

# ABCFP Practice Review



## GENERAL REVIEW

Name:	
Member #:	
Date Completed:	

### Initial Phone Interview Confirmation

1. Is the background information complete and correct?  Yes  No  N/A

If not, provide additions or revisions.

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### Continuing Competency

1. Have self-assessments been completed over the past three years?  Yes  No

2. Have the self-assessment professional development plans been implemented?

Yes  No

3. Have variances to the professional development plans been explained or documented?

Yes  No

### Area of Practice and Continuing Education

1. List the main types of projects undertaken by the reviewee.

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2. What is the role of the reviewee and the level of responsibility taken by the reviewee for these projects?

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3. If applicable, review a sample of professional work documents to verify the reviewee's area of practice. Do these documents demonstrate the reviewee's competence within his or her area of practice?

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4. Does the reviewee keep a record of continuing education activities?  Yes  No

5. Do these continuing education activities demonstrate that the reviewee is maintaining competency within his or her area of practice? Yes No

6. If the reviewee is not qualified to carry out certain aspects of his or her job duties, can he or she demonstrate that specialists or more qualified individuals were consulted?  
Yes No N/A

7. Is the reviewee practising within his or her authorized scope of practice?  
Yes No

**Maintenance of Records**

1. Describe how the reviewee maintains professional work records and documents (e.g. hard files, digital files).

2. If records are maintained in digital files, is there a process to retrieve them as technology is updated? Yes No N/A

3. Are digital and hardcopy files backed up in another location?  
Yes No N/A

4. Does the reviewee keep ancillary records and documents on file such as e-mails, conceptual draft notes, digital or paper field notes, maps or aerial photos, draft versions or supporting documents? Yes No N/A

5. Describe how phone calls and verbal communication is documented.

6. Describe how the reviewee keeps a record of daily work.

**Quality Assurance**

1. Describe how the reviewee signs and seals/stamps all professional work as per appropriate sections of Bylaw 10 (signature, designation, stamp/seal, supervision certification statement)

2. How is electronic signing and sealing handled?

3. How does the reviewee practise due diligence to carry out professional work?

Comment on his or her use of the following:

- Checklists or standard operating procedures,
- Determination of client or employer objectives and project characteristics,
- Procedures to ensure legal requirements or internal policies have been followed,
- Quality assurance procedures for hiring contractors/consultants (are they qualified members of professional associations, if applicable, and how did the reviewee review their work?).
- Risk assessment and management processes

4. Is the reviewee responsible for the safety of others in his/her role as a forest professional?

Yes     No

If so, how does the reviewee encourage or consider the safety of others?

**Access to Resources**

1. Confirm that the reviewee has access to all required and necessary technical, legal and personnel resources to perform the professional responsibilities associated with the reviewee’s area of practice. Comment on the reviewee’s use of:

- Supervisors, clients, mentors, specialists or peers to provide guidance and advice,
- Having a reasonable budget or contract amount to carry out professional work, and
- Available references and resources to carry of professional work (hard and digital copies).

**Technical Review Triggers**

- 1. Failure to complete a self-assessment or achieve/implement professional development plan objectives (unless sufficient rationale is provided for not achieving professional development plan objectives).
- 2. Failure to participate in continuing education activities within the last two years to keep up to date in the reviewee’s area of practice,
- 3. Reviewee operating outside his/her authorized scope practice or area of competence.
- 4. Unable to retrieve professional work documents or records.
- 5. Inadequate quality assurance or due diligence practices associated with the reviewee’s area of practice.
- 6. Failure to use or consult with professionally or appropriately qualified staff and contractors/consultants to carry out professional work.
- 7. Inadequate available resources to carry out professional work.

**Significant Negative Findings**

**Recommendations**

**Follow-up**

Completed by:  
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