



**Alberta
Land Surveyors'**
Association

CONTINUING COMPETENCY REVIEW PROGRAM – PHASE 3 FRAMEWORK DOCUMENT

Effective Date: September 28, 2017

The Alberta Land Surveyors' Association (ALSA) Continuing Competency Review (CCR) program shall be administered by the Practice Review Board (PRB). Each Alberta Land Surveyor will be subject to a review at least once every four years. The review will be conducted as follows:

The land surveyor selected for review will be contacted by the Director of Practice Review (DPR) and will be directed to complete a web-based questionnaire. The land surveyor will be given a deadline for completion and submission. The questionnaire is designed to help the PRB evaluate the competence of an ALS and contains questions about their practice, education and training, professional association involvement, other accomplishments and allows the land surveyor to identify any improvements they have made to their practice since their previous review. If the land surveyor authors products, the questionnaire also includes a request to provide ten recent products, one of which will be examined. If the land surveyor does not author products, the DPR will provide the land surveyor a secondary questionnaire containing additional questions about their practice.

Plan Examination

If the land surveyor authors products, they will be asked to provide ten (10) PDFs or TIFFs of registered or non-registered products of substantial complexity that are representative of the surveyors' practice. These products should be products that have been completed in the past two years. The DPR will choose one product and will request that the land surveyor submit the accompanying field notes and other pertinent documents or plans for examination. Using his discretion and based on the availability of funds, the DPR may direct that field inspections be conducted as part of the review.

Practice Review

All land surveyors will be asked to respond to questions relating to their practice, supervisory responsibilities, and policies and procedures.

Education and Training

All land surveyors will indicate the number of hours they spent attending/presenting at formal professional development courses or seminars and the number of hours they spent on informal educational activities.

Professional Association Involvement

All land surveyors will quantify their involvement with professional associations and indicate if they served on ALSA Council or committees, other professional committees or governing bodies, and/or authored articles for *ALS News* or other publications.

Other Accomplishments

All land surveyors will indicate their involvement in community/volunteer activities.

Conclusion

The land surveyor will be asked to summarize any changes they have made to improve their professional practice since their previous review. They will be asked to specifically refer to any items mentioned in the PRB's recommendations from their previous reviews (a copy of the PRB's Phase 2 letter will be attached to the Phase 3 initiation e-mail they receive). If it is their first review they will indicate n/a.

Assessment

The responses to the questions on the web-based questionnaire and the responses to the supplementary questions (for those ALSs who do not author products) will be assessed by the DPR and one member of the PRB. The product review will be conducted under the direction of the DPR. Upon completion of these assessments, the results and recommendations will be presented to the PRB.

If the PRB believes that further review is required, the PRB may direct that a comprehensive review be conducted. (*See Procedures Policy for details on the comprehensive review*)

Feedback

The land surveyor will receive a letter from the PRB containing recommendations the PRB believes might improve the land surveyor's practice. These recommendations are intended to be educational in nature.



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CONTINUING COMPETENCY REVIEW PROGRAM – PHASE 3 PROCEDURES POLICY

1. Authority

The following Continuing Competency Review program was approved and adopted by Council on September 28, 2017.

2. Continuing Competency Review Program

The Continuing Competency Review (CCR) program shall be conducted as follows:

- a) The CCR program shall be administered by the Practice Review Board (PRB) according to policies established by Council from time to time.
- b) The CCR 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.
- c) The CCR program shall be for a term of four (4) years to allow for a review of all active members, towards the end of which an evaluation of the program shall be conducted.
- d) Each active Alberta Land Surveyor shall be subject to a review during the four year period.

3. Continuing Competency Review Process

The Continuing Competency Review (CCR) process shall be conducted as follows:

- 3.1 The land surveyor selected for review will be contacted by the DPR and directed to complete a web-based questionnaire. The land surveyor will be given three (3) weeks for completion and submission.
- 3.2 As part of the questionnaire, the land surveyor will be asked to provide ten (10) PDFs or TIFFs of registered or non-registered products of substantial complexity and representative of the land surveyors' practice that have been completed in the past two years.
- 3.3 The DPR will have the authority to ask supplementary questions and/or request additional products, plans or other documents from all land surveyors.
- 3.4 For those ALSs who author products, the DPR will choose one product and will request that the land surveyor submits the accompanying field notes and other pertinent documents or plans for review.
- 3.5 For those ALSs who do not author products, the DPR may ask the ALS supplementary questions or request other documents (field notes, survey instructions, policies and procedures, dormant plan strategy, etc.) to help the PRB evaluate the competence of the ALS within their specific area of practice.
- 3.6 Using his discretion and based on the availability of funds, the DPR may direct that field inspections be conducted as part of the product review.

4. Reporting Process

- 4.1 The answers to questions on the web-based questionnaire and the answers to any supplementary questions (for ALSs who do not author products) will be assessed by the DPR and a member of the PRB (or an independent assessor). The product review will be conducted under the direction of the DPR. Upon completion of these assessments, the results and recommendations will be presented to the PRB.
- 4.2 The PRB may request that a land surveyor attends a formal hearing with respect to any review where such attendance, in the opinion of the PRB, might benefit the practitioner.
- 4.3 The PRB may direct a land surveyor to bear any costs associated with remedial action or any other actions which may result from the findings, conclusions and recommendations in a report adopted by the PRB under the CCR program.
- 4.4 The DPR shall report to the PRB on each review in a manner that protects the identity of the land surveyor, unless the land surveyor either attends the meeting where their review is considered, or requests that their identity be revealed to the PRB. The PRB member (or independent assessor) assigned to a review shall protect the identity of the land surveyor.

5. Comprehensive Review

- 5.1 If, upon completion of the assessment by the DPR and the member of the PRB (or an independent assessor) it is felt that further review is required, the PRB may direct that a comprehensive review be conducted. The comprehensive review will be conducted on the previously submitted product (or a different product) and may consist of the following:
 - a) An interview with the land surveyor conducted by the DPR.
 - b) A field inspection completed under the direction of the DPR.
 - c) A report prepared by the DPR that is provided to the land surveyor.
 - d) A report prepared by the DPR that is presented to the PRB. This report includes an analysis of the land surveyor's responses to the issues identified in the report provided to the land surveyor.
 - e) A decision by the PRB on further action.
- 5.2 The land surveyor shall have the right to attend the meeting where their comprehensive review is considered.

6. Program Obligations

- 6.1 The PRB shall encourage the DPR to attempt to identify root causes of deficiencies revealed during the CCR process. The PRB shall also support CCR program staff in the development and implementation of educational measures that may address any of the deficiencies discovered. Informal advice, of an educational nature, should also be provided to land surveyors upon their request by CCR program staff. Although the results may not be measurable, the PRB considers this process to be of significant educational value.

- 6.2 The PRB shall report to Council on industry-wide trends with respect to non-compliance with acts, regulations and/or standards of practice. The PRB shall also make recommendations to Council suggesting corrective actions with respect to the above. Excerpts of all PRB minutes confined to files closed and any discussions not related to matters that could be appealed to Council shall be provided to Council and such reports shall fulfill the Board's obligation under Section 13(7) of the *Land Surveyors Act*.
- 6.3 The PRB shall present a recommendation to the Director of Education regarding general CCR findings and potential seminar topics.
- 6.4 The DPR and the PRB shall report annually to the membership on trends in practice performance as identified by the statistical data collected during the CCR process.
- 6.5 The PRB shall present a Board recommendation, through Council, to the Chair of the Registration Committee regarding general CCR findings and potential examination questions.