expected that Committee members will make every effort to attend meetings and prepare for meetings in advance.

All information and materials developed by the Committee will be held in confidence and will not be shared with parties outside the College of Applied Biologists unless a formal decision has been made to communicate to external parties or organizations or it is a statutory requirement.

The Committee will be responsible for:

- Overseeing the recruitment process for Audit and Practice Review Assessors and makes recommendations for appointment to the CEO as per Policy 8 – 100;
- Exercising responsibility over the development of fair, impartial, and transparent standards, guidelines, policies, and procedures for the Audit and Practice Review Assessors;
- Making a determination to choose registrants to undergo the audit process as per Policy 8 – 200:
 - I.* randomly across all areas of practice; or
 - II.* randomly within a stratified specific area(s) of practice
- Supervising the audit process or timelines as set out in Policy 8 – 200;
- Supervising the practice review process or timelines as set out in Policy 8 – 300;
- Determining the scope of a registrant's practice review;
- Making a determination of an audit or practice review taking into account the recommendation from the audit or practice review assessor and
- Making a determination regarding a registrant's request for an extension or exemption to the audit or practice review process that is greater than 2 weeks or that does not meet exceptional circumstances as set out in the Audit and Practice Review Exemption and Extension Request Standard.



Resources and Budget

The Committee will operate within the budget allocated by the Council of the College of Applied Biologists. Should unforeseen expenses occur, the Chair will seek authority to overextend the budget.

Deliverables

Program

- Process a file(s) in accordance with College policy(ies), standards, guidelines, and practices.
- Provide input to Council and Committees to inform College's Audit and Practice Review policies, standards, guidelines, and practices program(s).
- Collaborate with other committees as required.
- Prepare annual or quarterly reports to Council and other committees, as required.

Strategic

- Develop recommendations for Council on strategies and approaches to advance the Audit and Practice Review programs.
- Provide recommendations to Council on Audit and Practice Review policies, standards and bylaw changes.