



COLLEGE OF
APPLIED BIOLOGY

Policy 8 – 300 Practice Review Program

January 2020



Policy Name:	Policy 8 – 200 Practice Review Program				
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Responsible Staff:	Registrar/Deputy Registrar	Revised:			
Responsible Committee:	Audit and Practice Review Committee	Contact:			

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1.0 Purpose

The Practice Review Program is a corrective quality assurance process designed to assess and identify actions that registrants must take to rectify identified deficiencies in their applied biology practice.

2.0 Scope

Within scope¹:

- All current practicing registrants of the College of Applied Biology
- On-leave registrants once they reinstate
- All areas of practice. Areas to be considered will be defined by the Practice Review Team and may include: record keeping; continuing professional development (CPD); personal references; work products (e.g., correspondence; reports; field notes; data; methodology and analysis; publications; and public presentations).

Out of scope:

- Complaints currently being investigated by the Investigations Committee.

3.0 The Policy

As a part of the College of Applied Biology compliance continuum (see figure attached), Practice Review aims to ensure that all registered biology professionals are practicing in accordance with the *College of Applied Biology Act* and Rules, Code of Ethics, and Principles of Stewardship. The Practice Review program is also intended to ensure that practicing registrants are in compliance with other relevant legal and regulatory requirements (e.g. Federal, First Nations, Provincial and Municipal, and are knowledgeable of any and all approved government and/or regulatory guidance and guidance documents applicable to their practice, and that they are practicing within their level of knowledge and expertise.

¹ [College Bylaws \(Rules\)](#) 6, 7, and 8 define active, practicing, on-leave and retired membership category; what each membership category's rights and obligations are and what the requirements are for resignation and reinstatement.



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3.1 Roles and Responsibilities

3.1.1 Audit and Practice Review Committee Membership

The Audit and Practice Review Committee and its Chair are appointed by Council. College registrants participating on this Committee are required to meet the following criteria:

- A sound understanding of the College of Applied Biology and its mandate of protecting the public interest.
- Familiarity with the College's Audit process.
- Minimum five (5) years as a practicing professional in good standing with the College.
- Having undertaken a successful audit conducted by the College's Audit and Practice Review Committee.
- Available and willing to complete training in investigative procedures.
- Available and willing to complete training in administrative justice/fairness.

A Public Representative, not serving on College Council, will be appointed to participate on this Committee. The Public Representative will have:

- A sound understanding of the College of Applied Biology and its mandate of protecting the public interest.
- Be available and willing to complete training in investigative procedures.
- Be available and willing to complete training in Administrative Justice/Fairness.

3.2 Practice Review Assessor Team

Under the oversight of the Audit and Practice Review Committee and Deputy Registrar (the Director of Practice), the practice review will be designed to be specific to a particular registrant and will be conducted by a Practice Review Assessor Team, which will include the following:

- Subject matter expert or experts(s)*.
- Trained Investigator(s), if required.

**Note: There may be a roster of subject matter specialists approved by the Audit and Practice Review Committee*

3.3 Methodology

The Practice Review will focus on deficiencies in practice that were identified during an audit or some other mechanism. If, during the course of the review, other deficiencies are identified, the Practice Review Assessor Team will amend their review plan under the guidance of the Registrar/Deputy Registrar, to be approved by the Chair of the Audit and Practice Review Committee.



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Depending on the nature of the practice review, methodologies may include, but are not limited to, the following activities.

- Review of reports and other work products (e.g. site assessment notes, field notes, datasheets, laboratory analysis results, communications, company policies)
- Reference checks (with clients, colleagues and other professionals)
- Telephone interviews
- Site visits (including but not limited to face-to-face interviews, reviews of on-site documentation, records management).

3.4 Triggers

Practice Reviews can be triggered or initiated by:

- Referral from the Audit and Practice Review Committee, if there is no straightforward or obvious remedial action to address a deficiency identified during an audit; or
- Referral from the Registrar/Deputy Registrar.

Findings and recommendations on remedial actions that may be required to address practice deficiencies of the registrant will be presented to, and approved or amended by, the Audit and Practice Review Committee. No decision can be taken without participation from the public representative.

Results of Practice Reviews will be reported annually in compliance with the *Freedom of Information and Privacy Act*, the *College of Applied Biology Act* and Rules, and all pertinent approved policies.

3.5 Reporting

Results of Practice Reviews will be reported annually in compliance with the *Freedom of Information and Privacy Act*, the *College of Applied Biology Act* and Rules, and all pertinent approved policies.

4.0 Resources

Applied Biologists Regulation
College of Applied Biology Bylaws