

Alberta Land Surveyors' Association Systematic Practice Review Program Phase 2 Framework Document

A. AUTHORITY

The following Systematic Practice Review program, based on the Systematic Practice Review Phase 2 Proposal and amendments thereto approved by Council on June 25, 1998, was adopted by the Council of the Alberta Land Surveyors' Association on August 27, 1998.¹

B. PROGRAM

The Systematic Practice Review (SPR) program adopted by the Council of the Alberta Land Surveyors' Association on March 24, 1993, shall be continued as follows:

The SPR program shall be administered by the Practice Review Board according to policies established by Council from time to time.

The SPR program shall be managed by the Director of Practice Review (DPR), who shall report to the PRB on professional and technical matters and to the ALSA Executive Director on administrative matters.

Phase 2 of the SPR program shall be for a term of five (5) years, at the end of which an evaluation of the program shall be conducted.

Each practice employing one or more Alberta Land Surveyors, including government departments, agencies and educational institutions, shall be reviewed on a cost-effective basis during the term of Phase 2.

1. Review Process

- 1.1 Phase 1 Reports for each practice shall be utilized to assess whether a practitioner has adhered to prior undertakings, and whether prior deficiencies in practice have been addressed, where applicable.
- 1.2 Practice reviews will utilize formal checklists, including but not limited to: external checklists (such as product, field note and field survey checklists); and internal checklists (inventory forms).
- 1.3 Checklists will be provided to practitioners prior to visitation by the Director of Practice Review, with the suggestion that practitioners use them to perform a self-assessment prior to the Director's visit and review.
- 1.4 Practice reviews will utilize representative file and plan selection and examination.
- 1.5 Practice reviews will utilize formal office visits and field visits to gather data.
- 1.6 Statistical data from practice reviews will be collected and reported in a format similar to the benchmark data in Phase 1.

2. Reporting Process

- 2.1 The Director of Practice Review shall have the discretion in reporting to the PRB to emphasize common deficiencies found in a practice without requiring each occurrence of said deficiency to be individually addressed by the practitioner, and to emphasize the most significant deficiencies found in a practice, but not to ignore any deficiencies.
- 2.2 The Director of Practice Review shall endeavor to streamline and consolidate the reporting process used in Phase 1, and to emphasize the educational aspects of the process, without compromising the integrity of the data being reported to the PRB.
- 2.3 During Phase 2 of the SPR program, the Director of Practice Review shall develop and implement a formal weighting system for each component of the SPR checklists.
- 2.4 The SPR report shall be reviewed by the practitioner prior to being submitted to the Practice Review Board.
- 2.5 Each SPR report shall be submitted to the Practice Review Board together with the practitioner's response.
- 2.6 The Practice Review Board, as directed by Council, shall hold any inquiry or review it deems necessary, advisable or expedient under the SPR program, and shall hold such inquiry or review in camera, pursuant to Section 13(8) of the Land Surveyors Act.
- 2.7 The PRB may consider requesting the attendance of a practitioner at any review that is deemed necessary, where such attendance would benefit the practitioner.
- 2.8 The PRB may direct a practitioner to bear any costs associated with practice monitoring, remedial action, or any other actions which may result from the findings, conclusions and recommendations in a report adopted by the Board under the SPR program.

3. Practitioner's Response

- 3.1 Practitioners shall continue in Phase 2 of the SPR program to have the same rights and responsibilities in responding to SPR reports as were specified for Phase 1 [i.e. if the practitioner disagrees with any findings or recommendations contained in the report, in addition to providing a written response, he/she has the right to make submissions and appear before the PRB when it deals with the report].
- 3.2 Practitioners shall respond in writing within six weeks of receiving an SPR report.
- 3.3 In responding to an SPR report, practitioners shall indicate the actions they shall take to remedy shortfalls, if any, that pertain to compliance with the Acts and Regulations.
- 3.4 Where applicable, practitioners shall explain why the findings of the SPR review vary from the Manual of Standard Practice and, where such actions are not defensible, shall indicate the actions they shall take to remedy such shortfalls.

4. Follow-through

- 4.1 The PRB shall direct SPR staff to dedicate up to one-third of their time to (i) identifying causes of deficiencies found during SPR reviews and (ii) assisting in the development of corrective educational measures to address those causes.
- 4.2 In the event that ongoing statistical data analysis reveals persistent problems, the PRB shall liaise with ALSA committees and make recommendations to Council on corrective actions, ranging from educational programs to enhanced monitoring (for example).
- 4.3 The Practice Review Board shall report semi-annually to Council on industry-wide trends in non-compliance with the Surveys Act, Regulation and Manual of Standard Practice, and other findings of the SPR program, and such reports shall fulfill the Board's obligation under Section 13(7) of the Land Surveyors Act for Systematic Practice Reviews.
- 4.4 The Practice Review Board shall report annually to the membership on trends in practice performance as identified by the statistical data collected during Phase 2.

¹ *Amended by Council motion 98.09.010 on September 21, 1998 to delete Section 2.9 re charging for follow-up reviews.*