

Professional Development Guidelines

Yearly Requirements

1. Complete 15 hours of Professional Development Activities
2. Record them on your completed Self-Assessment Forms
3. The College routinely selects a percentage of members at random to submit their forms. Members are not required to submit their forms unless they are randomly selected.

Every calendar year (January 1 – December 31), members are expected to complete at least 15 hours of professional development activities to promote continuing competency among the membership and to enhance each member's professional knowledge and skills.

When selecting professional development activities, members should identify areas where they would like to enhance their knowledge, skills or judgement and participate in activities that strengthen those areas.

Certain activities have maximum allowable hours – the maximum number of hours that the member may claim towards their 15-hours of professional development, even if the activity surpasses the maximum hours allowed. Activities completed as part of the Quality Assurance Program requirement for other regulatory colleges will not count toward this College's professional development hours.

ALLOWABLE SUBJECTS

Legislation, Standards and Ethics

- The college's standards of practice, regulations, code of ethics, college by-laws and/or policies
- Relevant legislation governing the practice of the profession (Regulated Health Professions Act, 1991 RHPA) Traditional Chinese Medicine Act, 2006 (TCMA) Personal Health Information Protection Act, 2014 (PHIPA) etc.)
- Public consultation feedback

Diagnosis and Treatment

- Authorized controlled acts of the profession
- Knowledge of TCM foundations
- Application of fundamentals of TCM theory in diagnosis and treatment
- Diagnosis and patient assessment methods
- Establishing and monitoring treatment plans based on TCM diagnosis
- Traditional Chinese Medicine treatments (herbs, acupuncture)
- Monitor effectiveness of treatment plan
- Acupuncture techniques
- Biomedical concepts
- Knowledge of Traditional Chinese Medicine illnesses
- Advancements in related technology or techniques
- Preparing and dispensing herbal formulas
- Educate and counsel patient

Safe Practice

- Relevant municipal, provincial and federal legislation standards, and guidelines pertaining to health and safety
- Risks, contraindications and potential side effects for acupuncture, moxibustion, and herbal treatment
- Infection control and communicable diseases
- Emergency response procedures e.g. First Aid, CPR, etc.
- Equipment safety, sterilization and handling techniques

Communication

- Informed consent
- Develop and maintain effective interprofessional relationships
- Relevant legislation such as the Health Care Consent Act and all CTCMPAO guideline pertaining to consent
- Communication skills development, learning English/French
- Business/marketing/IT courses as it pertains to your practice

Record Keeping

- Enhancing/upgrading patient records
- Organizational skills development
- Relevant privacy legislation
- Billing
- Reviewing record retention and destruction processes
- Reviewing equipment and supply records
- Safe storage of record keeping

Prohibition of Sexual Relationship with a Patient

- Relevant legislation pertaining to the prevention of sexual abuse
- Steps to ensure appropriate boundaries between member and patient
- Documentation of the termination of a member/patient relationship
- Mandatory duty to report

Uncontrolled Acts Within the Scope of Practice

- Diet/Nutrition
- Tai Chi
- Qigong
- Tui Na
- Gua Sha
- Cupping
- Moxibustion

TYPES OF ACTIVITIES



- Attending courses, seminars, workshops, presentations, conferences
- Participating in online webinars, internet courses, seminars, workshops or conferences
- Participating in correspondence courses that may be offered outside Canada
- Participating in PLAR refresher courses offered by the College or by an educational institution

TYPES OF ACTIVITIES



- Professional reading - reading informative books, texts, journals, articles and research papers
- Viewing, reading, listening to professional audio/video/internet materials
- Reviewing CTCMPAO regulations, standards of practices, policies, guidelines, and other documents
- Researching, writing, editing or submitting professional publications
- Teaching related courses
- Preparing/presenting professional presentations
- Serving on CTCMPAO's Committees
- Attending CTCMPAO Council meetings as an observer
- Serving as a Peer and Practice Assessor or as a Subject Matter Expert for the College.
- Conferring with health care professionals regulated under the RHPA for the purpose of sharing relevant knowledge

OTHER SUBJECTS

These activities are complementary to your professional practice abilities and are not directly related to the College's Standard of Practice.

- Marketing, business and social media courses as it pertains to your practice

Adjunctive techniques:

- Alexander Technique
- Aromatherapy
- Feldenkrais
- Electrical therapy techniques (not electro-acupuncture) including:
 - IFC
 - TENS, Pulsed High Frequency
- Low Intensity Laser Therapy (Infra-red laser, Helium Neon Laser and Cold Dyad Laser)
- Learning or teaching Pilates
- Learning or teaching Yoga
- All other adjunctive techniques are subject to approval by the Quality Assurance Committee.

TYPES OF ACTIVITIES



- Any activity completed that falls under "Other Subjects" are only counted for 5 hours towards the 15-hour requirement



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