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# Voluntary and Mandatory Peer Review Guide

ABC FP Continuing Competency Program

Updated October 2018

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**Guide**

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## INTRODUCTION

This Voluntary and Mandatory Peer Review Guide, published by the Association of BC Forest Professionals (ABC FP), outlines the voluntary and mandatory peer review processes of the ABC FP's continuing competency program. This guide leads members through the process of performing either a voluntary or a mandatory (both have the same implementation process) peer review (PR) and outlines the requirements in each section of the PR forms. This guide also provides information, ideas and tools to help members complete the PR and answer some of the questions that may come up during the review.

If you have any questions about the PR process, this PR guide or the PR forms, contact Kris Zmudzinski, RPF, Member Competence Specialist, at [kzmudzinski@abcfp.ca](mailto:kzmudzinski@abcfp.ca).

The PR's main objective is to elevate a member's level of practice through the mentorship and confidential advice offered by a trusted colleague.

A peer review is:

- A dialogue between two members about professional responsibilities;
- A review of professionalism;
- An exchange of knowledge, information and ideas;
- An effective process to resolve local professional issues;
- A time-efficient exercise that will take a half day to a day to complete;
- A tool that evaluates member performance against professional standards and obligations; and
- A tool that links to the self-assessment professional development plan.

A peer review is not:

- A practice, technical or work review;
- An audit of prescriptions or professional decisions;
- A method of critiquing another member;
- About forcing all forest professionals to think alike; or
- About reviewing a member's files looking for something wrong.

The peer review helps members with their ongoing professional development. It is also a demonstration of a member's commitment to professional quality work and might be useful to note in resumes.

## **VOLUNTARY PARTICIPATION**

This aspect of the continuing competency program is voluntary, as opposed to those members chosen for a mandatory peer review. Members are encouraged to participate in the peer review element of the continuing competency program. Members decide whether they want to participate in this element as either a reviewer or the participant.

### **Incentives for Members to Participate**

There are three main incentives to participate in a peer review.

#### **Maintaining Professionalism**

First and foremost, it comes from the desire to increase and/or maintain professionalism. It is every member's professional obligation to maintain his/her competence and it is the ABCFP's obligation to demonstrate that their members are fulfilling this obligation. Participating in a PR demonstrates a high level of member competence. While this is a voluntary aspect, it is hoped members view this as part of being a professional. Both the participant and the reviewer benefit from the PR process.

#### **How the PR Influences Being Chosen for a Mandatory Peer Review**

Special Permit Holders, Natural Resource Professionals, and registered members who have voluntarily participated in a peer review as a participant will not be chosen for a mandatory peer review for a period of 10 years.

#### **Participation in a PR Counts as Credit Towards a Voluntary Certificate of Professional Development**

Members will be able to claim category 1 credits for being involved in a PR as a reviewer or the participant when applying for a voluntary certificate of professional development (see [Professional Development](#) page of the website).

### **Choosing a Reviewer**

A member can choose his/her own reviewer as long as the reviewer meets with the following criteria:

- The reviewer must be an ABCFP member in the registered or special permit class of membership.
- The reviewer should be impartial with no conflict or perceived conflict of

interest with the participant. Conflicts of interest include members who are close relatives (spouse, brother, sister) of the participant. Business partners, supervisors and someone who works closely with the participant can be chosen as reviewers. In these relationships, it would be beneficial for each person to carry out a review of each other. Some people have questioned the objectivity of this arrangement, but a trusted colleague will care about your professionalism, offer constructive advice and provide an objective review; and

- The reviewer will be competent in all areas of review.

Members may also want to consider bringing in more than one reviewer. Having multiple reviewers increases the exchange of ideas. One of the reviewers will be required to be the primary reviewer and sign off on the review.

### **Effective Time Frame of a Voluntary Peer Review**

A PR can be done at any time, but should not be done more often than once a year. It is a good idea to arrange for a PR a couple of months after you have a significant job change.

### **Format of the Voluntary Peer Review**

Reviews should be face-to-face, but the review can be performed over the phone and by e-mail if necessary. Time requirements for a face-to-face review can be minimized by sharing information and dialogue prior to the meeting.

### **Non-Practising Members<sup>1</sup>**

When conducting a peer review on a member, you should determine if the member is practising or non-practising as provided in the definition of the practice of professional forestry in section 1 of the *Foresters Act*. Non-practising members can have a peer review but the PR process is designed for practising rather than non-practising members.

## **MANDATORY PARTICIPATION**

Each year, between 70 and 80 registered members, special permit holders, and Natural Resource Professionals will be chosen for a mandatory peer review. For mandatory participation, members will be chosen at random, based on professional practice risk. Members will be chosen near the beginning of a calendar year and will have several months to complete their peer reviews. If a member does not complete his or her peer review by the specified time, and there are no extenuating circumstances, the ABCFP may cancel a member's ability to renew his or her membership in accordance with Bylaws 6.1.4, 6.7.6 and 6.8.7.

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<sup>1</sup> A non-practising member does not practise professional forestry at all.

## **Benefits of Mandatory PRs**

There are two main benefits to participate in a mandatory peer review, either as a participant or as a reviewer.

### **Maintaining Professionalism**

A mandatory PR is one tool for the ABCFP to demonstrate to the public that members are maintaining professionalism. Participating in a PR can demonstrate a high level of member competence.

### **Participation in a PR Counts as Credit Towards a Voluntary Certificate of Professional Development**

Members will be able to claim category 1 credits for being involved in a mandatory PR as a reviewer or the participant when applying for a voluntary certificate of professional development.

## **Choosing a Reviewer**

A member can choose his/her own reviewer as long as the reviewer meets with the following criteria:

- The reviewer must be an ABCFP member in the registered or special permit class of membership or a Natural Resource Professional;
- The reviewer should be impartial with no conflict or perceived conflict of interest with the participant. Conflicts of interest include members who are close relatives (spouse, brother, sister) of the participant. Business partners, supervisors and someone who works closely with the participant can be chosen as reviewers. In these relationships, it would be beneficial for each person to carry out a review on each other. Some people have questioned the objectivity of this arrangement, but a trusted colleague will care about your professionalism, offer constructive advice and provide an objective review; and
- The reviewer will be competent in all areas of review.

Members may also want to consider bringing in more than one reviewer. Having multiple reviewers increases the exchange of ideas. One of the reviewers will be required to be the primary reviewer and sign off on the review.

## **Format of the Mandatory Peer Review**

Reviews should be face-to-face, but the review can be performed over the phone and by e-mail if necessary. Time requirements for a face-to-face review can be minimized by sharing information and dialogue prior to the meeting.

## **SUBMITTING YOUR VOLUNTARY OR MANDATORY PEER REVIEW**

### **Send Your PR to the ABCFP**

PR Forms 1 to 4 are to be submitted to Kris Zmudzinski, RPF, c/o ABCFP ([kzmudzinski@abcfp.ca](mailto:kzmudzinski@abcfp.ca)). Mandatory and voluntary peer reviews will be audited and the ABCFP will follow-up with any issues that arise. Peer reviews will be considered by the ABCFP to be confidential.

### **The Participant Must Maintain a Copy of the PR for Six Years**

Members are expected to retain PR records for a period of time that is reasonable and relevant to the content of the review. The continuing competence committee suggests that six years is reasonable in many circumstances. Since PRs are confidential, the member who conducted the review must keep the results of the review confidential.

## **PEER REVIEW PARTICIPANT CHECKLISTS**

These checklists are a tool to guide participants through the peer review process.

### **Checklist for the Participant**

1. Complete voluntary PRs no more than once a year or when there is a significant change in your job; if selected for a mandatory review, remember that you will need to arrange your schedule to complete the review within amount of time specified by the ABCFP.
2. Become familiar with the PR incentives, process, questions, guide and forms (see [Professional Development](#) page of the website);
3. Review the questions/discussion items on Form 1 and determine which other types, if any, of non-confidential reviews, audits or assessments may be combined with the PR;
4. Choose a reviewer (or reviewers) who meets the criteria under “Choosing a Reviewer” in the guide;
5. Contact the reviewer to arrange a suitable time and a quiet place for the PR and to determine any other requirements;

6. Provide the appropriate information (in confidence) to the reviewer or have it ready for the review. Examples (not a complete list) are:

- Your job description;
- Professional development records;
- Your self-assessment and professional development plan from the past three years;
- An example of a work product from each aspect of practice as described in questions 11 (e) and (j), Form 1; and
- Examples of professional forestry work that is professionally identified as to who is responsible for that work.

7. Review the questions/discussion items in Form 1 and the Guide to Form 1 to determine if there is anything else you would like to show to the reviewer. You do not have to provide documentation for many of the questions asked. A discussion will usually suffice for answering questions;

8. Review the questions in Form 1 to determine how you will answer them;

9. Think about providing examples to the reviewer to support your answers to the questions in Form 1;

10. Review a draft of completed Forms 1 to 3, supplied by the reviewer within a week (a guide, not a requirement) of the interview and provide the reviewer with comments, errors or omissions;

11. When the reviewer has provided you with the final results, Keep PR records (Forms 1 to 4) for at least six years in a secure filing system with proper backup and submit them to the ABCFP; and

12. When the review is completed (if appropriate or desired) you can switch roles and carry out a PR on your reviewer.

## Checklist for the Peer Reviewer

1. If you are asked to carry out a PR on another member you must meet the criteria outlined in "Choosing a Reviewer" in the guide before proceeding;
2. If you cannot or will not, carry out a review suggest an alternate or alternates;
3. If you choose to carry out a review on another member, become familiar with the areas of practice of the participant (if applicable), PR incentives, process, questions, forms and this guide and arrange for a suitable time and quiet place for the interview;
4. Review information supplied by the participant;
5. Is the participant practising (full-time or part-time) as defined under the *Foresters Act*? If so, then all, or most, of the Form 1 questions apply. If not, only some Form 1 questions apply;
6. Do not impose personal agendas or opinion upon the participant. Use positive, rather than negative responses;
7. Use the guide for Form 1 to interpret and record the responses of the participant to Form 1 questions;
8. Use the guide to complete Form 2 (verifies that the participant has completed self-assessments and assesses their self-assessment professional development plan);
9. Use the guide to complete Form 3 (PR Professional Development Plan);
10. If there are matters of concern that are not serious enough to be referred to the complaint resolution process, try to resolve the matter within the context of the PR process;
11. If serious instances of conduct or gross incompetence are encountered (examples are provided in the next section of this guide), refer the matters to the ABCFP;
12. Within one week of completing the interview (a guideline, not a requirement) provide a draft of Forms 1 to 4 to the participant so he or she can review them for errors or omissions or provide comments;
13. After receiving errors/omissions/comments from the participant, prepare final versions of Forms 1 to 4;

14. Make sure the participant submits all completed peer review forms to the ABCFP, c/o Kris Zmudzinski, RPF.
15. Remember that all information from the review is confidential and must not be discussed with anyone but the participant; and
16. When the review is completed you can switch roles (if appropriate or desired) and have the participant carry out a review on you.

## **FORM 1 GUIDE: PEER REVIEW FORM INTERPRETING AND DOCUMENTING THE RESPONSES**

For each question/discussion item, evaluate the response of the participant and document evidence he or she presents. Using professional judgment, record whether it is competent, needs improvement or is not applicable. Record a summary of the participant's response underneath each question or discussion item.

A competent evaluation means that the member is practising to standards expected from a member. If the member needs improvement on any particular question or discussion item, record it as an item requiring improvement on Form 3: Peer Review Professional Development Plan and record action(s) needed and an anticipated completion date. Check "not applicable" if the question or discussion item does not apply to the job or professional practice of the participant.

### **Guide for the Reviewer**

#### **Resolving Unprofessional Conduct**

The peer review process is separate from and unrelated to the complaint resolution process but it can be part of a negotiated settlement for a discipline matter. In the unlikely event a peer review reveals a matter of unprofessional conduct (ABCFP Bylaw 11.4.3), the reviewer can resolve the matter within the context of the peer review process, if the matter is of a minor nature. Matters which are inappropriate to resolve within the peer review process must be reported to the registrar of the association [*Foresters Act*, section 1: Conduct Unbecoming a Member and section 22 (1)]. These types of matters are the more serious instances of conduct unbecoming a member or gross incompetence which negatively impact the broader public interest. They include such things as:

- Safety concerns;
- Potential for slope instability or landslide;
- Significant damage to other resource values (e.g. first nation's values, fisheries, private land or downstream resources);

- Examples of continuous errors or a history of poor quality work;
- The subject member has previously been disciplined for similar actions;
- Reason to believe that the alleged action was intentional and serious;
- Reason to believe that the subject member was motivated by personal gain or received a benefit from the alleged action;
- The alleged action is of a nature such that a failure to deal with the matter in a formal, transparent and public manner would tend to bring the profession and its discipline process into disrepute; or
- Any other circumstance where you as a member believe another member is not complying with the bylaws or code of ethics<sup>2</sup>.

If the matter is not serious enough to warrant a discipline complaint and you can't resolve it during the PR process, contact Kris Zmudzinski, RPF at the ABCFP ([kzmudzinski@abcfp.ca](mailto:kzmudzinski@abcfp.ca)) who may be able to help improve the participant's competence using the ABCFP's professional accountability process.

### **Form 1 Guide: Questions/Discussion Items**

The following sections provide a guide for the member conducting the peer review. Each number below correlates with the questions/discussion items in Form 1.

#### **Discussion Item #1: Professional Forestry Job Duties**

List the member's main job duties and indicate the duties which are part of the practice of professional forestry. Your discussion should concentrate on these professional forestry duties during the peer review. For RPFs, refer to the definition of the practise of professional forestry in section 1 of the [Foresters Act](#):

For RFTs or associate members refer to the appropriate guideline for their scope of practice (see [Practising in BC](#) page of the website).

<sup>2</sup> These bullets are from an article in the March, April 2009 issue of the **BC Forest Professional** entitled: "What is the Duty to Report" written by Randy Trerise, RPF, registrar and director of act compliance.

### **Question #2: Practising within Authorized Scope of Practice**

Based on the information from discussion item #1, determine if the participant is practising within his/ her authorized scope of practice as enabled by the *Foresters Act* or scope of practice guideline (council resolution). If the participant is carrying out duties which are outside his or her authorized scope of practice, he or she must be carrying out these duties under the supervision of an appropriate registered member or special permit holder who has both the authority and competence to complete these duties (refer to sections 2 and 20 of the *Foresters Act*).

### **Question #3: Self-Assessment Form on File**

Registered members, Natural Resource Professionals and special permit holders must produce their completed self-assessments. If they are unable to produce their completed self-assessment forms for the past three years, this must be reported to the ABCFP<sup>3</sup>. Use Form 2 to evaluate the self-assessment of the participant.

### **Question #4: Self-Assessment Professional Development Plans**

Registered members, natural resource professionals and special permit holders must produce their completed professional development plans, if improvement was needed for any items in the self-assessment, for the past three years, to demonstrate that this aspect of their self-assessment has been completed. If they are unable to produce their completed professional development plan, this must be reported to the ABCFP<sup>3</sup>.

As a follow-up to each self-assessment declaration as part of the annual membership renewal, members must complete a professional development plan that identifies areas requiring improvement from their self-assessment. The professional development plan does not need to be completed using the ABCFP form. It can be a part of the member's employee development plan or performance assessment.

### **Question #5: Professional Development Plan Review**

Use Form 2 to evaluate the professional development plan of the participant.

### **Question #6: Certificate of Registration and Accreditation**

Bylaw 8.2 states that registered members must prominently display their Certificate of Registration at their offices or other places of business. Bylaw 8.7 requires Natural Resource Professionals to display their Certificate of Accreditation at their offices.

A general reference to help answer the rest of the questions is the ABCFP workshop: [Professional Ethics and Obligations](#). This workshop is available online.

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<sup>3</sup> Report to Kris Zmudzinski, RPF, Member Competence Specialist: [kzmudzinski@abcfp.ca](mailto:kzmudzinski@abcfp.ca)

### **Question #7: The Professional Reliance Tool**

The [Professional Reliance Tool](#) is available on the ABCFP website. Members should be familiar with the tool and are encouraged to use it. The use of the tool is not required for the completion of the peer review, but members should be encouraged to review and complete it on their own.

### **Question #8: Advocacy**

a) and b) Stewardship advocacy and knowledge extension can be demonstrated in many forms such as: participation in Networks of Forest Professionals, internal communication, making enquiries, writing articles and letters, public speaking or giving presentations, community or committee involvement and bringing matters to the attention of the appropriate parties.

References: Bylaws 11.3.1 and 11.3.6.

### **Question #9: Professional Independence**

References: Bylaws 11.3.2 and 12.3.1; "Professional Independence and the ABCFP Member" guidance paper.

a) Does the participant feel that he/she could resolve this type of conflict without assistance by raising and discussing the matter with his or her employer or client, or consulting with a peer or supervisor? Would the member need advice or help from the ABCFP or advice from the ABCFP Practice Advisory Service? More extreme measures could involve advocating for change, withdrawing services, or refusing to endorse or facilitate the situation.

b) Is the participant (if he or she has management responsibilities) confident that he or she can exercise management prerogative without being in conflict to professional principles? Industry or consultant managers have management prerogative to make decisions supporting the well-being of their company. Members, clients and employers must understand that while forest professionals have certain obligations as employees or consultants, they are independent from their employer or client. This is the cornerstone of professionalism. Reconciling professional and employer/client conflicts may be even more difficult when a member's relationship with his/her employer or client extends to a management level. In any event, mutually agreeable resolution mechanisms should be explored and if not successful, the matter may be resolved through alternate dispute resolution or referred to appropriate regulatory bodies for resolution.

To demonstrate independence, participants should have provided truthful and accurate statements and not suppressed information or misrepresented the facts to bolster his or her opinion. They should have declared the interest, for whom they represent, avoided discrediting other people, stated the

negative and positive aspects or outcomes and demonstrated having adequate experience and knowledge to provide the opinion. This question is related to the professional integrity questions and there may be some overlap.

Reference: Bylaws 11.3.6, 11.3.8, 11.3.9, 11.4.4, 11.4.7, Independence Standard of Professional Practice, “Professional Independence and the ABCFP Member” guidance paper (May 2000).

c) In addition to independence from a client or employer, members must also demonstrate independence from special interest groups, majority groups and self-interest or bias. As well, members must give ‘independent consideration’ while exercising professional judgment to make decisions. This question is related to the first stewardship question and there may be some overlap.

Reference: “Professional Independence and the ABCFP Member” guidance paper (May 2000), pages three and four.

#### **Question #10: Professional Integrity**

a) Did the participant suggest: verifying the facts, consulting with knowledgeable peers, resolving the matter with the offending member, utilizing the ABCFP practice advisory service, contacting the ABCFP about his or her concerns about the member in question or submit a complaint in writing to the ABCFP? This question is related to the second stewardship question so there may be some overlap.

Reference: Bylaw 11.4.3.

b) The participant must know that information received from a client or employer is confidential unless such information is in the public domain. Confidential or proprietary information can only be disclosed to others or used by the member with consent from the client, employer or appropriate party, if it is required by law, or it is necessary as a defense against assertions of unprofessional conduct brought by his/her regulatory body. However, technical knowledge gained by a member through work experience may be used in subsequent projects without consent from other parties. Is confidential information stored in a secure manner?

Reference: Bylaw 11.5.2.

c) A conflict of interest exists when there is, or is a perception, that the duty or loyalty owed by a member to one party, is, or is likely to become, adverse to the duty and loyalty which the member owes to another party. Did the participant suggest declining the assignment or informing all appropriate parties of the conflict or potential conflict to resolve or avoid the issue?

Reference: Bylaw 11.5.6.

d) The intent of the question to consulting members is to determine if charges for services rendered are calculated in a fair manner based on scope of work and level of service and experience. The participant does not need to supply detailed information, such as formulae, because this may be proprietary information. Refer to the guideline for interpretation under Bylaw 11.5.7.

Reference: Bylaw 11.5.7.

e) It is acceptable for you to provide your professional opinion concerning professional work for which another member is professionally accountable. It is unacceptable to impose this professional opinion, unless you are exercising management prerogative within the limits of professional principles. Peer reviewers must have respectful regard for other professional's education and experience. In order to carry out a reasonable assessment of work, a member should:

- Practise due diligence when accepting or incorporating work of others;
- Apply an amount of professional reliance based on risks, uncertainties and potential implications and the knowledge and experience of the professional being relied upon in providing judgments consistent with requirements. Is it reasonable to accept the person, the product or both?
- Ensure the work is free of errors and omissions, complete, correct and clear and see if anybody else has reviewed the work;
- Ensure the work is scientifically and technically sound;
- Ensure the work meets required tests and/or objectives;
- Ensure the work is good stewardship of forest land based on sound ecological principles as per ABCFP Code of Ethics, Standards of Professional Practice and Stewardship Principles; and
- If the work is innovative (different from the norm or an alternative), check to see if: a rationale is provided, the innovative work is backed up by previous monitoring, there is a future monitoring plan to test credibility/validity and recommend improvement and there is an assessment of risk and a description of how higher risk activities will be managed.

Reference: ABCFP online workshop [Professional Reliance: Is it Working? How it Should Work](#).

f) To resolve differences of opinion, the member should try to understand and respect the other party's opinion; use professional integrity and independence

to build their case or position; use respectful regard to ask questions about the other party's opinion and engage in amicable dialogue to ensure a mutual learning experience; use independent data sources to support their opinion; mutually agree on an independent third party to resolve the issue; be open-minded; work together and share information to find a solution; abstain from undignified public communication with another member; avoid criticizing the work of other members or attempting to injure the professional reputation or business of another member. This question is related to the third professional independence question so there may be some overlap.

Reference: Bylaws 11.6.1, 11.6.2.

Refer to the ABCFP Articling Procedures (on the [Practising in BC](#) page of the website). Other References: Bylaws 6.3.1, 6.4.1, 11.6.3.

#### **Question #11: Professional Competence**

a) The participant should be able to describe actions and activities used to keep up to date with her/his field of practice, continually improving practices and share knowledge and experience with others. This question is related to various due diligence questions so there may be some overlap.

Reference: Bylaws 12.2.1, 11.3.5, 11.3.7, 11.3.9, 11.4.6; Application for the [ABCFP Voluntary Certificate of Professional Development](#); [ABCFP Self-Assessment Guide](#) statements 1 to 7.

b) Refer to the guideline for interpretation for Bylaw 11.3.5.

c) Refer to the guideline for interpretation for Bylaw 11.6.5.

d) There are no requirements for how a member should keep a record of his or her professional development. For example, it can be recorded on a list/spreadsheet or be a file of registration receipts. It is important to check if the record of professional development is accurate and kept up to date. If the participant does not keep a record of professional development, the reviewer should make this recommendation in the peer review professional development plan. As an option, the participant can record his or her professional development activities using the [ABCFP Voluntary Certificate of Professional Development](#) application.

Reference: [ABCFP Self-Assessment Guide](#) statement #2.

e) Refer to the guideline for interpretation for Bylaw 12.2.2.

f) With regards to practicing outside his/her area of experience and expertise, some options for the participant are: a) decline the assignment, b) acquire the knowledge if it is possible to do so without undue delay or expense to the client

or employer, or c) consult with appropriate specialists.

Reference: Bylaws 12.2.1, 11.3.5, 11.3.7, 11.3.9, 11.4.6.

g) Refer to the guideline for interpretation for Bylaw 11.6.3.

h) Refer to the guideline for interpretation for Bylaw 12.2.3.

i) Refer to the guideline for interpretation for Bylaw 12.2.4.

### **Question #12: Signing and Sealing**

Participants must identify who is professionally responsible for their work in accordance with [ABC FP Bylaw 10](#) and its associated policy, [Guidance for Implementation of Bylaw 10 – Identification of Professional Work](#):

a) Self explanatory

b) Self explanatory

c) Refer to the Guidelines for Implementation of Bylaw 10 – Identification of Professional Work

d) Refer to Bylaw 10.4 and Guidelines for Implementation of Bylaw 10 – Identification of Professional Work

### **Question #13: Due Diligence**

a) The participant should be personally familiar with all relevant characteristics of the work circumstance or area affected by the work if relying on someone else, or, if it is acceptable to rely on someone else's expertise if the other person is qualified and competent to give that advice, acted in an independent manner, and the advice made sense based on the member's own personal knowledge. This question has overlap with question 9 e). References: Bylaw 12.5.1; 11.5.4; Self-Assessment Guide statement 20.

b) Refer to Bylaws 11.5.3 and 12.5.1 and the Self-Assessment Guide statement 17.

c) With regards to ensuring the desired outcome, the participant could use various tools such as checklists, policies, best management practices, forms/templates, environmental management systems, flow charts or standard operating procedures, through which it can be demonstrated that all appropriate procedures were followed to ensure no relevant steps or considerations were missed while implementing various activities.

Reference: Bylaw 12.5.1.

d) Refer to bylaws and the guidelines for interpretation for Bylaws 11.5.3 and 12.5.1

e) Does the member demonstrate familiarity with the wide range of legislative requirements that may affect his or her work?

f) Regarding assessing risk, the participant should use and document a methodology for assessing and managing risks (function of the severity of the hazard of an activity and the magnitude of potential consequences or impacts associated with that activity) for important job activities.

g) Refer to the non-statutory expectations guidance series on the [Practising in BC](#) page of the website.

h) Old diaries and phone logs should be appropriately stored for at least six years and a professional diary should include:

- Daily dated notations;
- Description, date and time of significant activities, findings or events;
- Rationales to support important decisions or reference to where rationales can be found; and
- For consultants: A record of date, time and a description of consulting activities which will be charged to a client.

i) A phone log should record date, time and details of relevant phone conversations.

Reference: Bylaw 12.5.1 and Self-Assessment Guide statement 16

j) Does the participant have an adequate system to record and track issues that need to be resolved as they arise? Does the system allow issues to be recorded and tracked both in the office and in the field? Are tasks arising from these issues completed on time?

k) Does the participant:

- Have easy access to various files;
- Have a system to track changes to documents over time;
- Have a secure computer so he/she is the only one who can make changes to

his/her professional work documents;

- Have confidence that he/she would have access to documents if he or she no longer worked for her or his employer (this is in case the member would need to defend him or herself against a professional misconduct charge);
- Have filed and cross-referenced ancillary documents such as e-mail, file notes, field maps, notes on ortho-photos, field notes or instructions;
- Have backup files off-site in case of fire or flood; and
- Retain files for the length of time indicated in the Self-Assessment Guide, statement 15.  
Reference: Bylaw 12.5.1 and Self-Assessment Guide, statement 15.

**Question #14: Stewardship**

a) Refer to the guideline for interpretation for Bylaw 12.6.1 and the [Principles of Forest Stewardship](#) report.

b) The following are steps a member should take if they become aware of any practices which are detrimental to good stewardship of forest land and are related to another member's practice. In sequence:

- Verify facts;
- Consult with knowledgeable peers;
- Resolve the matter with the offending party; and
- Use the ABCFP Practice Advisory Service, contact the ABCFP about his or her concerns about the stewardship practice or submit a complaint in writing to the ABCFP. This question is related to the first professional integrity question so there may be some overlap.

Reference: Bylaw 11.3.4.

c) With respect to how the member is keeping informed, assessing practices, developing options, monitoring, participating in, and advocating when managing species at risk, refer to the ABCFP publication "[Managing Species at Risk in British Columbia: Guidance for Resource Professionals](#)" (November 2009).

**Question # 15: Safety**

Refer to guidelines for interpretation for Bylaws 11.3.10 and 12.7.1; Self-Assessment Guide statement 19.

**Question # 16: Available Resources**

The lack of adequate resources – financial or otherwise – can severely limit the ability of the member to meet *Code of Ethics* and Standards of Practice requirements. If staff and financial resources are limiting the ability to carry out professional work, is the member informing his or her employer or client about this and making recommendations to remedy the issues?

**Question # 17: Other Professional Issues**

This is an opportunity for both you and the participant to discuss and resolve any other issues.

## **FORM 2 GUIDE: PEER REVIEW SELF-ASSESSMENT AND PROFESSIONAL DEVELOPMENT PLAN EVALUATION**

The peer reviewer must use Form 2 to:

a) Verify that the participant has completed self-assessments on an annual basis (if he or she was required to complete self-assessments) for the past three years or however long the participant was required to complete a self-assessment; and

- If the participant had “improvement needed” items in his or her self-assessment, verify the participant as having implemented his/her self-assessment professional development plan for the past three years. For each item requiring action, check to see if appropriate action(s) was taken by the anticipated completion date. If actions were not taken by the anticipated completion date, look for documented reasons why that part of the professional development plan was not achieved. If there is no documented reason, record this finding and include it as an action item on Form 3: Peer Review Professional Development Plan.

## **FORM 3 GUIDE: PEER REVIEW PROFESSIONAL DEVELOPMENT PLAN**

The peer reviewer must complete the Peer Review Professional Development Plan in discussion with the participant. The following describes how to complete Form 3:

- List the items needing improvement from questions/discussion items 1 to 17 on Form 1 of the peer review;

- Describe the action required to achieve improvement. Include what needs to be completed and how it will be completed, and, if appropriate, include who will help the participant achieve the required action. Consult the participant to ensure these recommendations are realistic;
- In consultation with the participant, record the anticipated completion date for each improvement item; and
- Participants will record when each improvement item is completed and review this as part of their annual self-assessment.

## **FORM 4 GUIDE: PEER REVIEW DECLARATION OF COMPLETION**

After the peer review is completed, the peer reviewer's final task is to complete Form 4, a signed and sealed/stamped declaration by both the participant and the peer reviewer that an independent peer review was completed to the approved standards of this guide without conflict of interest.

### **SUBMIT PEER REVIEW**

After completing the peer review, the participant must submit forms 1 to 4 to Kris Zmudzinski, RPF, Member Competence Specialists by e-mail at:

[kzmudzinski@abcfp.ca](mailto:kzmudzinski@abcfp.ca)

All reviews may be audited or reviewed by the practice review specialist. Completion of the review, and any associated follow-up actions required, will be documented by the practice review specialist.



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