

**TRANSITIONAL COUNCIL
OF THE
COLLEGE OF
TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND
ACUPUNCTURISTS OF ONTARIO**

2011 – 2012 Annual Report



Transitional Council of the College of Traditional Chinese
Medicine Practitioners and Acupuncturists of Ontario
安省中醫師及針灸師管理局過渡委員會

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ABOUT THE TRANSITIONAL COUNCIL

The transitional Council of the College of Traditional Chinese Medicine Practitioners and the Registrar was appointed by the Lieutenant Governor in Council. They are responsible for establishing the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) to allow self-regulation of the traditional Chinese medicine (TCM) profession within the framework of the *Regulated Health Professions Act, 1991* and the *Traditional Chinese Medicine Act, 2006*. The transitional Council has a mandate to protect the public interest and is accountable to the Minister of Health and Long-Term Care. All members appointed to the transitional Council, irrespective of their background, are expected to make decisions and develop policies, guidelines, standards and regulations consistent with the legislative framework to ensure that the public of Ontario receives safe, qualified and ethical care from the TCM profession.

Transitional Council

April – November 2011

President	Cedric K.T. Cheung
Vice-President	Lynn Bowering
Members	Ian Eng James Fu Joanne Pritchard-Sobhani

December 2011 – March 2012

President	Joanne Pritchard-Sobhani
Vice-President	Lynn Bowering
Members	Cedric K.T. Cheung Ian Eng James Fu

Registrar

Emily Cheung

Staff

Austin Hopling, Policy and Planning Analyst (from August, 2011)
Rumana Rahman, Policy Advisor
Conrad Tang, Communications and Projects Coordinator

Executive Committee Report

Submitted by Joanne Pritchard Sobhani, Chair

Committee Composition

April- November 2011

Chair Cedric K.T. Cheung (President)

Members

Lynn Bowering (Vice-President)

Ian Eng

James Fu

Joanne Pritchard-Sobhani

November 2011- March 2012

Chair Joanne Pritchard-Sobhani (President)

Members

Lynn Bowering (Vice-President)

Cedric K. T. Cheung

Ian Eng

James Fu

Responsibilities

The Executive Committee meets between meetings of the transitional Council to facilitate effective and efficient functioning of the transitional Council. It makes decisions that require immediate attention on behalf of the transitional Council and considers matters referred by the Registrar.

Activity Highlights

The Executive Committee met 11 times from April 1, 2011 to March 31, 2012. The Committee experienced an extremely busy and challenging twelve months. Despite the constraints in human and financial resources, it strived to deliver the activities planned for the year. As well, members worked hard towards establishment of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario as a fully functioning regulatory college under the *Regulated Health Professions Act, 1991* by April 1, 2013.

A summary of the Committee's work is presented below:

Development of Regulations

The transitional Council submitted the proposed Registration Regulation and Professional Misconduct Regulation to the Ministry of Health and Long-Term Care (MOHLTC) in early February 2011. Since then, the Executive Committee had been working closely with the MOHLTC Health Professions Regulatory Policy and Programs Branch, responding to their questions and comments. It is anticipated that these two proposed regulations will move to legislative counsel drafting soon.

In April, with the help of our legal counsel, Richard Steinecke, the Committee completed drafting of the Quality Assurance Regulation. The draft regulation was released for 60 days public consultation on July, 2012. The draft regulation and the comments received were subsequently submitted to MOHLTC in November 2011.

Development of Tools and Processes for Registration of Members

- We have completed development of the ***Jurisprudence Course and assessment*** that applicants are required to successfully complete before applying for registration;
- The ***Safety Course and assessment*** that applicants are required to complete before applying for registration will be ready by the end of April or early in May 2012. This is a collaborative project with the College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA-BC). The Committee is thankful to the practitioners in Ontario and British Columbia who participated in providing expert advice, evaluation and testing of the course content and assessment.
- Development of the ***Prior Learning Assessment and Recognition (PLAR)*** tools and processes is moving ahead. In the summer of 2011 the consultants of Curriculum Services Canada and the Registrar observed the practical examination set up of CTCMA-BC and interviewed their Registrar and panel of examiners to learn from their experiences before refining the case studies for PLAR. In August, the consultants devoted two days to validate the cases with some 20 volunteer practitioners with varying background and English language. The Committee is grateful to the assistance of CTCMA-BC and the practitioners for contributing their time and for providing feedback to the consultants. It is looking forward to receive the final report from the consultants in May 2012.
- In collaboration with the Canadian Alliance of Regulatory Bodies for Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-ACOR) a funding application was submitted to HRSDC to develop ***Pan-Canadian Examinations for traditional Chinese medicine practitioners and acupuncturists***. In early April 2012, we were advised that funding is available for the project to start.

Development of Regulatory and Professional Practice Policies

- The Committee completed drafting and development of the following policies:
 - Documentation of Practice Experience in Ontario
 - Content of Written Language Plan
 - Police Criminal Record Check
 - Professional Liability Insurance
 - Certificate of Registration

The Committee continues to develop policies to support the proposed regulations in the coming year and beyond.

- With support of the Legal Counsel, developed an Inquiries, Complaint and Reports Committee (ICRC) manual to handle inquiries and reports before the Inquiries, Complaint and Reports Committee.

Development of Quality Assurance Program

The Registrar and her staff started to research on Quality Assurance Programs of existing regulated health Colleges. Work, however had to be stopped in early March 2012 to respond to the urgent request from MOHLTC to set up the administrative and financial framework necessary for the transitional Council to receive transfer payment from the government.

Development of the policies and systems for governance and to establish independent operations of the College

➤ *College By-law*

The Executive Committee with the help of Legal Counsel had been working diligently on drafting the first by-law for the future College since November, 2011. The Council expects to release the by-law for public consultation on June 2012.

➤ *Operation Policies*

Operation policies play a vital role in effective management of an organization. In this relation, the transitional Council has developed number of policies including Procurement Policies, Workplace Violence and Harassment Policy, and Privacy Policy. Work on Human Resource Policy will start early in the next fiscal year. The development of the Human Resource policy and other will continue in the coming year and beyond.

➤ *Business Plan and Budget*

The Committee worked closely with the Registrar and her staff to develop business plans and budgets for the period from April 1, 2011 – March 31, 2013 and for the period from April 1, 2012 – March 31, 2015. These business plans, with detail costs and timelines on delivery of programs and activities were approved by the Transitional Council and submitted to the Ministry of Health and Long-Term Care (MOHLTC).

➤ *Integrated Database Management System*

Request for Proposals (RFP) for development of an integrated database management system to facilitate the regulatory functions and the operation of the College was dispatched in February 2012. At the time of reporting, the submitted proposals are being evaluated.

➤ *Incorporation of the College*

The College was incorporated as a not-for-profit corporation early in March 2012 to allow the transitional Council to operate independently and to receive funds from the government starting April 1, 2012.

Establishment of effective communication capabilities to disseminate accurate and consistent information to the public and stakeholders

Transitional Council recognizes the importance to establish an effective communication strategy to disseminate accurate and consistent information to stakeholders. As a part of this initiative, transitional Council has developed and implemented number of communication tools and process to engage its stakeholders group.

➤ **Inquires via Email/Phone**

Transitional Council continues to respond and help existing practitioners with their queries through email and phone calls. This way accurate information is being disseminated not only to local practitioners but also to the international practitioners who are willing to move to Ontario in the near future.

➤ **Website**

Transitional Council has enhanced its website in September 2011 to play a primary role to provide accurate and timely information to stakeholders. All relevant and contextual information and resources including draft regulations, standards, and policies are available on the website. Moreover, the website continues to provide information on the work of the transitional Council. Recently, survey capabilities have been added to the website for future consultation purposes, where users could directly provide input and send their comments to us.

➤ **Newsletter**

The newsletter provides a quarterly update about the work of the transitional Council and allows transitional council to reach to its stakeholders with contextual information. To enhance its communication strategy, transitional Council has evolved to e-newsletter as a means to keep the stakeholders well informed.

➤ **Information Session**

The transitional Council has provided information sessions on the draft Registration Regulation, Professional Misconduct and Quality Assurance regulations at sessions organized by TCM associations. Members of the TCM associations who have attended the sessions have found the information received very helpful. The information helped clarify misinformation and addressed many concerns.

To prepare stakeholders, particularly the existing practitioners for registration with the future College, the transitional Council plans to organize information session in different locations of Ontario starting June 2012. This will allow transitional Council to engage and provide accurate information on the Registration requirements and process.

Complaints

The Executive Committee had received two complaints. These complaints have been investigated and closed.