



news

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College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

Ordre des praticiens en médecine traditionnelle
chinoise et des acupuncteurs de l'Ontario

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Professional Member Elections to Serve on Council

On August 4, 2016, a general election will be held to elect professional members to serve on the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario. All five districts are up for election in accordance with the College's by-laws.

Each member will be receiving an election package at their preferred mailing address (including a ballot) 21 days before election day. You will mark your choices for your candidates on the ballot and return the ballot to the College in a postage-paid return envelope that is provided to you.

The College encourages you to participate in this important process, either as a candidate for election to Council, or as a member who will cast a vote during this election.

Requirements for Nomination as a Candidate for Election to Council:

- You must be a member of the College as of 5:00 p.m. EST on or before January 1, 2016.
- The following five forms must be completed in full, signed and received by the College's Registrar no later than **5:00 p.m. EST on June 20, 2016:**
 - 1 Candidate's Consent and Nomination Form, signed by a minimum of five (5) members who support the nomination and are eligible to vote in your Electoral District.
 - 2 Candidate's Certificate of Validation
 - 3 Agreement regarding Duties of Members of Council
 - 4 Candidate's Biographical Summary Form
 - 5 Candidate's Statement Form
- Please refer to your Notice of Election Candidate Nomination package for more information

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Ferne Woolcott, President, CTCMPAO

President's Message

Keeping Focused

On March 1, 2016, I was honoured to be elected by Council to serve the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) as President in 2016-2017. The depth of knowledge and experience I bring to this role will support me in my commitment to the CTCMPAO's mandate, which is to serve and protect the public of Ontario by ensuring safe, ethical and effective care from our members.

During my tenure on Council, I have served as Chair of both the Registration and Quality Assurance Committees. Through my work with the Registration Committee, I've learned that our members are qualified, and have proven their commitment to professionalism and quality patient care. The Quality Assurance Committee has shown me that our members are committed to continuing education and ongoing self-development.

CTCMPAO is now in its fourth year of regulation, and we are happy to report that all the statutory functions of the CTCMPAO are up and running, including discipline. The discipline process plays an important role in fulfilling our mandate to protect the public. If a member is found to be guilty of professional misconduct or is incompetent, a summary will be posted under the member's profile on the public register and will be summarized in CTCMPAO's annual report. The public has access to this information. All regulatory colleges in Ontario share this mandate, and we should all be proud to be part of the regulated health professions in Ontario. The Ministry of Health and Long-Term Care has given the gift of self-regulation to the TCM profession and we must fulfil our obligations as a part this respected health care community.

CTCMPAO's Quality Assurance program provides members with some tools, guidance and a formal process for recording their professional development hours. All members are urged to read the [Professional Development Guidelines](#) found on the CTCMPAO website, as you must complete a yearly [self-assessment](#).

CTCMPAO offers many resources for members to support them in their practice, including handbooks and guides which can be found on the website (www.ctcmpao.on.ca). Members should visit the website regularly to stay up-to-date with ongoing CTCMPAO projects, consultations, and news.

CTCMPAO also produces this newsletter, "Qi", and an annual report for members and stakeholders to read in order to be kept abreast of the College's activities.

I look forward to a productive year for CTCMPAO, and with active communication with both its membership and stakeholders. If you have feedback for this newsletter, please contact info@ctcmpao.on.ca.

I wish you all a great summer and all the best in your professional lives.

Executive Committee Election Results

At its meeting held on March 1, 2016, Council elected its officers (President, Vice-President and Executive Committee members) for 2016. The following members were elected:



2016 – 2017 Executive Committee (left to right) Christine Lang, Terry Wai Tin Hui, Ferne Woolcott, Henry Maeots, and Ming C. Cha

President:	Ferne Woolcott , <i>Public Member</i>
Vice-President:	Christine Lang , <i>Professional Member</i>
Executive:	Ming C. Cha , <i>Professional Member</i>
	Terry Wai Tin Hui , <i>Professional Member</i>
	Henry Maeots , <i>Public Member</i>

The process for the election of officers to Council is subject to the College's by-laws.

August 4, 2016 Council Election Timelines

June 20, 2016

Candidate Nomination Deadline

Does not apply to you if you are not running in this election

Nominations and candidate's documents listed below must be received by College no later than **5:00 p.m. EST on June 20, 2016:**

- Candidate's Consent and Nomination Form
- Candidate's Certificate of Validation
- Candidate's Agreement Regarding Duties of Members of Council
- Candidate's Biographical Summary Form
- Candidate's Statement

By July 14, 2016

Voting Packages

A voting package will be mailed to you if you are eligible to vote. If you are a registered member of the College as of **5:00 p.m. EST on January 1, 2016**, you will receive your voting package.

The package includes:

- Ballot and instructions for voting
- Voting procedures
- Postage-paid envelopes
- The list of candidates
- Candidate biographies and statements

August 4, 2016

Election Day

Ballots must be returned to the College no later than 5:00 p.m. EST

You will receive your ballot in the mail at least 21 days before election day. Please cast your vote and return the ballot to the College as soon as possible.

The College must receive your ballot no later than **5:00 p.m. on August 4, 2016**. You will receive a postage-paid envelope with the College's address already printed for your convenience. Place the ballot in the envelope and mail it.

Acronyms



CTCMPAO or the College College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

EST Eastern Standard Time

PLAR Prior Learning Assessment and Recognition

QA Quality Assurance

TCM Traditional Chinese Medicine

What's involved in Being a Council Member?

- The term of office for a member elected to Council in this election will commence with the first regular meeting of the Council immediately following the election. The member shall continue to serve in office until the member's successor takes office in accordance with Section 33 of the College's By-laws.
- Members are responsible for governance decisions of the College in the interests of the public.
- Members attend Council and committee meetings approximately 8 – 12 days per year. There will be an honorarium paid for meeting attendance, as well as reimbursement of all reasonable and related travel, accommodation and meal expenses within stated parameters.

Eligibility to Stand for Election

Pursuant to Section 36 of the By-laws, to stand for election as a member of Council, a member must meet the following requirements:

- The Member holds a General class of certificate of registration.
- The Member is eligible to vote in the electoral district in which the Member is nominated.
- The Member is not the subject of any disciplinary or incapacity proceedings.
- No findings of professional misconduct, incompetence or incapacity has been made against the Member in the preceding six years.
- A period of six years has elapsed since the Member complied with all aspects of an order imposed by the Discipline or Fitness to Practise Committee.
- The Member's certificate of registration has not been revoked or suspended in the six years preceding the date of nomination.
- The Member is not subject to any order, direction, or term, condition and limitation of the Discipline Committee, the Fitness to Practise Committee or the Quality Assurance Committee.
- The Member is not in default of payment of any fees to the College.
- The Member is not a director, owner, board member, officer or employee of any professional traditional Chinese medicine association other than a genuine international traditional Chinese medicine association as defined in Section 84 of these by-laws.
- The Member has not been disqualified from the Council or a Committee of the Council in accordance with Section 56 in the preceding three years.
- The Member has not resigned from the Council in the preceding three years.
- The Member does not have a conflict of interest to serve as a member of Council or has agreed to remove any such conflict of interest before taking office.
- The Member is not a member of the Council or of a Committee of the College of any other health profession.
- The Member has not been a member of the staff of the College at any time within the preceding three years.

In addition, the member must also meet the following requirement by no later than **5:00 p.m. EST on June 20, 2016**:

1. Cannot be a director, owner, board member, officer or employee of any professional Traditional Chinese Medicine/Acupuncture association or any association related to the practice of traditional Chinese medicine and/or acupuncture other than a genuine international Traditional Chinese Medicine/Acupuncture association as defined in section 84 of the College By-laws:

A genuine international Traditional Chinese Medicine association must

- a. be based outside of Canada;*
- b. have at least 80% of its membership from outside of Canada*
- c. have objects that are international in scope and would not usually engage in activities affecting the regulation of Traditional Chinese Medicine in Canada.*

A candidate who has served as a director, owner, board member, officer or employee of any professional Traditional Chinese Medicine/Acupuncture or any association related to the practice of traditional Chinese medicine and/or acupuncture must provide documented evidence issued by the concerned association that the candidate had resigned his/her position before **5:00 p.m. EST on June 20, 2016**.

Please be advised that the underlying policy with respect to this requirement is based on the difference in the mandate and role of a professional association, an advocacy organization relevant to traditional Chinese medicine, and the mandate and role of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, whose mandate is to serve and protect the public interest. The purpose of these requirements is to avoid a member of Council having, or being perceived to have, a conflict of interest.



Allan Mak, Interim Registrar & CEO

Registrar's Remarks

Welcome to the second issue of Qi, the College's newsletter for members to keep them informed and up-to-date about health regulatory matters and activities that support the College's mandate to uphold the public interest.

I am pleased to report that the College has been actively engaged at many levels in ensuring that the public of Ontario is protected when they visit a member. As this college is relatively new on the health care scene in Ontario, we have been working hard to establish a presence with our stakeholders - reaching out to our members in providing support and guidance as they have transitioned to being regulated health professionals. As well, we have been communicating with the public and our stakeholders about our important role in ensuring the public is protected when receiving care from a traditional Chinese medicine practitioner or acupuncturist member.

Our work will continue as we move forward with registering more members and standing alongside the other regulated health professions in Ontario in protecting the public interest of Ontarians.

At any time, the College values the opinions of members. I encourage you to email me at registrar@ctcmpao.on.ca to share your thoughts.

Enhanced Transparency And Openness With The Public

Openness and transparency are guiding principles for Dr. Eric Hoskins, the Minister of Health and Long-Term Care in Ontario. The Minister's direction to all health regulatory colleges has been to be "open by default" and that has a direct impact on the College as it regulates traditional Chinese medicine practitioners and acupuncturists in Ontario. The College's commitment to the enhanced transparency requirements has already been demonstrated by a number of initiatives such as discussions at Council and various committees to see how we can facilitate and commit to the Minister's directives.

The College is fully supportive of the Minister's transparency initiatives. To give members an idea of specific transparency initiatives that have already been implemented or are well underway, I refer you to the recent amendments to the College by-laws that will provide more details on the public registry.

Important Deadlines Approaching For Grandparented Class – Are You Ready?

I remind members who hold a Grandparented Class of registration that they must complete the PLAR process by **July 1, 2017** and must then apply to the College for transfer to the General Class by **November 1, 2017**.

The Grandparented Class will expire on **April 1, 2018** and members who have not transferred to the General class will no longer be members of the College after that date. This means that the person can no longer use the protected titles, perform the controlled acts, or hold out as a member of the College.

It is highly recommended that you apply earlier for the PLAR process, to guarantee a spot and have time to reapply should additional attempts be required. Members should book their appointment with Professional Testing at 1-855-378-2959 or go to www.professionaltesting.ca or email: registration@professionaltesting.ca.

Standards Of Practice Guide Members

On the College's website (www.ctcmpao.on.ca), you will find the standards of practice to support traditional Chinese medicine practitioners and acupuncturists in providing safe and ethical care to the people of Ontario. The standards reflect the knowledge, skills, and judgement required of members and it is important for all members to read through the standards annually in order to be familiar with the requirements and to be compliant.

Ongoing Professional Development For Members

I remind members of their ongoing obligation under the College's quality assurance program. This includes mandatory professional development – which must be appropriately logged and made available upon request when the member is peer and practice assessed. This is a requirement for all regulated health professionals in Ontario and is an important consideration in traditional Chinese medicine practitioners and acupuncturists being able to enjoy the benefits of self-regulation.

Self-Regulation Is A Privilege

Self-regulation is intended to assure the public they are receiving safe and ethical care, and it recognizes that the profession is in the best position to set standards and ensure they are met.

But it is also important to note that self-regulation is a privilege granted by government through legislation and can be taken away.

I urge our members to be continually vigilant and to remember that the public's trust is something we value every day.

Important Deadlines Approaching For Grandparented Members

Mark your Calendar for Key Dates in 2017 and 2018

The College reminds all Grandparented members of some important and upcoming deadlines.

Grandparented members who do not transfer to the General Class by **March 31, 2018** will no longer be a member of the College because **all** Grandparented Class certificates expire on **April 1, 2018**.

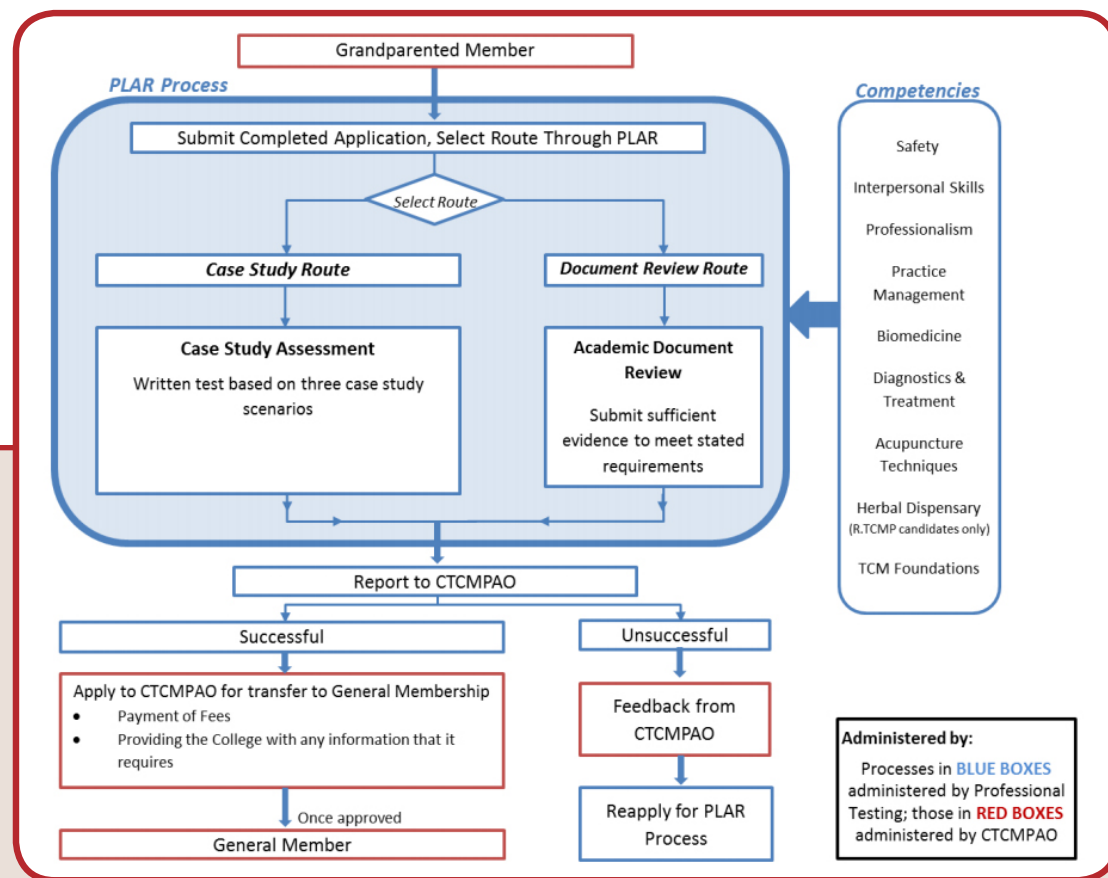
Members holding a grandparented class certificate of registration and wishing to transfer to the General Class must:

1. Successfully complete the Prior Learning Assessment and Recognition (PLAR) process no later than **July 1, 2017** before applying to the College for transfer to the General Class.
2. Submit their transfer applications to the College as soon as they have successfully completed PLAR. The College will not accept any application after **November 1, 2017**.

Note: Members must submit their PLAR application directly to **Professional Testing**, the third party responsible for the administration and evaluation process on behalf of the College.

For more information about Professional Testing, go to: www.professionaltesting.ca

For more information regarding the PLAR completion and transfer application timeline, please [Click Here](#)



Opportunities for Discussion and Information-Sharing



College Hosts the State Administration of Traditional Chinese Medicine, China

The College welcomed officials from the State Administration of Traditional Chinese Medicine of the People's Republic of China on September 25, 2015.

The meeting between both regulatory bodies from Ontario and China highlighted the importance of the regulation of traditional Chinese medicine as part of our respective health care delivery systems around the world. Both regulators had the opportunity to discuss current issues surrounding the improvement of the standards of the profession and both shared a joint commitment to ensure consistent, ethical, and safe care.

There were productive discussions on how to further promote traditional Chinese medicine as a provider of quality health care in Ontario. The mandate of our College – to serve and protect the public – was shared with our international counterparts.



College Hosts an International Delegation from the Anhui Province Health and Family Planning Commission

On January 13, 2016, the College hosted a delegation from the Anhui Province Health and Family Planning Commission at the College's headquarters in Thornhill, Ontario. The 17-member delegation, composed of government medical officials and representatives from various hospitals and educational institutions, was in Canada to study Canadian health care management systems.

Highlights of the meeting included discussions on the role the College plays in the regulation of traditional Chinese medicine, the mandates of the Discipline Committee and the Quality Assurance Committee, the legislation that encompasses the regulatory health model of Ontario, and how the College fulfils its mandate of protecting the public.



College Hosts Symposium To Foster Inter-Professional Collaboration

On April 1, 2016, the College hosted a symposium in an effort to foster inter-professional collaboration and to begin the process of dialogue and information-sharing. The symposium focused on a review of 2016 registration examinations, Pan-Canadian Examinations, new amendments to the General Class registration process policy, and a review of the Student Class of registration and registration requirements.

The meeting was well attended by TCM schools in Ontario. The College thanks the schools in attendance for their thoughtful comments and looks forward to annual meetings with the TCM schools in Ontario.



QUALITY ASSURANCE

- Call for New Peers Assessors
- Professional Development Guidelines
- Did you Know?

Call For New Peer Assessors

Peer assessors are professional members of the College who are trained to conduct peer and practice assessments that are assigned to them by the College.

The peer assessment program is overseen by the Quality Assurance Committee, and is administered by the College. Peer assessors are assigned to members who they will peer assess in the member's office. This on-site peer assessment includes visiting the member's premises, reviewing patient files and the member's self-assessment plan, and discussing practice-related matters on a one-on-one basis. The overall focus is intended to be positive and to provide a valuable learning experience for the member.

Peer assessors must undergo training to ensure they provide effective support and guidance to the members being peer assessed. Once trained, they are assigned by the College to a member, and use their wide range of skills and experience – along with a sincere desire to serve the public interest. They are supportive, serving as a coach and mentor to the member in enabling them to maintain a practice that protects the public. A key role of the peer assessor is also to identify any deficiencies in the member's practice and, if found, offer guidance on remedies and a workable course of action for the member.

The goal of the College's peer assessment program is to ensure that the public of Ontario receives safe and ethical care from all traditional Chinese medicine practitioners and acupuncturists who are registered by the College.

Interested in becoming a peer assessor?

Please forward an email to info@ctcmpao.on.ca

Professional Development Guidelines

Requirements for Annual Continuing Professional Development by Members

As regulated health professionals in Ontario, members are required to participate in continuing professional development activities that meet the requirements set out by the College and to report their activities to the College. Currently, members are **required to complete 15 hours of professional development activities in each calendar year** (January 1 – December 31) and provide evidence of their participation in such activities.

There is a range of learning activities through which health care professionals maintain and develop their competencies throughout their career to ensure that they retain their capacity to practise safely, effectively and legally within their scope of practice. It is a way for members to continue to learn and develop, and to keep relevant skills and knowledge up-to-date.

The College's "Professional Development Guidelines" is a valuable document that will guide members' professional development activities.

In the document, there is information about learning objectives that are set out in two categories: one where activities are directly related to the competencies and scope of practice as defined by the College, and one where activities are complementary to traditional Chinese medicine but not directly part of the scope of practice for traditional Chinese medicine. As well, there is information about acceptable learning activities.

To view the Guidelines, [Click Here](#)

DID YOU KNOW

Under the College's quality assurance program:

- Members must complete 15 hours of continuing education every year for the calendar year (January 1 – December 31)?
- Members must complete their self-assessment forms every year for the calendar year (January 1 – December 31)?
- The College regularly hosts online webinars on a variety of topics and each provides six hours of continuing education?

Under the College's professional practice guidelines:

- Members cannot use the "doctor" title in any form unless they are a member of an Ontario health regulatory college that authorizes its use, even if they have a PhD or were able to use the title in another jurisdiction?

Under the College's record keeping standard of practice, guidelines and policies:

- Members must keep a daily appointment log (written or electronic) and a confidential patient health record in English for each patient?
- Members must complete the patient health record at the time of the consultation or immediately afterwards?
- Dual registrants must have separate files for each college and in accordance with its standards of practice and policies?
- The College has a record keeping policy?
- Members must obtain informed consent from patients prior to starting treatment?
- Information in a patient's health record cannot be deleted and all written communication sent to or received from the patient must be kept in the patient record?
- Members must include the following in each patient health record:

- | | |
|---|---|
| ❖ Date | ❖ Legend of abbreviations/signs, if used |
| ❖ Reference to identify the patient | ❖ Be readily understandable by any third party, especially another member of the College or another health care provider? |
| ❖ Identity of the person(s) who performed the diagnosis/treatment | |
| ❖ Identity of the person who made the entry to the record | |

Under the College's registration practices:

The College is no longer issuing ID Cards to members? Please refer to the College's public register for confirmation of your registration.

Under the Prior Learning Assessment (PLAR) Process:

Documents submitted with the PLAR Process application must be signed by a Notary Public or a Commissioner of Oaths and marked with an official stamp or seal?

Your feedback is important to us!

Please give us your thoughts and ideas, including topics to be addressed in the future.

Email: info@ctcmpao.on.ca
or fax to 416-214-0879

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