

Audit & Practice Review Committee Report

The Audit Program

On an annual basis, the Registrar randomly selects active College members (RPBios and RBTechs) to be audited. The number of audits conducted each year depends on the number of available auditors. Forty-eight audits were conducted in 2016 and due to staff shortage, a minimum of 28 are being are being conducted in 2017. If time allows, additional audits will be conducted.

A snapshot of the 2016 Audit Program:

- Forty-five RPBios and 3 RBTechs were audited
- All audits were deemed successfully completed
- No remedial actions were required.

Since the initiation of the Audit Program in 2010, 204 audits have been completed including the requisite audits of volunteer auditors. A minimum of 1.5 % of the active College membership will be audited in 2017 bringing the total active membership audited to 12.5% (232 audits). Information on the audit process is posted to the website at: <https://www.cab-bc.org/file-download/schedule-6>.

Other APRC activities

- > Due to staff shortage, general activities of the Audit & Practice Review Committee (APRC) were reduced.
- > The APRC, Discipline Committee, and Ethics Committee continue to work towards the development of the Practice Review.
- > There were 5 additional meetings related to the APRC in 2015 (in person and conference calls). These meetings centered on audits, practice review, records keeping and support for Biologists in Training (BITs) and Student Biologists. Final recommendations for BITs and Student Biologists were presented by Marc D'Entremont, RPBio, (Chair of the Working Group) in May 2016, and reported to Council on June 24.
- > Both APRC members and auditors have been involved in beta testing the online Continuing Professional Development (CPD) tracking program that is now available for voluntary use by members in 2017. Mandatory use is being contemplated for the future.
- > A legal review was commissioned in 2016 to more clearly define where the authority of the APRC ends and the Discipline Committee's begins.

APRC members and Auditors

The APRC is made up of 8 College members (RPBios) and 1 lay member who helps to ensure decisions reflect the College's public-interest mandate. While decision-making authority for audits, practice reviews, and the College's ***Continuing Professional Development (CPD) program*** rests with the APRC, there are 7 auditors who also conduct audits each year. All auditors have been subject to audits. This is done to ensure all auditors have firsthand knowledge of the challenges faced both by the auditors and by the subject members.

I would like to thank the Committee members for their hard work: Wayne Wall, RPBio; Mark d'Entremont, RPBio; Mike Whelen, RPBio; Rob Thomson, RPBio; Brian Clark, RPBio; Guy Gilron, RPBio; Jasen Nelson, RPBio (new Committee member appointed June 24); and Cairine Green (newly appointed lay member). I would also like to thank our auditors: Pamela Zevit, RPBio; Michael Engelsjord, RPBio; Steve Gordon, RPBio; Barbara Wernick, RPBio; Dave Lindsay, RPBio; and John Rithaler, RPBio. Also I would also like to thank Rebecca Mersereau, RPBio (former Assistant Registrar) for her insight, dedication and work ethic she contributed to our Committee and Maureen McDermid (our former lay member) for her years of support.

If you are an experienced College member and are interested in supporting the College, being an auditor is an interesting activity that requires relatively little time commitment. ***Please get in touch*** if you would like to learn more about becoming an auditor or the ***Audit Program***. 

Respectfully submitted,
Warren Warttig, RPBio, Chair - Audit & Practice Review Committee