



EDUCATION PROGRAM REVIEW

(November 2015)

**College of Traditional Chinese Medicine Practitioners
and Acupuncturists of British Columbia**

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Overview of EPR Process

Pursuant to Schedule E of its Bylaws, CTCMA has developed an Education Program Review (EPR) process for schools offering Traditional Chinese Medicine education programs in British Columbia. Schools whose programs meet CTCMA's requirements will be recognized by listing under Schedule H of the Bylaws. The EPR is consistent with CTCMA's authority established under the *Health Professions Act*, Section 19 (m.1).

The review, which will be conducted in English, has two principal components:

1. Review of Program Length, Structure and Learning Outcomes
2. Review of Student Clinical Activity

CTCMA's cost to undertake the EPR will be recovered from the school whose program is under review.

Review of Program Length, Structure and Learning Outcome Requirements

The program's curriculum and syllabus (Form A) must be such that student learning outcomes are consistent with the required learning outcome indicators (Form B). Schools must undertake a self-study to demonstrate such consistency, and report the results to CTCMA in a predetermined format. Submissions will be reviewed and a report generated by CTCMA. If the self-study is accepted, the program will then become eligible for the Review of Student Clinical Activity.

Review of Student Clinical Activity

Schools must ensure that their student clinic meets the requirements listed below. Schools must undertake a self-study to demonstrate compliance, and report the results to CTCMA in a predetermined format. Submissions will be reviewed and if the self-study is accepted, a further on-site review will be conducted at the school's student clinic. CTCMA's on-site reviewer(s) will make a final determination of the level of the clinic's compliance with the requirements.

For each site-visit, at least 75% of both students registered for clinical training and the clinical instructors teaching those students must be available for interview during the on-site review. The on-site review cannot be completed unless the required number of students and instructors are available.

Applications by Schools for Recognition

CTCMA provides information and application forms by posting this EPR Package on its website at www.ctcma.bc.ca. Schools may apply by submitting a completed application form together with the required fee.

The application / review process will take a minimum of three months. In order to minimize both time and cost, it is recommended that only fully completed documents be submitted; furthermore the school should verify that it is in full compliance with all requirements prior to submission.

Monitoring and Assisting Program

Any change to a training program listed in Schedule H must be pre-approved by CTCMA prior to coming into effect. Recognized programs may be required to submit annual reports. CTCMA will conduct a Review of Student Clinical Activity on an annual basis. The safe, effective and ethical treatment of the public in teaching clinics is of paramount importance.

CTCMA will monitor and support programs on a regular basis, and as requested.

Transition from Training Program Review (TPR) to Education Program Review (EPR)

- Starting from 2016, only TCM/A programs recognized by CTCMA through the EPR will be eligible for Schedule H Listing
- The curriculum currently recognized by CTCMA will be transferred into Form A without any change(s)
- Any change(s) to the curriculum in Form A must be submitted to CTCMA and approve before implementation.

Removal and Reinstatement of Schedule H Listing

The school programs that fail to meet CTCMA requirements after initial recognition will be removed from the Schedule H listing. In order to be reinstated, the school is required to go through the EPR process by re-submitting the application form and documents.

Program Length, Structure and Learning Outcome Requirements

Definitions

“Academic year” means 8 months, or 2 semesters, or 3 quarters, or 2 trimesters of study.

“Clinical Instruction” includes:

- Practice observation: supervised observation of clinical practice;
- Diagnosis and evaluation: the application of TCM diagnostic procedures in evaluating patients;
- Supervised practice: the clinical treatment of patients.

Where the requirements below specify a minimum number of hours of clinical instruction, 50% of the minimum hours must take place in a clinic owned and operated by the school.

“EOCPIA Blueprint” means the Entry-Level Occupational Competencies, Performance Indicators and Assessment Blueprint, which is approved by the CTCMA Board from time to time, and published on CTCMA’s website.

Acupuncturist Programs

Acupuncturist programs shall consist of a minimum of 1,900 hours of study over 3 academic years, including a minimum of 450 hours of clinical instruction of which at least 225 hours must be in supervised practice.

Acupuncturist programs shall provide for the learning outcomes identified as “Common” and “Acupuncture” in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists, and include a minimum of 450 hours of clinical instruction in acupuncture that provides for learning outcomes consistent with the indicators identified as “Clinical” for the Assessment Requirements in Education Program in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists.

Traditional Chinese Medicine Herbalist Programs

Traditional Chinese Medicine Herbalist programs shall consist of a minimum of 1,900 hours of study over 3 academic years, including a minimum of 450 hours of clinical instruction of which at least 225 hours must be in supervised practice.

Traditional Chinese Medicine Herbalist programs shall provide for the learning outcomes identified as “Common” and “Herbology” in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists, and include a minimum of 450 hours of clinical

instruction in herbology that provides for learning outcomes consistent with the indicators identified as “Clinical” for the Assessment Requirements in Education Program in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists.

Traditional Chinese Medicine Practitioner Programs

Traditional Chinese Medicine Practitioner programs shall consist of a minimum of 2,600 hours of study over 4 academic years, including a minimum of 650 hours of clinical instruction of which at least 425 hours must be in supervised practice.

Traditional Chinese Medicine Practitioner programs shall provide for the learning outcomes identified as “Common”, “Acupuncture” and “Herbology” in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists, and include a minimum of 650 hours of clinical instruction in acupuncture and herbology that provides for learning outcomes consistent with the indicators identified as “Clinical” for the Assessment Requirements in Education Program in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists.

Doctor of Traditional Chinese Medicine Programs

Doctor of Traditional Chinese Medicine programs shall consist of a minimum of 3,250 hours of study over 5 academic years, including a minimum of 1,050 hours of clinical instruction of which at least 825 hours must be in supervised practice.

Doctor of Traditional Chinese Medicine programs shall provide for the learning outcomes listed in the EOCPIA Blueprint for the Doctor of Traditional Chinese Medicine and include a minimum of 1050 hours of clinical instruction that provides for learning outcomes consistent with the indicators identified as “Clinical” for the Assessment Requirements in Education Program in the EOCPIA Blueprint for the Doctor of Traditional Chinese Medicine.

Self-Study Report Format for Program Length, Structure and Learning Outcomes

Schools must complete and submit to CTCMA Form As (Curriculum & Syllabus) and the combination of Form Bs applicable to their programs as follows.

	Form B(i) Common Content	Form B(ii) Acupuncture Content	Form B(iii) Herbology Content	Form B(iv) DrTCM Content
Acupuncturist Program	X	X		
TCM Herbalist Program	X		X	
TCM Practitioner Program	X	X	X	
Doctor of TCM Program	X	X	X	X

Schools are required to submit ONLY one copy of each Form B unless there are any changes to the learning outcomes.

Further information on Forms A and B is included in the Appendix at the end of this document.

Student Clinical Activity Requirements

Clinical Instructors

Clinical instruction must be provided by experienced persons with the appropriate level of registration with CTCMA. In Acupuncturist courses, clinical instructors must have R.Ac. or R.TCM.P or Dr.TCM registration; in TCM Herbalist courses, clinical instructors must have R.TCM.H. or R.TCM.P or Dr.TCM registration; in TCM Practitioner courses, clinical instructors must have R.TCM.P or Dr.TCM registration; in Doctor of TCM courses, clinical instructors must have Dr.TCM registration.

Clinical Training Procedure

Each student must have a designated clinical supervisor.

Each student must hold a valid student registration with CTCMA.

For the initial 200 hours of supervised practice in Acupuncture, TCM Herbalist, TCM Practitioner and Doctor of TCM programs, the supervisor shall be physically present at all times during the diagnosis and treatment of the patient. For the remaining hours, the supervisor may be in close proximity to the location at which the patient is being treated.

The student must consult with the supervisor before and after each treatment. Each consultation between student and supervisor must be recorded in the program's clinical records, including the date and signature of both the student and supervisor. Student clinical performance must be assessed in a manner consistent with the definition of entry-level proficiency and the assessment requirements contained in the Introduction to the EOCPIA Blueprint.

Clinical records will be reviewed on-site by CTCMA. Clinical supervisors may be contacted by CTCMA reviewers to verify student supervised practice.

Students undergoing clinical training will be called upon by the reviewer(s) during the site visit to demonstrate their competency with respect to the clinical performance indicators.

Self-Study Report Format for Student Clinical Activity

Schools must complete and verify the checklist in Form C (see Appendix), and insert comments as appropriate. The completed Form C must be submitted to CTCMA for review. Items noted in the Form will be examined by reviewer(s) during the on-site visit.

Application Form

The application form is available from CTCMA electronically, in editable format.

Fee Schedule

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Estimates of Fee Schedule (cost recovery basis) (revised on May 19, 2015)

Curriculum Review (Estimates for a well prepared application)

2 Review Panel Members (estimated 13 hours for each at hourly rate of \$65)	=	\$1,690
Panel Member Report (estimated 5 hours at hourly rate of \$65) =		\$325
Staff/Overhead: Staff @\$35 per hr/Overhead in-house costs =		\$315
(including initial review, records, correspondence, photocopy, postage)		
Total estimate:		\$2,330

Clinical Review* (Estimates for a well prepared application)

3 Site Visitors: (estimated 11 hours for each at hourly rate of \$65) =		\$2,145
Panel Member Report (estimated 8 hours at hourly rate of \$65) =		\$520
Staff/Overhead: Staff @\$35 per hr/Overhead in-house costs =		\$420
(including site visit assist, records, correspondence, photocopy, postage)		
Total estimate:		\$3,085*
travel expenses		+

*All travel expenses will be invoiced on cost-recovery basis.
Travel expenses will be invoiced according to the Treasury Board
of Canada (see attached guidelines)

Note: The Fee Schedule above is for the curriculum review and site visit of well-prepared institutions. Additional fees will be charged in the event that further review is required including additional documentation, re-submissions and/or additional correspondence.

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Guidelines for Site Visitors

The following information is to assist in completing the Expense Statement. Payment of travel expenses follows the guidelines of the Treasury Board www.tbs-sct.gc.ca

COMMON TRAVEL GUIDELINES SUMMARIZED

Travelling has to take place by the least expensive means. Invoices for all expenses must accompany your Expense Report.

For meals, reimbursement is according to a daily allowance set by Treasury Board. Meals cannot be claimed when they are provided during meetings or when included in the travel ticket claimed (meals served on flight, for example). Allowances for meals and incidentals are found below. Please note that alcohol is not an eligible hospitality expense.

Kilometer rates for personal-vehicle travel to and from the site visit are eligible expenses at a rate of \$0.485 per km.

Activities relating to CTCMA business are eligible for government rates. Please consult with CTCMA. A daily rate of \$200 is considered a maximum expense for accommodation. Generally a 1 day visit would require 1 night's accommodation, however if the site visit extends late in the day, a 2nd night may be a reasonable.

For travelers who opt to stay in private, non-commercial accommodations, you may be reimbursed at the Treasury Board's approved rate, currently a per day rate of \$50.

Treasury Board Expense Allowance Maximum – April 1, 2015

1.2 Meal allowances	
- Breakfast	\$16.00
- Lunch	\$16.60
- Dinner	\$42.80
Meal allowance total	\$75.40
1.3 Incidental allowance	\$17.30
Daily total	\$92.70

Appendix

The following forms are available from CTCMA electronically, in editable format:

Form A-1 Curriculum: Self-Study Report on Program Length and Structure

Form A-2 Curriculum (Syllabus): Self-Study Report on Program Length and Structure

Form B(i) Self-Study Report on Learning Outcomes, Common Content

Form B(ii) Self-Study Report on Learning Outcomes, Acupuncture Content

Form B(iii) Self-Study Report on Learning Outcomes, Herbology Content

Form B(iv) Self-Study Report on Learning Outcomes, Dr.TCM Content

Form C Self-Study Report on Student Clinical Activity