



	Formal Description	QAC Policy
<p><b>1. General Requirements</b></p> <p>The reporting period for meeting the requirements is every two years.</p>	<p><b>Key criteria:</b></p> <ol style="list-style-type: none"> <li>Compliance with the Continuing Competency Requirements Policy is required for renewing registration with the College.</li> <li>General objective is the intent of acquiring new knowledge for the practice of TCM/A.           <ol style="list-style-type: none"> <li>Is the specified activity relevant to enhancing the competency of the registrant to practice?</li> <li>Can the registrant articulate what they have learned relevant to improving their competence in a way that is clear and convincing to a group of their peers?</li> </ol> </li> <li>The closer the activities engaged in by the registrant is to the modal activity, the more likely it will be rated as meeting the criteria and the less likely that additional information will be required.</li> </ol>	<ol style="list-style-type: none"> <li>Each reporting period all eligible registrants will be in the selection pool for the random audit.</li> <li>Registrants must be in compliance with the program categories of activities as noted. Additional hours in one category cannot be used to compensate for fewer hours in another category.</li> <li>Activities completed to fulfill requirements while on the Limited Register - Inquiry Committee or Limited Register - Registration Committee are considered remedial and cannot be used towards the continuing competency requirements.</li> <li>Providing supervision, and/or providing a workshop or presentation, where the intent is to provide information or guidance to others, cannot be used towards the continuing competency requirements. However, some preparation time may be included under self study.</li> <li>Continuing competency activities should be sufficiently evidence-based so as to be seen by a majority of registrants to enhance the registrant's practice of TCM/A within the scope of practice specified in the TCM Practitioners &amp; Acupuncturists Regulation under the <i>Health Professions Act</i>.</li> <li><b>Minimum 6 out of 50 hours must be in person (face-to-face) and may be completed through categories A1 and/or C. See Category D for special information.</b></li> <li><b>A minimum of 4 out of 50 hours must focus on ethical practice in TCM/A.</b> This may include a review of practice advisories, the Code of Ethics, ethical problem solving. The ethics requirement may be obtained through one or more of categories A, B, C, or D. The requirement could be met entirely through self-study. Registrants cannot request a reduction in required ethics hours. <b>See Category D for special information.</b></li> </ol>

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<b>II. The Continuing Competency Program</b>		
<p><b>A. Direct Participatory, Formal Programs</b></p> <p>Min 24 hrs per reporting period*</p> <p><b>*See Category D for special information. The minimum required reporting hours in Category A does not apply when a registrant reports activities in Category D.</b></p>	<p><b>Intent:</b> Learning of new information regarding the practice of TCM/A</p> <p><b>Modal Activity:</b>  A1 <u>Live</u> (including in-person or online) interactive workshop, seminar or training when attendance is taken and monitored;  A2 Electronically offered continuing education when two conditions are met (i) attendance is taken and monitored, (ii) there is an assessment tool for the course.  Typical characteristics are: the event is planned in advance; speakers have professional credentials in TCM/A, biomedicine, health care; printed documentation is provided, registration fee is typically charged.  <b>Documentation:</b> Log sheet details. Printed documentation to be submitted to the committee on request.</p>	<ol style="list-style-type: none"> <li>1. Providers and full names of conferences, courses, workshops need to be identified on the log sheet.</li> <li>2. The activity must be within the framework of the definition of TCM/A as per the TCM Practitioners &amp; Acupuncturists Regulation.</li> <li>3. Presentations or workshops provided by you, where the intent is to provide information or guidance to others, cannot be used to fulfill the requirement in this category.</li> <li>4. Hours documented need to reflect time attending educational activities.</li> </ol>
<p><b>B. Self Study</b></p> <p>Maximum 16 hrs per reporting period</p>	<p><b>Intent:</b> Keeping current on reading of regulatory, academic, and professional literature, and to reflect on how this information impacts on one’s practice of TCM/A.</p> <p><b>Modal Activity:</b> Reading academic journals, professional publications, CTCMA publications and related material, including Bylaws, Code of Ethics, Standards of Practice and Practice Standards; reviewing one’s practice of TCM/A with knowledge of the above documents to identify any areas in need of improvement; online and distance learning courses, and webinars, with no attendance taken and no assessment tool and/or certificate of completion (such that it does not meet the criteria as an A2 activity).</p> <p><b>Documentation:</b> Log sheet details outlining the specific journals and materials and the dates read. Simply stating “read journals” will not be sufficient.</p>	<ol style="list-style-type: none"> <li>1. Details regarding specific journals and materials read are required on the log sheet.</li> <li>2. Online research acceptable if articles are obtained or read on-line.</li> <li>3. Preparation for presentations or workshops you give can be included in this category if you learned something new and practice enhancing.</li> <li>4. Materials read must be within the framework of the definition of TCM/A as per the TCM Practitioners &amp; Acupuncturists Regulation.</li> </ol>

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<p><b>C. Structured Interactive Activities</b></p> <p>Maximum 10 hrs per reporting period</p>	<p><b>Intent:</b> Interacting with a reasonably consistent group of colleagues in recognized healthcare disciplines on a regular basis for the purpose of learning, consolidating new knowledge, and incorporating new ideas and feedback from others into one’s practice of TCM/A.</p> <p><b>Modal Activity:</b> Regularly scheduled or routine consultations with peers (colleagues who are licensed health professionals). For example peer consultation and/or case conferences are acceptable; staff meetings where the focus is on administrative issues are not acceptable.</p> <p><b>Documentation:</b> Log sheet details.</p>	<ol style="list-style-type: none"> <li>1. Structured interactive activities are activities in which you have interacted with colleagues (e.g. peer supervision or study/training groups); provide the names of the groups or individuals with whom you participate.</li> <li>2. There are no requirements for structured activities to be in person (e.g., they could occur by phone).</li> <li>3. Supervision, presentations or workshops you provide, where the intent is to provide information or guidance to others, cannot be used to fulfill this requirement.</li> <li>4. Staff meetings where the focus is on administrative issues are not acceptable to fulfill this requirement.</li> <li>5. To meet the requirements for this category, these activities need to be done with licensed health practitioners.</li> </ol>
<p><b>D. Using Practice Support Program (PSP) Components</b></p> <p>No maximum limits of hours to be reported in this category per reporting period.</p>	<p><b>Intent:</b> Using Practice Support Program framework to develop individualized continuing learning plan of activities that can enhance the registrant’s TCM/A practice.</p> <p><b>Modal Activity:</b> Registrants first use the Self-Reflective Assessment (Step 1) to assess the current practice situation to establish an individualized Professional Development Plan (Steps 2-5) . Registrants will set up learning objectives and enroll in learning activities related to the Career-Span Competencies (CSCs).</p> <p>After completing the learning activities, registrants then evaluate and reflect on the learning and how they impact their practice.</p> <p><b>Documentation:</b> Log sheet details.</p>	<ol style="list-style-type: none"> <li>1. When registrants include activity in Category “PSP” in their CE activities, will still need to make sure meeting the overall 50 CE hours requirement in a CE cycle.</li> <li>2. Registrants can claim CE hours for using PSP components as follows:  <i>Step 1: Complete Your Self-Reflective Assessment (10 CE credits)</i>  <i>Step 2: Setting Up Learning Objectives (10 CE credits)</i>  <i>Step 3: Planning &amp; Undertaking Learning Activities (1 CE per hour of activity)</i>  <i>Step 4: Evaluating Completed Learning Activities (5 CE credits per evaluation; and up to 20 CE total)</i>  <i>Step 5: End of QA Cycle Overall Evaluation (5 CE credits)</i></li> <li>3. Registrants are exempted from the 6 in-personface-to-face hours requirement when having hours reported in this Category “PSP”. Category “PSP” activities related to Career-Span Competency 1 through 6 can be counted as “Ethical” hours, and a minimum of 4 “Ethical” hours is required to be reported in a CE cycle for all registrants no matter if they report any activities under Category PSP or not.</li> <li>4. To claim CE, registrants must complete the PSP in the order outlined in the Modal Activity (i.e. Step 1 to Step 5). Starting in the April 2022 QA/CE cycle, registrants are required to do the “Self-Reflective Assessment”.</li> </ol>