

APPENDIX A

Scope of Practice Review Form

Note: If you are unsure how to answer any of these questions or complete this form, please refer to Appendix A – Scope of Practice Review

Name:	Professional Designation(s):	Associations where registered	Date(s):
<u>Academic Background</u> Degree(s): Discipline(s): School(s): Graduation Date(s):			
Current Job Title:	Industry of Practice:		
Areas of Specialization:			
Current Duties and Responsibilities:	Supervising Others? (Y/N): Being Supervised? (Y/N): Reporting to:		
Assessment Period			
From (month/year):	To (month/year):		

Evaluation of practice administration Review each statement below and confirm if this aspect of your current practice is a strength or there is a learning need. Indicate N/A if the statement does not apply.	Strength	Learning Need	Comments
An effective filing and document storage/recovery system.			
The individual is the only one who can make a change to his/her professional documents.			
Access to professional documents (all professional documents for which the professional engineer has continuing professional accountability and potential civil liability) even if no longer an employee.			
Supporting materials underlying professional documents (originals of field cards/notes, assessments, analyses, expert reports etc.) are on file and appropriately cross-referenced.			
Appropriate controls are in place to prevent accidental destruction and loss (loss from fire, flood, etc) of professional documents.			
Keep a professional diary and old copies appropriately stored.			
Professional documents are retained long enough to cover the liability limitations period.			
Meeting of due diligence obligations Review each statement below and confirm if this aspect of your current practice is a strength or there is a learning need. Indicate N/A if the statement does not apply.	Strength	Learning Need	Comments
During day-to-day practice, relevant legal and non-legal requirements are met.			
Have a clear understanding of client's or employer's objectives and how they relate to other values or interests associated with their work.			
Familiarity with relevant characteristics of the areas(s) of professional practice in which the professional engineer works.			
Personal familiarity with the local codes and standards in the jurisdiction(s) worked.			
For planning, gather and incorporate appropriate background information.			
In those areas for which the professional engineer is not qualified to practice, consulted with appropriate experts or specialists.			
When advice is sought from a specialist, undertake due diligence regarding their qualifications and experience.			

	Strength	Learning Need	Comments
When advice is sought from a specialist, assess the reasonableness of their advice.			
Collected data is sufficient and properly organized under required standards.			
When data is collected by another person, confident that person is qualified and competent and that the data makes sense.			
Properly assessed the relevant risks and outcomes for projects in which the professional engineer was involved.			
Have held paramount the public interest and professional principles in decisions.			
Conducted affairs honourably and in ways which sustain and enhance professional integrity and the integrity of the profession as a whole			
Demonstrated environmental stewardship and sustainable principles by balancing present and future values against the capacity of the system to provide for those values.			
Professional judgment has been rendered without undue influence.			