

Practice Review Assessor Profile

Overview of Role:

The College of Applied Biologists (the College) is committed to acting in the best interests of the public, by ensuring that all registrants apply, represent, and maintain the highest ethical standards of professional conduct and competence. As a professional regulatory body under the *Professional Governance Act* (PGA), the College has a mandate to protect the public interest in applied biology.

This mandate includes a responsibility to conduct Practice Reviews of applied biology professionals registered with the College when warranted. The College is currently seeking two Practice Review Assessors to assist the Practice Review Assessment Team.

Possible duties and accountabilities:

- Reviews information submitted during the Practice Review, including work products and records
- Assists with the development, review, and assessment of written assignments and/or interviews
- Provides written summaries and/or recommendations
- Prepares plans and reports

Qualifications:

- Must have 5 years or more experience in the targeted subject matter area(s) and:
 - An understanding of regulatory requirements, policy, guidance, and standards that relate to the targeted subject matter area(s) and the profession
 - A registrant in good standing with the College of Applied Biologists
 - Reliable and able to complete tasks within timelines
 - Sound judgement
 - Is diplomatic and tactful
 - Able to maintain confidentiality and effectively manage sensitive matters
 - Understanding of the principles of administrative fairness
 - Effective communication skills