COLLEGE OF
APPLIED BIOLOGISTS

Subject Matter Expert Profile - Complaints

Overview of Position:

The College of Applied Biologists 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 the practice of applied biology. This includes responsibilities to conduct investigations and disciplinary hearings related to the practice and conduct of applied biology professionals registered with the College.

The College maintains a roster of subject matter experts (SME) from various practice areas of applied biology. The roster includes a list of SMEs who have been assessed and found qualified that may be called on to assist the College with the investigation process. SMEs may be asked to perform work for the College outside of the investigation process.

Possible duties and accountabilities:

- Review documents and records within area(s) of subject matter expertise.
- Provide written summaries, recommendations and/or reports.
- Conduct interviews and/or site visits.
- Attend hearings as an expert witness.

Qualifications:

- Must have significant experience in a subject matter area including:
    - Expert-level competency in the subject matter area;
    - Significant experience (10 or more years) in the subject matter area; and
    - Understanding of regulatory requirements, policy, guidance, and standards that relate to the subject matter area.
- Preference for a registrant in good standing of an appropriate regulatory body.
- Understanding of the regulatory requirements, policy, guidance and standards that relate to the subject matter.
- Reliable and able to complete tasks within timelines.
- Sound judgement.
- Discreet with confidential information.
- Effective communication skills.
- Understanding of the principles of administrative fairness.