

Audit & Practice Review Committee Report

The Audit & Practice Review Committee (APRC) is a statutory Committee of the College that was established with the intended purposes of: administering audit and practice review processes, measuring conformance with College standards, developing policies and recommendations regarding the audit and practice review processes, and carrying out other related functions.

The Audit Program

On an annual basis, the Registrar randomly selects active College members (Registered Professional Biologists (RPBios) and Registered Biology Technologists (RBTechs)) to be audited. The number of audits conducted each year depends on the number of available auditors. Forty audits were conducted in 2015 and fifty will be conducted in 2016.

A snapshot of the 2015 Audit Program

- > Thirty-eight RPBios and two RBTechs were audited.
 - > Thirty-six audits were deemed successfully completed, one auditee will be re-audited pending reinstatement, and three auditees were required to undertake remedial actions.
 - > Remedial actions included requirements for auditees to submit improved Continuing Professional Development (CPD) records for the subsequent year, and Learning Plans with strategies for maintaining conformance with the College's **CPD requirements**.
 - > All remedial actions were successfully completed by auditees.
- Since the initiation of the **Audit Program** in 2010, 156 audits have been completed, including the requisite audits of volunteer auditors. Another 2.8 % of the active College membership will be audited in 2016, bringing the total active membership audited to 11.4% (207 audits). Information on the audit process is available at: <http://www.cab-bc.org/files/Schedule%206.pdf>.

Other activities of the APRC

- > The APRC, Discipline Committee and Ethics Committee continue to work towards the development of the Practice Review Program.
- > In preparation for the initiation of the Practice Review Program, APRC auditors and members of the Discipline Committee attended a one-day Investigative Training course on February 16.
- > On behalf of the APRC, I attended the College's strategic planning session held in Victoria on April 11.
- > There were twelve additional meetings related to the APRC in 2015 (in-person meetings and conference calls). These meetings were centered on audits, practice review, records keeping, and support for Biologists In Training (BITs) and Student Biologists.
- > Both APRC members and auditors have been involved in beta testing the forthcoming online CPD tracking program that will be made available in 2016 for voluntary use. Mandatory use is being contemplated for the future.

APRC members and auditors

The APRC is made up of seven College members and one lay member, all of whom help to ensure decisions made reflect the College's public-interest mandate. Decision-making authority for audits, practice reviews and the College's CPD program rests with the APRC. The auditors who serve on the Committee are supported by an additional seven auditors who make recommendations to the Committee on the outcomes of the audits they personally conduct. All auditors are audited prior to serving as auditors to ensure they have first-hand knowledge of the challenges faced by both auditors and auditees.

I would like to thank the Committee members for their hard work: Wayne Wall, Mark d'Entremont, Mike Whelen, Rob Thomson, Brian Clark, Guy Gilron, and Maureen McDermid. I would also like to thank our auditors: Pamela Zevit, Michael Engelsjord, Steve Gordon, Barbara Wernick, Dave Lindsay, and new auditors Jasen Nelson and John Rithaler. I would also like to thank Rebecca Mersereau, RPBio, Assistant Registrar, for her insight, dedication, and work ethic she has contributed to our Committee.

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

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