

PRACTICE ASSESSMENT REVIEW (PAR)

Approved by Council 2014 09 25

Responsibilities

The ASTT Act and Regulations provides for the certification, registration and regulation of technologists, technicians and technical specialists. Under the Act, the ASTTBC Council is authorized to make or revise policy and regulations empowering the Board of Examiners and the Technical Specialist Certification Boards to set standards and assess applications for certification and registration. The Practice Review Board (PRB) and the Registrar are authorized by Council to monitor member compliance to the ASTTBC certification criteria, Code of Ethics and Practice Standards. Section 4.7-c of the ASTT Regulations specifies that the PRB may, upon its own initiative, implement a practice assessment process in respect of a specific member where the PRB has reason to believe that either the member or the public would benefit from such process.

Practice Assessment Review (PAR)

1. Under the authority of the Practice Review Board (PRB), ASTTBC members are subject to an assessment of their competencies and practice to determine compliance with certification and registration requirements as specified by the Board of Examiners or the respective Technical Specialist Certification Board's.
2. A Practice Assessment Review (PAR) may be initiated when:
 - a) An ASTTBC Member voluntarily requests a review of his or her practice.
 - b) A Member is identified by the PRB through random selection.
 - c) ASTTBC has reason to believe that the practice of a member is inferior to the competency standards required for certification, or if there is reason to consider that the member may be non-compliant to the ASTTBC Code of Ethics or Practice Standards.
 - d) The PRB requires PAR as a censure condition resulting from the investigation of a complaint.
3. The Registrar shall select a Reviewer and specify the scope of work to be undertaken when conducting a PAR. A Reviewer is defined as a Compliance Officer or alternate.
4. The Practice Assessment Review (PAR) shall include but is not limited to the following actions:
 - a) Examination of a product of the Member's work to evaluate competency and compliance with the ASTTBC certification requirements, Code of Ethics and Practice Standards.
 - b) Examination of the Member's record of continuing professional development (CPD).
 - c) Further follow-up, if required and deemed appropriate by the Registrar, may include site visit(s) to observe the member under review or to see examples of his or her work. Follow-up may also require interviews with clients, supervisors or other references that shall be identified by the Member or as determined by the Registrar.

- d) If a Member declares that she or he is unable to provide examples work done, products produced or services provided the Registrar may require the Member to complete an alternate form of assessment such as completion of case study or other examinations.
5. Upon completion of the PAR, the Reviewer shall write an evidence-based¹ report to be submitted to the Registrar. The report shall include succinct, factual information including:
- a) The name of the Member and the reviewer,
 - b) The process and rationale for selecting the Member,
 - c) PAR processing dates,
 - d) Specific action undertaken during the review process,
 - e) Key observations and findings including a description of the gap between the Member's competencies and/or practice and the standards specified in the Board of Examiners and Technical Specialist Certification Board policies, the ASTTBC Code of Ethics and practice guidelines applicable to the discipline of the member.
 - f) Specify the requirements to improve practice and competencies to achieve the applicable minimum standards.
 - g) Recommendations for subsequent action.
6. The findings and recommendations for subsequent action shall fall within one of three categories:
- a) *The Member under review is practicing in full compliance with ASTTBC certification criteria, Code of Ethics and Practice Standards applicable to his or her discipline:*
In such cases, no further action is required. The Registrar shall advise the PRB and the Member.
 - b) *The Member under review is practicing substantially within ASTTBC Code of Ethics and Practice Standards, however some improvement is necessary:*
The Reviewer shall include in the PAR Report the specific requirements for improving Member competency in the areas found to be deficient. The Member will report his or her progress on completing the requirements to the Registrar within the time specified in the PAR Report. When the Member has successfully completed the requirements or if he/she fails to meet the requirements in the time specified, the Registrar will advise the PRB.
 - c) *The Member under review is not practicing within the ASTTBC Code of Ethics or Practice Standards:*
The Registrar shall advise the PRB of the deficiencies. The PRB shall revoke the Member's certification in the deficient discipline or disciplines. The suspension of certification shall be temporary until such time that the conditions specified by the PRB have been satisfied. In situations where the PAR reveals the existence of a significant and/or immediate risk to the health and safety of the Member or the public, the Registrar will inform the Member and notify the relevant authority having

¹ An evidence-based report is substantiated by references supporting the descriptions of conditions, actions, competencies, services or products provided by the Member under review.

jurisdiction² of the PRB decision to temporarily revoke the certification and registration of the Member.

7. If a Member is certified in two or more disciplines or specialties the PAR will focus on either the more comprehensive discipline or specialty or the discipline for which a concern or complaint was received. The Registrar or the PRB shall identify the discipline(s) to be assessed.
8. Members have the right to appeal the PRB decision by submitting to the Registrar a written request explaining the reason for the appeal. The Appeals Committee of the PRB will review the appeal and make recommendations to the PRB. If the Member challenges the decision of the PRB Appeals Committee an appeal may be submitted to the Registrar for consideration by the ASTTBC Council.
9. Confidentiality: the Practice Review process is strictly confidential and under no circumstance will ASTTBC release to a third party any information related to a member's Practice Review, unless authorized to do so by the member including whether or not a member has undergone a Practice Review.
10. For Registered Onsite Wastewater Practitioners (ROWP) the requirement for Initial System Review (ISR) shall be replaced by PAR.
11. For Certified Property Inspectors (CPI), Certified House Inspectors (CHI) and Registered Reserve Fund Analysts (RRFA) any reference to a practice audit shall be replaced by PAR.
12. ASTTBC will establish a schedule of costs to be paid by a Member who volunteers or for any other reason is selected to undergo a PAR.

This policy shall come into effect upon the date of Council approval and shall be applicable to all ASTTBC members.

² Authorities having jurisdiction include but are not limited to: Fire Chiefs, Regional Health Offices, Consumer Protection BC, WorkSafeBC, and BC Safety Authority.