

Policy on Due Process for the Approval of Practice Resource Documents

Document 220142

Purpose and scope

This policy outlines the Institute's process for the approval of *practice resource documents*, which are intended to assist members in considering whether they have addressed all relevant topics within a practice area. These may include skills and knowledge inventories (SKI), a compilation of other relevant material (internal or external to the CIA) related to the practice, as well as recognized best practices, where appropriate. Such documents may be particularly helpful to members practicing in small or emerging areas.

Specifically, this policy outlines the roles and responsibilities of the Practice Development Council (PDC) and its committees, as well as other entities within the CIA, with respect to the development of *practice resource documents*. It also establishes a consistent and rigorous process to be followed when developing and approving these documents.

The process for the adoption/approval of standards of practice, educational notes, public statements, research reports, and research papers is outside the scope of this document.

Policy statements

1. The PDC shall approve all *practice resource documents* for publication by the CIA.
2. A *practice resource document* may be introduced by any entity within the CIA and should be brought to the attention of the PDC chair as early as possible in its development process for feedback from the PDC, as well as for planning and coordination purposes.
3. The PDC will initially assess the need and usefulness of the proposed document and either
 - a. agree to proceed with its development and provide feedback to the originator of the document; or
 - b. advise the originator of the document that the PDC does not wish to proceed.
4. If the PDC proceeds with the development of the proposed document, it shall identify the other entities within the CIA that should be consulted on the content of the document, where appropriate (i.e., the Education and Qualification Council would be consulted on the development of SKIs). Consultation may also include individual CIA members at large, as well as relevant external individuals or stakeholders.
5. Once the development of a practice resource document is formally initiated by the PDC, a timeline shall be established for planning purposes.

6. The PDC shall appoint a drafting entity (i.e., a committee) or a group of individuals charged with overseeing the development of the *practice resource document*. At least one PDC member shall serve on the drafting entity and provide progress reports to the PDC throughout the development process, as needed. If the proposed document is presented to the PDC in a near-completed state, the PDC may determine that a drafting entity is not required.
7. Once the *practice resource document* is ready for approval, it shall be presented to the PDC in draft form. The PDC shall determine if it has the relevant expertise to adequately assess the document, or if a further peer review should be conducted, in which case the PDC would identify appropriate potential peer reviewers. The PDC chair, in consultation with the chair of the drafting entity and the PDC liaison to the drafting entity, would select a peer reviewer and coordinate the review process. If the proposed document has already undergone adequate peer review prior to being presented to the PDC, the PDC may determine that no further review is necessary.
8. The PDC and/or the peer reviewers would be expected to ensure:
 - c. the document's content is consistent with the intended scope and purpose originally outlined;
 - d. the document will serve as an appropriate resource for practitioners in the specified practice area, in the opinion of the PDC and/or peer reviewers;
 - e. there are no material errors or omissions in the document to the best of the PDC or peer reviewers' knowledge; and
 - f. the content of the document is suitable for publication by the CIA.
9. Once the *practice resource document* is finalized (i.e., peer review complete, as required), it is submitted to the PDC for formal approval, together with a statement from the drafting entity that includes:
 - a. its recommendation that the *practice resource document* be approved for distribution to CIA members and other interested parties;
 - b. the list of relevant parties from whom input has been solicited;
 - c. the list of the of the drafting entity's members; and
 - d. specific confirmation of whether or not an appropriate peer review has been completed, including the name(s) of the peer reviewer(s).
10. The PDC reviews the final *practice resource document*, along with the statement from the drafting entity, and determines whether to approve and release the document.

It is not expected that the PDC have an intimate knowledge of the document's subject matter to approve it for release. Rather, approval signifies that:

 - a. where needed, the required peer review was conducted properly; and
 - b. the *practice resource document* is of appropriate quality to be released to CIA members and other interested parties, subject to formatting and editorial corrections by the Head Office.

The PDC can ask for clarification of any aspect of the *practice resource document* if necessary.

11. If the PDC does not approve the *practice resource document* for release, it determines whether to abandon the document or ask the drafting entity to prepare a new version for review and approval.
12. When published, a *practice resource document* shall normally include a cover letter to CIA members that includes:
 - a. an overview of the document's purpose including a succinct outline/rationale regarding its content and format;
 - b. the names of the drafting entity's members; and
 - c. the signatures of the PDC chair and the drafting entity's chair.
13. All practice resource documents should include a non-binding disclaimer, where appropriate.

Exemptions

N/A

Escalation procedures/management of non-compliance with this policy

Issues related to the development of practice resource documents may be escalated to the Board.

Definitions and abbreviations

N/A

Associated documents

N/A

References

N/A

Monitoring, evaluation, and review	
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