



POLICY

POLICY	Development of Engineers and Geoscientists BC Professional Practice Guidelines
NUMBER OF POLICY	CO-18-33
DATE OF POLICY	April 27, 2018
APPROVED BY	Council

IDENTIFICATION PROCESS

(I) New Guidelines

There are three ways in which new professional practice guidelines can be identified for development:

1. Demand Based - as a result of a request/recommendation from:
 - 1.1 a group of member practitioners
 - 1.2 an Engineers and Geoscientists BC Committee, Division or Task Force
 - 1.3 government
2. Practice Support Based – to support members in the various fields of practice by addressing on a proactive basis, practice quality and skill set (training, education and experience) issues brought to Council's attention through practice reviews, disciplinary proceedings, and industry/public feedback.
3. Strategic Needs Analysis Based – as a result of a strategic analysis in response to specific initiatives being taken in government, industry or the professional community.

(II) Existing Guidelines

The identification process used to prioritize which existing professional practice guidelines require updating is time based. The goal is to have all existing guidelines go through a process of review, on a 5 year cycle (or less if issues arise which require the review and updating exercise to be expedited) to see if updating is required.

PROCESS AND METHODOLOGY

Complete or partial funding from industry, business, government or other professional associations will be sought as deemed appropriate. Professional practice guidelines will be communicated to the membership, government, industry and the public using a web based format with limited hard copies available unless specifically requested. Staff are to follow the guidance in the document “Professional Practice Guidelines Development Process for Project Managers” during the development or revision of guidelines.

A consultative approach utilizing the relevant practice committees, divisions, task forces, experts in the field and external stakeholders will be followed in the development of all professional practice guidelines. This information will be captured in a tracking spreadsheet and presented at the Professional Practice Committee (PPC) meetings. The PPC will provide input on the review process and who is involved in the development and review of professional practice guidelines. The PPC will confirm to Council that a satisfactory consultation process was followed. However, Council will retain ultimate control of the form and content of Professional Practice Guidelines.

For new or existing professional practice guidelines once a decision is made to develop a new guideline or update an existing guideline this information is to be communicated to the relevant membership so feedback/awareness can be provided on issues which need to be considered.

Professional practice guidelines are to be results or performance based and are to avoid being prescriptive except when it is essential for risk management purposes. An appropriate level of due diligence is to be established in the guideline so as to facilitate members being able to exercise their professional discretion when providing solutions/recommendations related to the carrying out of a particular professional activity.

Before being introduced into practice, all practice guidelines are to undergo an editorial and legal review. The editorial review ensures the guidelines are consistent with the Engineers and Geoscientists BC writing style guide and are readable for the intended audience. The legal review ensures consistency with the *Engineers and Geoscientists Act*, Bylaws and Code of Ethics and other relevant legislation. In addition, the legal review is to address other matters as deemed appropriate including copyright provisions.

OBJECTIVE FOR PRACTICE GUIDELINES

The objectives of the Guidelines should be to:

- (1) Describe the standard of practice engineering/geoscience professionals should follow in providing professional services in a particular field of practice.
- (2) Describe how engineering/geoscience professionals can meet their obligations under the *Engineers and Geoscientists Act (Act)* and Bylaws while practicing in a particular field of practice. Including how the seven quality management requirements are to be met.
- (3) Specify the professional services, tasks and level of effort that should be provided by engineering/geoscience professionals, without being overly prescriptive.

- (4) Where appropriate, describe the roles and responsibilities of the various participants/stakeholders involved in such work. . This will include addressing matters of practice overlap when relevant.
- (5) Where appropriate, identify the appropriate skill sets including education, training and experience recommended for those practicing in a particular area.
- (6) Where appropriate give consideration to how the member/licensee can address climate change in their professional practice when carrying out a professional activity related to the field of practice covered by the guideline.
- (7) Confirm that not following one or more aspects of the Guidelines does not in itself mean the member has failed to meet the appropriate standard of care in the performance of their professional services but failure to meet the intent of the Guidelines could be evidence of unprofessional conduct.

REVIEW DATES

April 25, 2008 (CO-08-59) – Approved by Council

April 1, 2011 (CO-11-89) – Amended by Council

April 27, 2018 (CO-18-33) – Amended by Council