



COLLEGE OF  
**APPLIED BIOLOGISTS**

## **Policy 8 – 300 Practice Review Program**

**January 2024**



<b>Policy Name:</b>	Policy 8 – 300 Practice Review Program				
<b>Approval Authority:</b>	College Board	<b>Adopted:</b>	January 2020	<b>Reviewed:</b>	January 2022
<b>Responsible Staff:</b>	Registrar/Deputy Registrar	<b>Revised:</b>	January 2022		
<b>Responsible Committee:</b>	Audit and Practice Review Committee	<b>Contact:</b>			

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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 practice as applied biology professionals.

## 2.0 Scope

Within scope:

- All practicing and in-training registrants including those registered as on leave.

Out of scope:

- Active compliant files being investigated by the Investigation Committee.

## 3.0 The Policy

As a part of the College of Applied Biologists' Bylaws and Practice Competencies and Competence Standard, the Practice Review Program aims to ensure that all registered biology professionals are practicing in accordance with the *Professional Governance Act, Applied Biologists Regulation* and the College's Bylaws and schedules.

The Practice Review program is also intended to ensure that practicing registrants are in compliance with other relevant legal and regulatory requirements 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.

### 3.1 Roles and Responsibilities

Power and authority of the Audit and Practice Review Committee (APRC) is outlined in Part 8 of the College Bylaws.



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## 3.1.1 Audit and Practice Review Committee Membership

The Audit and Practice Review Committee (APRC) and its Chair are appointed by the Board. Committee members are required to meet the criteria outlined in the Board approved APRC Chair and member profile documents.

## 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 may include the following:

- Subject matter expert or experts\*.
- 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 have been identified by triggers as authorized in the College's bylaws listed below in section 3.4. 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.

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).



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### 3.4 Triggers

Practice Reviews can be 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; or
- Referral from the Investigation Committee.

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 a Lay Committee member.

### 3.5 Reporting

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

### 4.0 Resources

[Applied Biologists Regulation](#)

[College of Applied Biologists' Bylaws](#)