

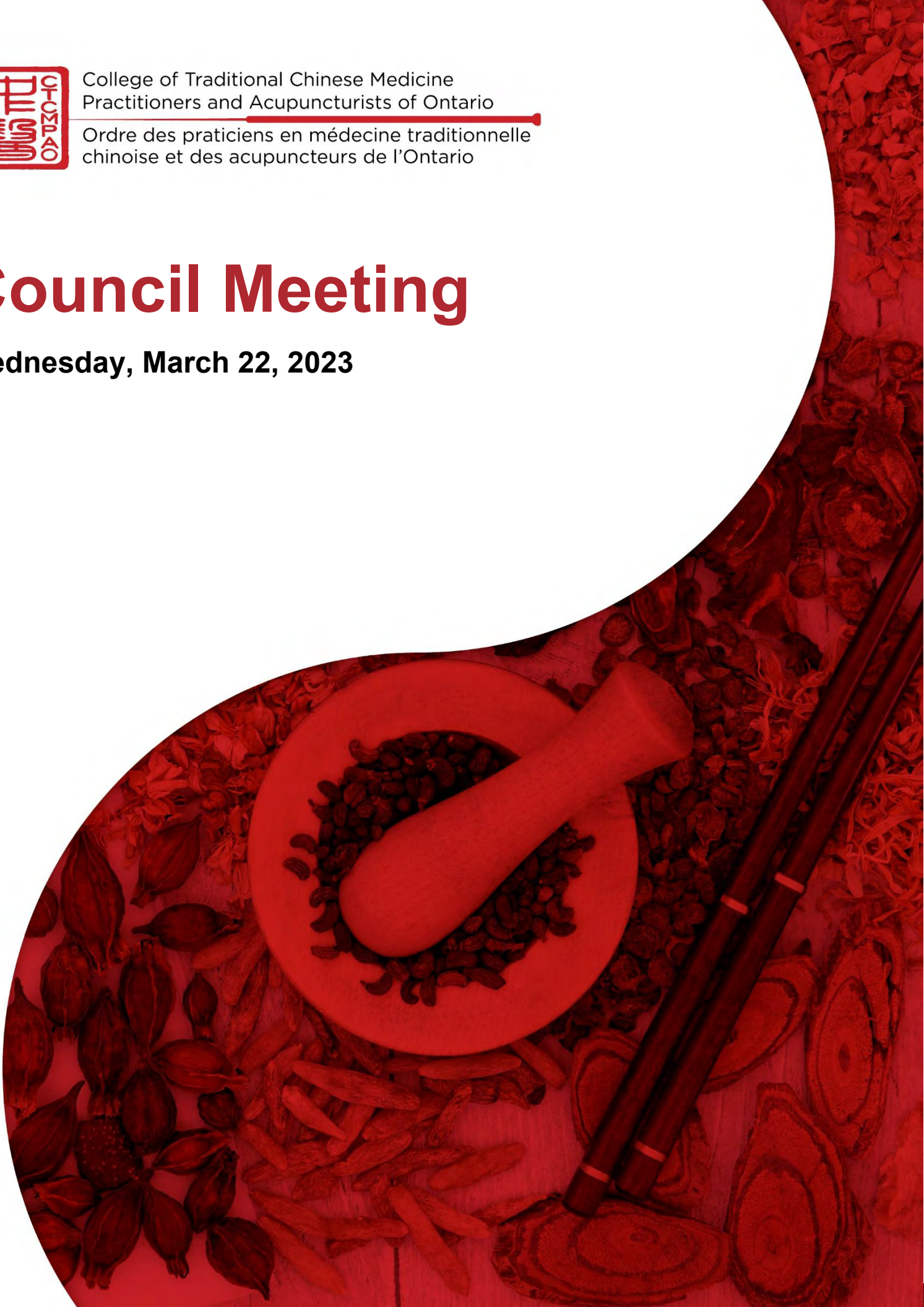


College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Council Meeting

Wednesday, March 22, 2023



Excerpt from the Regulated Health Professions Act, 1991

Schedule 2 Health Professions Procedural Code

Duty of College

- 2.1 It is the duty of the College to work in consultation with the Minister to ensure, as a matter of public interest, that the people of Ontario have access to adequate numbers of qualified, skilled and competent regulated health professionals. 2008, c. 18, s. 1.

Objects of College

3. (1) The College has the following objects:
1. To regulate the practice of the profession and to govern the members in accordance with the health profession Act, this Code and the Regulated Health Professions Act, 1991 and the regulations and by-laws.
 2. To develop, establish and maintain standards of qualification for persons to be issued certificates of registration.
 3. To develop, establish and maintain programs and standards of practice to assure the quality of the practice of the profession.
 4. To develop, establish and maintain standards of knowledge and skill and programs to promote continuing evaluation, competence and improvement among the members.
 - 4.1 To develop, in collaboration and consultation with other Colleges, standards of knowledge, skill and judgment relating to the performance of controlled acts common among health professions to enhance interprofessional collaboration, while respecting the unique character of individual health professions and their members.
 5. To develop, establish and maintain standards of professional ethics for the members.
 6. To develop, establish and maintain programs to assist individuals to exercise their rights under this Code and the Regulated Health Professions Act, 1991.
 7. To administer the health profession Act, this Code and the Regulated Health Professions Act, 1991 as it relates to the profession and to perform the other duties and exercise the other powers that are imposed or conferred on the College.
 8. To promote and enhance relations between the College and its members, other health profession colleges, key stakeholders, and the public.
 9. To promote inter-professional collaboration with other health profession colleges.
 10. To develop, establish, and maintain standards and programs to promote the ability of members to respond to changes in practice environments, advances in technology and other emerging issues.

Duty

11. Any other objects relating to human health care that the Council considers desirable. 1991, c. 18, Sched. 2, s. 3 (1); 2007, c. 10, Sched. M, s. 18; 2009, c. 26, s. 24 (11).
- (2) In carrying out its objects, the College has a duty to serve and protect the public interest. 1991, c. 18, Sched. 2, s. 3 (2).

SCHEDULE 1 TO THE BY-LAWS

Code of Conduct for Members of the Council and All Committees

1. This Schedule applies to members of the Council and of all committees of the College.
2. Council and Committee Members must, at all times, maintain high standards of integrity, honesty and loyalty when discharging their College duties. They must act in the best interest of the College. They shall:
 - a. be familiar and comply with the provisions of the RHPA, its regulations and the Code, the Act, its regulations, and the By-Laws and policies of the College;
 - b. promote the public interest in his/her contributions and in all discussions and decision making;
 - c. direct all activities toward fulfilling the College's objects as specified in legislation;
 - d. diligently take part in committee work and actively serve on committees as appointed by the Council;
 - e. regularly attend meetings on time and participate constructively in discussions;
 - f. offer opinions and express views on matters before the College, Council and committee, when appropriate;
 - g. participate in all deliberations in a respectful and courteous manner, recognizing the diverse background, skills and experience of members on Council and committees;
 - h. uphold the decisions made by a majority of Council and committees, regardless of the level of prior individual disagreement;
 - i. place the interests of the College, Council and committee above all other interests;
 - j. avoid and, where that is not possible, declare any appearance of or actual conflicts of interest;
 - k. refrain from including or referencing Council or committee positions held at the College in any personal or business promotional materials, advertisements and business cards.
 - l. preserve confidentiality of all information before Council or committee unless disclosure has been authorized by Council or otherwise exempted under s. 36(1) of the RHPA;
 - m. refrain from communicating to Members, including other Council or Committee Members, on statutory committees regarding registration, complaints, reports, investigations, disciplinary or fitness to practice proceedings which could be perceived as an attempt to influence a statutory decision or a breach of confidentiality, unless he or she is a member of the panel or, where there is no panel, of the statutory committee dealing with the matter;
 - n. respect the boundaries of staff whose role is not to report to or work for individual Council or Committee Members;
 - o. be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment; and
 - p. regularly evaluate his or her individual performance, and that of the collective to assure continuous improvement.

PROVISION 11.16 OF THE BY-LAWS - Language of Meetings

Meetings of the Council and Committees shall be conducted in English.

SCHEDULE 2 TO THE BY-LAWS

Rules of Order of the Council

1. In this Schedule, "Member" means a Member of the Council.
2. Each agenda topic will be introduced briefly by the person or committee representative raising it. Members may ask questions of clarification, then the person introducing the matter shall make a motion and another Member must second the motion before it can be debated.
3. When any Member wishes to speak, he or she shall so indicate by raising his or her hand and shall address the presiding officer and confine himself or herself to the matter under discussion.
4. Staff persons and consultants with expertise in a matter may be permitted by the presiding officer to answer specific questions about the matter.
5. Observers at a Council meeting are not allowed to speak to a matter that is under debate.
6. A Member may not speak again on the debate of a matter until every other Member of Council who wishes to speak to it has been given an opportunity to do so. The only exception is that the person introducing the matter or a staff person may answer questions about the matter. Members will not speak to a matter more than twice without the permission of the chair.
7. No Member may speak longer than five minutes upon any motion except with the permission of Council.
8. When a motion is under debate, no other motion can be made except to amend it, to postpone it, to put the motion to a vote, to adjourn the debate or the Council meeting or to refer the motion to a committee.
9. A motion to amend the motion then under debate shall be disposed of first. Only one motion to amend the motion under debate can be made at a time.
10. When it appears to the presiding officer that the debate in a matter has concluded, when Council has passed a motion to vote on the motion or when the time allocated to the debate of the matter has concluded, the presiding officer shall put the motion to a vote.
11. When a matter is being voted on, no Member shall enter or leave the Council room, and no further debate is permitted.
12. No Member is entitled to vote upon any motion in which he or she has a conflict of interest, and the vote of any Member so interested will be disallowed.
13. Any motion decided by the Council shall not be re-introduced during the same session except by a two-thirds vote of the Council then present.
14. Whenever the presiding officer is of the opinion that a motion offered to the Council is contrary to these rules or the By-Laws, he or she shall rule the motion out of order and give his or her reasons for doing so.
15. The presiding officer shall preserve order and decorum, and shall decide questions of order, subject to an appeal to the Council without debate.
16. The above rules may be relaxed by the chair if it appears that greater informality is beneficial in the particular circumstances unless the Council requires strict adherence.
17. Members are not permitted to discuss a matter with observers while it is being debated.

18. Members shall turn off cell phones during Council meetings and, except during a break in the meeting, shall not use a cell phone, blackberry or other electronic device. Laptops shall only be used during Council meetings to review materials related to the matter under debate (e.g., electronic copies of background documents) and to make personal notes of the debate.
19. Members are to be silent while others are speaking.
20. In all cases not provided for in these rules or by other rules of Council, the current edition of Robert's Rules of Order shall be followed so far as they may be applicable.
21. These rules shall apply, with necessary modifications, to meetings conducted by teleconference or any other electronic means permitted by the By-Laws, including audio or teleconference.

SCHEDULE 3 TO THE BY-LAWS - Code of Ethics for Registered Members

Code of Ethics for Registered Members

All registered members of the College shall strive to attain the ideals identified in the College's Code of Ethics. The College's Code of Ethics for registered members is as follows:

1. General Responsibility

- Practise within the scope of TCM practice and abide by the laws of the jurisdiction;
- Maintain high competence (i.e., skills, knowledge and judgment) at all times;
- Practise professionally, honestly and with integrity;
- Respect the authority of the College and uphold the principles of self-regulation;
- Place the health and care of patients above personal gain.

2. Responsibility to Patients

- Recognize that the primary duty of a practitioner is the health and well-being of their patients;
- Respect a patient's value, needs, dignity and choices;
- Provide care to patients regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;
- Listen and explain to patients the available treatment options, and their goal, risks, effectiveness and cost. Provide the best treatment plan to the patient after the patient understands his or her options;
- Provide timely and quality care that is consistent with the standards of the profession;
- Provide the best care to patients, recognizing one's own limitations and referring patients to other practitioners, or other health care providers when the level of care needed is beyond one's competence;
- Being honest and fair when charging fees for services and any products or prescriptions;
- Protect patients from unsafe, incompetent and unethical care;
- Respect the physical, emotional or financial integrity of patients;
- Protect the privacy and confidentiality of the health information of patients.

3. Responsibility to Oneself and the Profession

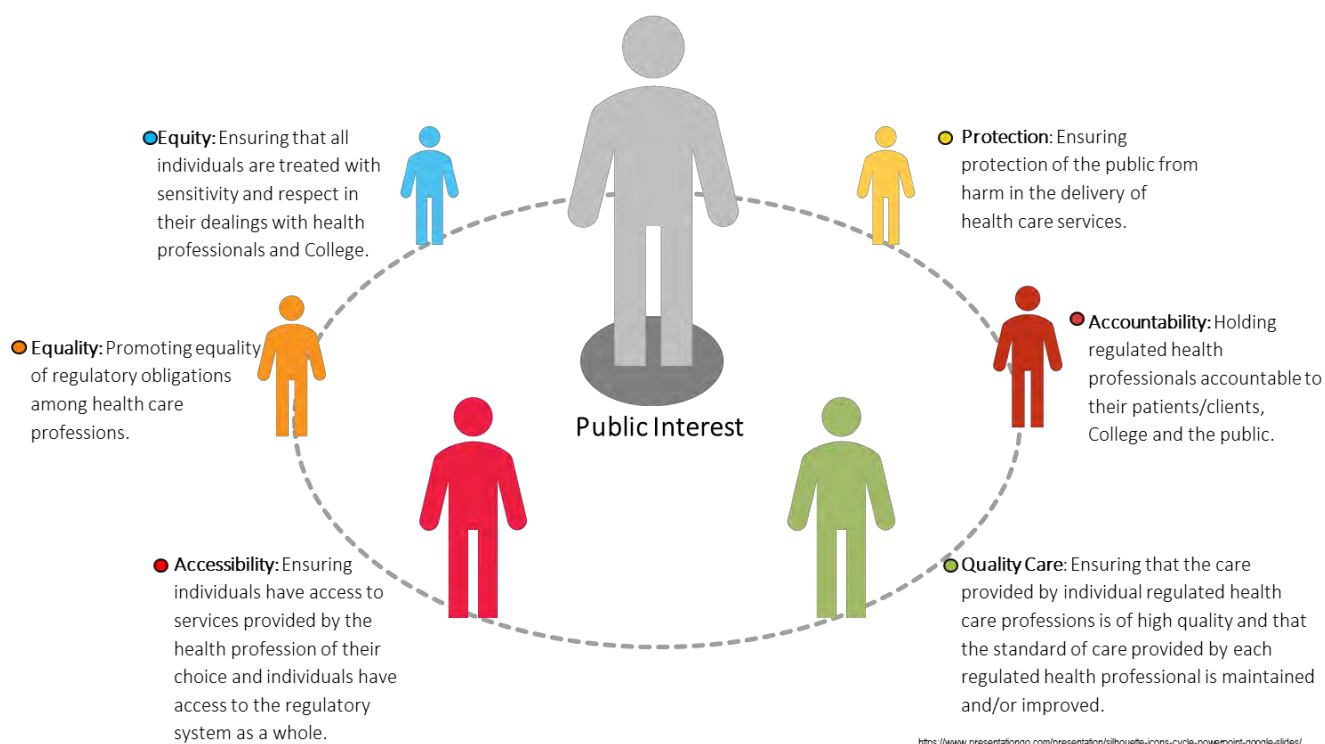
- Acknowledge the limitation of one's knowledge, skills and judgment;
- State one's qualification and experience honestly and fairly;
- Continually upgrade one's knowledge, skills and judgment to improve one's services to patients;
- Respect other health professionals and members of the TCM profession;
- Refrain from passing judgment on the services of another health professional or another member of the TCM profession, except when required in the interest of the patient and after obtaining appropriate information;
- Collaborate with other members of the TCM profession and with other health professionals in the interest of the patient and the public;
- Be transparent and timely in providing information to patients, or a third party when requested or authorized by the patient or by law;
- Contribute to the ongoing development of TCM practices and pass on one's knowledge and skills to others;
- Uphold the honour and dignity of the TCM profession.

4. Responsibility to the Public

- Contribute to improving the standards of health care in general;
- Contribute in matters of public health, health education, environmental protection and legislation issues that affect the quality of care to the public;
- Offer help in emergency situations, if appropriate;
- Promote and enhance inter-professional collaboration;
- Represent the profession well.

PUBLIC INTEREST

in the context of the College Performance Measurement Framework



Decision Making Tool for Council

It is the mandate of the College to regulate the profession of traditional Chinese medicine and acupuncture in the public interest. As such, all decision made by Council must uphold the public interest. Below are a series of considerations for Council members to help guide their decision-making process. Council members should consider each question prior to making any policy decision.

1. The proposed policy is related to the practice of traditional Chinese medicine and acupuncture.
2. The proposed policy falls within the College's statutory mandate in that it reflects a government directive or the duty, object of the College.
3. The proposed policy is related to the public interest.
4. The proposed policy is supported by the College's strategic plan, mission or goals.
5. The proposed policy impacts on: a) health care system, b) patients, c) College resources, d) College reputation, e) legal, f) stakeholders, or g) members?
6. The proposed policy is consistent with current College policies/positions and best practices amongst regulatory colleges.
7. The policy is being proposed to address a particular issue or concern.
8. There are consequences for NOT supporting this policy at this time.
9. After having considered all other alternatives the policy is the most effective solution at this time.

BRIEFING ON MEETING PROCEDURE

Guideline for Observers Attending a Virtual Council Meeting

Council meetings are open to the public. However, the public may be excluded from any Council meeting or part of a meeting pursuant to section 7 of the *Health Professions Procedural Code*.

Individuals attending as observers are requested to:

- Turn off or mute all electronic devices;
- Refrain from recording of proceedings by any means, including the taking of photographs, video recordings, voice recordings or via any other means;
- Ensure that your audio is on mute for the duration of the virtual meeting;
- Avoid using any of the virtual meeting features such as chat, reactions, etc.;
- Stop streaming video so that only Council members are visible to the Council;
- Refrain from disruptive behaviour;
- Refrain from addressing or speaking to the Council while the meeting is in process;
- Refrain from lobbying of Council members during the meeting, even during breaks;
- Respect that observers are not allowed to participate in debate of any matter before the Council, or ask any questions of the Council;
- Respect the authority of the presiding officer.

The College reserves the right to remove any observer from a Council meeting if these guidelines are not met. Once removed, you are prohibited from returning to the meeting.

In the event that the Council goes in-camera pursuant to Paragraph (d) of Section 7(2) of the Code, all observers will be returned to the “waiting room/lobby” until the Council completes its in-camera discussions. When Council returns, observers who remain in the waiting room/lobby will be returned to the meeting.

Robert's Rules of Order – Quick Reference

1. All those who wish to speak to an item **MUST** go through the Chair.
2. The Chair will keep a list of who wishes to speak. The Chair will call on you to speak.
3. Please raise your hand to let the Chair know you wish to speak.
4. To speak more than once to the same item, you need to wait till everyone else has had a chance to speak.
5. You may ask only one question at a time.
6. Voting is done by a show of hands. If a secret ballot is necessary (i.e. elections) paper ballots are used. For teleconference meetings, members are asked to voice their vote.
7. Each item to be decided will have a **MOTION**. A motion will be moved and seconded prior to discussion.
8. Should an amendment be made to the motion, the amended motion will be the item to be discussed and voted upon.
9. An amendment to a motion may be done as a “friendly” amendment, meaning the person who made the motion agrees with the change. And once again, the amended motion is the one that is voted upon.
10. Once the Chair calls an end to the discussion, a vote will be taken on the motion or amended motion.
11. Council members will be asked to vote:
 - a. in favour of the motion;
 - b. opposed to the motion; or
 - c. abstain from voting.

(Abstentions do not affect the outcome of the vote)
12. A simple majority is required to pass a motion. (50% plus 1)
13. All votes will be noted by the minute taker.



**COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND
ACUPUNCTURISTS OF ONTARIO**

AGENDA

Council Meeting

Wednesday, March 22, 2023

9:00 a.m. – 4:00 p.m.

via Webex

Item	Open Session / In-Camera	Time	Speaker	Action
1. Welcome and Call to Order a. Declarations of Conflicts of Interest b. Briefing on Meeting Procedure	Open Session	9:00 a.m. (5 min.)	D. Worrada <i>Chair</i>	Information
2. Adoption of the Agenda	Open Session	9:05 a.m. (5 min.)	D. Worrada <i>Chair</i>	Motion
3. Consent Agenda a. Draft Minutes of December 8, 2022 Council Meeting b. Executive Committee Report c. Registration Committee Report d. Inquiries, Complaints and Reports Committee Report e. Quality Assurance Committee Report f. Patient Relations Committee Report g. Discipline Committee Report h. Fitness to Practise Committee Report i. Dr. Title Working Group Report A consent agenda is a single item on an agenda that encompasses all the things the Council would normally approve with little comment. All those items combine to become one item for approval on the agenda to be called the consent agenda. As a single item on the agenda, the consent agenda is voted on with a single vote - to approve the consent agenda. This means that there is no discussion on the items, that are listed in the consent agenda. However, if a person wishes to speak about any component of the consent agenda, they will alert the Chair. The component will be removed from the consent agenda and discussed at some point in the meeting. The remaining components of the consent agenda can then be approved.	Open Session	9:10 a.m. (5 min.)	D. Worrada <i>Chair</i>	Motion
4. President's Remarks	Open Session	9:15 a.m. (10 min.)	J. Pritchard-Sobhani <i>President</i>	Information

Item	Open Session / In-Camera	Time	Speaker	Action
5. Registrar's Report a. Letter to the Federal Public Service Health Care Plan (PSHCP) b. Media Report for Chinese Exam c. CARB Report	Open Session	9:25 a.m. (10 min.)	A. Zeng <i>Registrar & CEO</i>	Information
6. College Performance Measurement Framework a. Draft Report b. Council Competencies c. Diversity, Equity, and Inclusion (DEI)	Open Session	9:35 a.m. (40 min.)	S. Cassman <i>Manager of Policy & Governance</i>	Motion
7. Strategic Plan Update	Open Session	10:15 a.m. (20 min.)	A. Zeng <i>Registrar & CEO</i> S. Cassman <i>Manager of Policy & Governance</i>	Motion
BREAK		10:35 a.m. (10 min.)		
8. Finance	Open Session	10:45 a.m. (10 min.)	F. Ortale <i>Director of IT, Finance & Corporate Services</i>	Information
9. Proposed Budget 2022–2023	Open Session	10:55 a.m. (20 min.)	F. Ortale <i>Director of IT, Finance & Corporate Services</i>	Discussion Motion
IN CAMERA SESSION The meeting will move in-camera in accordance with Section 7(2)b & e of the Health Professions Procedural Code		11:15 a.m. (90 min.)		
LUNCH		12:45 p.m. (60 min.)		
14. Registration Regulation Amendments	Open Session	1:45 p.m. (60 min.)	S. Cassman <i>Manager of Policy & Governance</i> A. Zeng <i>Registrar & CEO</i>	Discussion Motion
15. Dr. Title Project a. Phase 2 Consultant	Open Session	2:45 p.m. (30 min.)	J. Pritchard-Sobhani <i>President</i> A. Zeng <i>Registrar & CEO</i>	Discussion Motion
BREAK		3:15 p.m. (10 min.)		

Item	Open Session / In-Camera	Time	Speaker	Action
16. Council Update a. Public Appointments and Re-appointments b. Elections and By-Elections	Open Session	3:25 p.m. (10 min.)	A. Zeng <i>Registrar & CEO</i>	Information
17. Committee Appointments	Open Session	3:35 p.m. (5 min.)	J. Pritchard-Sobhani <i>President</i>	Motion
18. Risk Management Report	Open Session	3:40 p.m. (5 min.)	S. Cassman <i>Manager of Policy & Governance</i>	Information
19. Other Business a. 10 th Anniversary	Open Session	3:45 p.m. (5 min.)	D. Worrada <i>Chair</i> A. Zeng <i>Registrar & CEO</i>	Information
20. December 8, 2022 Meeting Evaluation Review	Open Session	3:50 p.m. (5 min.)	D. Worrada <i>Chair</i>	Information
21. Next Meeting Dates and Meeting Effectiveness Survey a. Late May, date pending b. June 14, 2023	Open Session	3:55 p.m. (5 min.)	D. Worrada <i>Chair</i>	Information
22. Adjournment	Open Session	4:00 p.m.	D. Worrada <i>Chair</i>	Motion

FOR INFORMATION

Conflict of Interest Questionnaires
List of Commonly Used Acronyms



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Agenda # 4

President's Remarks

Speaker: J. Pritchard-Sobhani, President

Action: Information



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

Ordre des praticiens en médecine traditionnelle
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Agenda # 5

Registrar's Report

Speaker: A. Zeng, Registrar & CEO

Action: Information



December 6, 2022

Ann Zeng
Registrar & CEO
College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario
55 Commerce Valley Drive West, Suite 705
Thornhill ON L3T 7V9

Dear Ms. Ann Zeng,

I am writing in response to your letter received on October 27, 2022 addressed to the Federal Public Service Health Care Plan (PSHCP) Administration Authority regarding coverage for the services of acupuncturists under the PSHCP.

Currently, under the plan's Medical Practitioner's Benefit, eligible expenses are the reasonable and customary charges incurred for acupuncture treatments performed by a physician. The plan rules are specific in this regard, and the PSHCP Administration Authority does not have the authority to extend coverage beyond the plan's provisions.

However, I am pleased to inform you that Plan design changes were announced for all PSHCP members in September 2022. These improvements include the eligibility of acupuncture treatments when performed by a registered acupuncturist. These services will be eligible as of July 1, 2023, and they will be subject to an annual maximum of \$500, payable at 80%. A copy of the press release is attached for your information.

Sincerely,

A handwritten signature in black ink that reads "Caroline Curran".

Caroline Curran
Chairperson, Board of Directors

Improvements and changes to the Public Service Health Care Plan

As of July 1, 2023, changes will come into effect for all Public Service Health Care Plan (PSHCP) members. The PSHCP is currently administered by Sun Life Financial. Following a competitive procurement process, which was unrelated to the new PSHCP changes, Canada Life Assurance Company will begin processing PSHCP claims as of July 1, 2023, which aligns with the effective date of the Plan changes below.

The PSHCP is negotiated at the PSHCP Partners Committee, comprised of Employer, Bargaining Agent and pensioner representatives. Improvements that modernize the PSHCP were the result of a successful collaboration amongst all parties and responds to the needs of a diverse Canadian public sector workforce, its retirees and dependants.

More information and details will be made available shortly.

Contents

- [PSHCP Improvements](#)
- [PSHCP Changes](#)

PSHCP Improvements

Benefit	Coverage reimbursed at 80%	Details
Medical practitioners' services		
1. Registered Dietician	\$300 per calendar year	<ul style="list-style-type: none"> • New benefit • No prescription required
2. Occupational therapist	\$300 per calendar year	<ul style="list-style-type: none"> • New benefit • No prescription required
3. Lactation consultant	\$300 per calendar year	<ul style="list-style-type: none"> • New benefit • No prescription required
4. Acupuncturist	\$500 per calendar year	<ul style="list-style-type: none"> • Service can now be provided by acupuncturists • No prescription required
5. Nurse practitioner	N/A	Nurse practitioners can now prescribe medical supplies and prescriptions, if authorized by their provincial or territorial government
Miscellaneous Expenses		
6. Batteries for hearing aids	\$200 per calendar year	New benefit
7. Injectable lubricants for joint pain and arthritis	\$600 per calendar year	<ul style="list-style-type: none"> • New benefit • Prescription required
8. Gender Affirmation	\$75,000 per lifetime	<ul style="list-style-type: none"> • New benefit • Coverage for services designed to support and affirm an individual's gender identity
Medical practitioner's services		
9. Psychological services (Psychologist)	\$5,000 per calendar year	<ul style="list-style-type: none"> • Mental health services can now be provided across Canada by: <ul style="list-style-type: none"> ◦ Psychotherapists ◦ Social workers ◦ Registered counsellors • Prescription not required
10. Physiotherapist	\$1,500 per calendar year	<ul style="list-style-type: none"> • Removal of member-paid corridor • Prescription not required
11. Massage therapist	\$500 per calendar year	<ul style="list-style-type: none"> • Increased benefit from \$300 to \$500 • Prescription not required
12. Osteopath	\$500 per calendar year	<ul style="list-style-type: none"> • Increased benefit from \$300 to \$500 • Prescription not required
13. Naturopath	\$500 per calendar year	<ul style="list-style-type: none"> • Increased benefit from \$300 to \$500 • Prescription not required

Benefit	Coverage reimbursed at 80%	Details
14. Podiatrist or chiropodist	\$500 per calendar year	Now includes foot care at a community nursing station
15. Nursing services	\$20,000 per calendar year	Increased benefit from \$15,000 to \$20,000
16. Electrologist	\$1,200 per calendar year	No prescription required if undergoing gender affirmation
17. Speech language pathologist	\$750 per calendar year	<ul style="list-style-type: none"> Audiologists are now covered under this benefit Prescription not required
Vision care		
18. Prescription eyeglasses, contact lenses (purchase and repairs)	\$400 every two years starting on the odd year	Increased benefit from \$275 to \$400
19. Laser eye surgery	\$2,000 per lifetime	Increased benefit from \$1,000 to \$2,000
Drug benefit		
20. Smoking cessation drugs	\$2,000 per lifetime	Increased benefit from \$1,000 to \$2,000
Miscellaneous expenses		
21. Wigs	\$1,500 every 5 years	Increased benefit from \$1,000 to \$1,500
22. Orthopedic shoes	\$250 per calendar year	Increased benefit from \$150 to \$250
23. Aerotherapeutic supplies	\$500 per calendar year	Increased benefit from \$300 to \$500
24. Hearing aids	\$1,500 every 5 years	Increased benefit
25. Needles and syringes for injectable drugs	\$200 per calendar year	<ul style="list-style-type: none"> New benefit Prescription required to confirm medical necessity
Diabetes Management		
26. Insulin jet injector	\$1,000 every 3 years	Increased benefit from \$760 to \$1,000
27. Continuous Glucose Monitor supplies	\$3,000 per calendar year	New benefit - For Type I diabetics only
28. Diabetic monitors	\$700 per 5 years	New benefit - Eligible with or without insulin pump
29. Diabetic testing supplies	\$3,000 per calendar year	Removed blood testing requirement
Durable Equipment		
30. Walkers and wheelchairs	No change	<p>No longer restricted for use in a private residence only.</p> <p>Now allows for claims for a new wheelchair within the five-year limit when a medical condition changes and requires a different type of chair. Reimbursement will be for the amount of the new chair less the amount reimbursed for the previously claimed chair (if claimed within the same five-year period).</p>
31. Medical monitoring devices	Limited to one every 5 years	<p>The following devices are now covered:</p> <ul style="list-style-type: none"> Oxygen saturation meter Pulse oximeter Saturometer Blood pressure monitor
Hospital Coverage		
32. Level I	\$90 per day	Increased benefit from \$60 to \$90
33. Level II	\$170 per day	Increased benefit from \$140 to \$170
34. Level III	\$250 per day	Increased benefit from \$220 to \$250

Benefit	Coverage reimbursed at 80%	Details
Out-of-province benefit		
35. Emergency benefit while travelling	\$1 million per trip	Increased benefit from \$500,000 to \$1 million. Out-of-province coverage for 40 consecutive days, excluding any time out of the province for business on official travel status.
36. Family Assistance Benefits	\$5,000 per travel emergency	Additional \$200 per day for meals and accommodations
Relief provision		
37. Pensioner relief provision	N/A	Relief provision to include members who retire after April 1, 2015, extended until March 31, 2025

PSHCP Changes

Benefit	Details
38. Mandatory Generic Drug Substitution	<p>The PSHCP will implement Mandatory Generic Drug Substitution following a 180-day legacy period commencing July 1, 2023.</p> <p>During the legacy period, prescribed brand name drugs will still be reimbursed at 80% of their cost.</p> <p>After the legacy period, all prescription drugs covered under the PSHCP will be reimbursed at 80% of the cost of the lowest-priced alternative generic drug.</p> <p>Exceptions will be granted based on medical necessity.</p>
39. Prior Authorization	<p>A Prior Authorization system will be implemented for the PSHCP effective July 1, 2023.</p> <p>A Prior Authorization system is a process administered by the plan administrator where certain drugs need to be pre-approved before they are reimbursed under the PSHCP. It is an evidence-based program that will be supported by medical professionals at Canada Life, the new plan administrator as of July 1, 2023.</p> <p>Permanent legacy protections will be granted for members who were on prescribed drugs listed in the Prior Authorization formulary before July 1, 2023. However, members may need to switch their existing biologic drug to a biosimilar under the new system.</p>
40. Compound Drugs	<p>The PSHCP will implement a change to compound drug eligibility following a 180-day legacy period commencing July 1, 2023.</p> <p>After the legacy period, compound drugs will require one active ingredient with a Drug Identification Number (DIN) that is covered under the PSHCP, to be reimbursed.</p>
41. Catastrophic Drug Coverage	Effective July 1, 2023, eligible drug expenses will be reimbursed at 100% when out-of-pocket drug expenses incurred exceed \$3,500 in a calendar year.
Pharmacy Dispensing Fees	
42. Frequency Limits	<p>Effective July 1, 2023, pharmacist dispensing fees will be reimbursed up to a maximum of five times per year for maintenance drugs.</p> <p>Exceptions will be granted if;</p> <ul style="list-style-type: none"> There are safety concerns with the prescribed drug (e.g. controlled substance) There are storage limitations for the prescribed drug (e.g. requiring deep freeze temperatures) The prescribed drug's 3-month supply co-pay is more than \$100
43. Fee Caps	<p>Effective July 1, 2023, the PSHCP will reimburse up to a maximum of \$8 for the pharmacy dispensing fee.</p> <p>The fee cap will not apply to biologic or compound drugs.</p>

Marie-Chantal Girard
 Senior Assistant Deputy Minister
 Employee Relations and Total Compensation Sector
 Office of the Chief Human Resources Officer
 Treasury Board of Canada Secretariat

Date modified:
 2022-09-26



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario
Ordre des praticiens en médecine traditionnelle
chinoise et des acupuncteurs de l'Ontario



Communications for Chinese Entry to Practice Examination

Media Clipping Report

Winter 2022



Media Coverage Overview



Category	Channels	Media Type	Estimated Impression / Readership	Total Estimated Impression / Readership
Advertorial	Mingpaocanada.ca	Digital	150,000	400,000
	Mingshengbao.com	Digital	80,000	
	Singtao.ca	Digital	170,000	

Category	Channels	Estimated Reach	Total Estimated Reach	Total Estimated PR value of release (1:4 ratio) in household
Print Ad	Sing Tao Weekly	90,000	220,000	880,000
	Ming Pao Sunday Magazine	80,000		
	Canadian Chinese Express	50,000		



Media Coverage Overview



Category	Channels	Reach	Page View	Share	Clicks to Website
WeChat Advertorial	SuperLife	172,754	4181	294	238
	51.CA	251,958	5116	358	184
	明信号	88,324	3094	218	87
	Total	513,036	12,391	870	509



Media Coverage Overview



Tactic	Platform	Achieved Impressions	Screens
OOH – Chinese Supermarkets	Sunny supermarket rd	289,356	8
	Sunny supermarket Leslie	193,211	6
	Sunny supermarket Don mills	296,497	8
	Food Depot (Warden & Sheppard)	301,255	8
	Bestco supermarket	245,613	4
	C&C Supermarket	394,697	6
	Pacific supermarket Etobicoke	267,319	8
	Pacific supermarket Pickering	297,511	8
TOTAL		2,285,459	56



Media Clipping

Print Ad



安省春季中醫師及針灸師執業考試現已開放報名



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario
安省中醫師及針灸師管理局



報名截止
2023年1月13日
東部時間
下午5點

中醫師考試
2023年4月5日至6日
針灸師考試
2023年4月26日至27日

安省中醫師及針灸師管理局宣布：於2023年4月參加其兩項泛加拿大考試 (Pan-Canadian Examinations) 的考生，均可選擇以中文或英文參與執業考試。

管理局是安省中醫專業的監管機構，並由安省政府所成立，旨在監管中醫和針灸行業以保障公眾利益。目前，管理局已擁有超過2,700名註冊中醫師和針灸師。為保障公眾利益，管理局透過其執業考試確保註冊會員具備安全執業的能力。

泛加拿大考試是由加拿大中醫師及針灸師監管機構聯盟所管理。該考試會於每年春季4月和秋季10月舉行。

有關考試流程、申請和考試費用可參考管理局網站 www.ctcmpao.on.ca/applicant/pan-Canadian。

2023年春季泛加拿大考試申請流程資訊：

- 中醫師和針灸師考試將提供中文(簡繁體)及英文版
- 春季考試申請於2022年12月1日開始，截止日期為2023年1月13日星期五，東部時間下午5點。
- 簡繁體中文版考試日期為：
 - 中醫師考試：2023年4月5日至6日
 - 針灸師考試：2023年4月26日至27日
- 有關更多考生資格的資訊，請掃描二維碼瀏覽管理局的申請指南
- 感興趣的考生可以透過管理局網上平台進行申請 www.ctcmpao.on.ca/signin

為華人社區
提供更多考試語言選擇

免費電話：1.866.624.8483
電子郵件：registration@ctcmpao.on.ca
或瀏覽 www.ctcmpao.on.ca
了解更多有關資訊



以上內容根據英文正式版本進行翻譯，僅供參考。中文翻譯內容如有與英文版本有任何差異，概以英文版本為準。

2022年12月10日 ST HEADLINE 75

娛樂123



肥媽 「覺得老公有離開過我」

肥媽 (Maria Cordero) 原定今年三月，於紅館舉行演唱會，最終因第五波疫情，延至明年三月農曆新年舉行。她坦言新年更有氣氛，希望大家玩得盡興。現時她每朝做運動，積極備戰。前年老公Rick因病離世，痛失愛妻的肥媽，傷心欲絕。她說感謝老公離世前，叮囑她要堅持做好自家網上頻道，令她安然度過艱難時期。「老公到現在也時常幫我，我一直覺得他沒有離開我。」
撰文：溫慧芝 攝影：鍾漢平

安省春季中醫師及針灸師執業考試現已開放報名

 College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario
安省中醫師及針灸師管理局



報名截止
2023年1月13日
東部時間
下午5點

中醫師考試
2023年4月3日至6日
針灸師考試
2023年4月26日至27日

安省中醫師及針灸師管理局宣佈：於2023年4月參加其兩年一次大考試 (Pan-Canadian Examinations) 的考生。尚時選擇以中文或英文參與執業考試。

該管理局是安省中醫藥業的監管機構，並受安省政府所轄。旨在監管中醫和針灸行業，以保障公眾利益。目前，管理局已擁有超過2,700名註冊中醫師和針灸師，為保障公眾利益，管理局透過其執業考試確保註冊會員具備安全執業的能力。

這兩次大考試是由加拿大中醫藥及針灸師監管機構所管理。該考試會於每年春季4月和秋季10月舉行。有關考試日程、申請和考試費用可參考管理網站 www.ctcm-pao.on.ca/applicant/pan-canadian。

2023年春季泛加拿大考試申請流程資訊：

- 中醫和針灸師考試提供中文(簡體)及英文。
- 每季考試申請於2023年12月1日開始，截止日期為2023年1月13日星期五，東部時間下午5點。
- 簡章體中文或考試日期為：
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- 針灸師考試：2023年4月26日至27日
- 有關更多考生資格的資訊，請向二級執業管理局的申請處。
- 感興趣的考生可以透過管理局網上平台進行申請 www.ctcm-pao.on.ca/sign-in



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提供更多考試語言選擇

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電子郵件：registration@ctcm-pao.on.ca
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了解更多資訊





以上內容轉錄自安省中醫藥管理局網頁，如有任何更改，請向安省中醫藥管理局查詢。

安省春季中医师及针灸师执业考试现已开放报名



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario
安省中醫師及針灸師管理局



报名截止

2023年1月13日
东部时间
下午5点

中医师考试

2023年4月5日至6日

针灸师考试

2023年4月26日至27日

安省中医师及针灸师管理局宣布：
于2023年4月参加其两项泛加拿大考试
(Pan-Canadian Examinations)的考生，
均可选择以中文或英文参与执业考试。

管理局是安省中医专业的监管机构，并由安省政府所成立，旨在监管中医和针灸行业
以保障公众利益。目前，管理局已拥有超过2,700名注册中医师和针灸师。为保障公众利益，
管理局通过其执业考试确保注册会员具备安全执业的能力。

泛加拿大考试是由加拿大中医师及针灸师监管机构联盟所管理。该考试会于每年春季4月和秋季10月举行。

有关考试流程、申请和考试费用可参考管理局网站 www.ctcmpao.on.ca/applicant/pan-Canadian。

2023年春季泛加拿大考试申请流程信息：

- 中医师和针灸师考试将提供中文(繁体)及英文版
- 申请流程于2022年12月1日开始，截止日期为2023年1月13日星期五，东部时间下午5点
- 繁体中文版考试日期为：
 - 中医师考试：2023年4月5日至6日
 - 针灸师考试：2023年4月26日至27日
- 有关更多考生资格的信息，请扫描二维码浏览管理局的申请指南
- 感兴趣的考生可以透过管理局网上平台进行申请 www.ctcmpao.on.ca/signin



以上内容根据英文正式版本进行翻译，仅供参考。中文翻译内容与英文版本有任何差异，请以英文版本为准。

免费电话：1.866.624.8483
电子邮件：registration@ctcmpao.on.ca
或浏览 www.ctcmpao.on.ca
了解更多有关资讯



Media Clipping

WeChat Advertorial



安省·2023春季中医师及针灸师执业考试开始报名，可选中文或英文考试

加国无忧 2022-12-08 18:17 发表于加拿大

安省中医师及针灸师管理局 (The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, 简称管理局) 宣布: 于 2023 年 4 月参加其泛加拿大考试 (Pan-Canadian Examinations) 的考生, 可选择以中文参与执业考试。



通过为考生增添语言选项, 管理局提供了更多机会给予那些计划入行的人才, 同时继续确保注册执业人士能符合资格地提供称职且合乎道德的医疗工作。这延续了 CTCMPAO 于 2022 年 10 月开始提供中文考试的承诺。

感兴趣的考生如有疑问, 欢迎通过以下方式联系管理局的工作人员, 致电 1-866-624-8483, 或发送电子邮件至 registration@ctcmpao.on.ca



重要信息:

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泛加拿大考试是由加拿大中医师及针灸师监管机构联盟 (Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists Medicine, 简称 CARB-TCMPA) 所管理。该考试会于每年春季 4 月和秋季 10 月举行。


关于 CTCMAPO

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<https://www.ctcmpao.on.ca/about-us/role-of-the-college/>

欲了解更多信息, 请扫描下方二维码或点击“阅读原文”。



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以上內容皆屬英文正式稿本進行翻印。該等資料, 中文翻譯內容與英文版本若有何差異, 請以英文版本為準。

*付費廣告

阅读原文 12 12

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妹子莫名收到42个亚马逊寄错包裹! 客服告知自己留着吧! 开箱



安大略省 2023 年春季中医师及针灸师执业考试现已开放报名，考生可选择中文或英文进行考试

明讯网 2022-12-13 14:15

安省中医师及针灸师管理局 (The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, 简称管理局) 宣布: 于 2023 年 4 月参加其泛加拿大考试 (Pan-Canadian Examinations) 的考生, 可选择以中文参与执业考试。



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2023 年 4 月 5 日至 6 日
 - 针灸师考试:
2023 年 4 月 26 日至 27 日
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以上內容皆屬受文正式通令或行政命令。如有需要, 中文通令或行政命令, 請向文書管理處索取。或以電文或本報函。

安省2023中医师及针灸师执业考试
现已开放报名！可选中文或英文
进行考试

超级生活 2022-12-26 16:27
Posted on 加拿大

加拿大安省中医师及针灸师管理局 (The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, 简称管理局) 宣布：于 2023 年 4 月参加其泛加拿大考试 (Pan-Canadian Examinations) 的考生，可选择以中文参与执业考试。



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重要信息：

- 截至 2023 年 4 月，中医师考试和针灸师考试将提供中文（简体和繁体），以



重要信息：

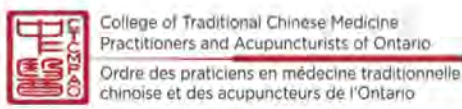
- 截至 2023 年 4 月，中医师考试和针灸师考试将提供中文（简体和繁体），以及英文和法文版本。
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泛加拿大考试是由加拿大中医师及针灸师

关于 CTCMAPO

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以上所有相关资讯均以英文正式版本为准，以便参考。中文翻译仅供参考。
如需更多资讯，请电 416-291-1234，或访问 www.ctcmpao.on.ca

Media Clipping

Advertorial PR





安大略省 2023 年春季中医师及针灸师执业考试现已开放报名, 考生可选择中文或英文进行考试(组图)

发布: 2022-12-23 来源: 明报加拿大



用微信扫描二维码, 分享至好友和朋友圈



安省中医师及针灸师管理局为符合资格的人才提供中文的考试语言选择

多伦多, 安大略省(12月18日)——今天, 安省中医师及针灸师管理局(The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, 简称管理局)宣布: 于 2023 年 4 月参加其泛加拿大考试(Pan-Canadian Examinations)的考生, 可选择以中文参与执业考试。



加国

- 班芙国家公园梦莲湖 禁私家车驶入惹非议
- 大多区接连两宗火警 男子及狗一度困灾场 餐馆厨房及民宅先后遭殃
- 悼念乌鲁木齐被击落三周年 社鲁多警言追究全部责任
- 药剂师联合会称需求大增 成人感冒及止痛药匮乏
- 北美「三友峰会」明举行 聚焦保护主义移民危机
- 公车局调升票价改善服务 团体恐候车更久无助出行
- 女司机凌晨撞车重伤 403公路一段曾封闭
- 大厦两女子被刺伤 地铁站厕所2女打斗1送院
- 店内遭手枪 警寻疑男子
- 卑诗监狱13年来重现 飞鸽走私毒品遭活擒



热门文章

- 从外长换人看新国务院人事
- 四人帮笔杆子朱永嘉新冠离世
- 广州文旅热 新年假期营收逾20亿
- 安德烈一中原则协商统一台学者: 中共二十大后反独促统

多伦多, 安大略省(12月18日)——今天, 安省中医师及针灸师管理局(The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, 简称管理局)宣布: 于 2023 年 4 月参加其泛加拿大考试(Pan-Canadian Examinations)的考生, 可选择以中文参与执业考试。

透过为考生增加语言选择, 管理局继续为那些计划入行的人才提供更多机会, 同时继续确保注册执业人士能提供称职且合乎道德的护理工作。管理局一直致力与华人社区保持联系, 以确保他们了解考试所提供新的语言选项。这延续了 CTCMPAO 于 2022 年 10 月开始提供中文考试的承诺。

感兴趣的考生如有疑问, 欢迎透过以下方式联系管理局的工作人员, 致电 1-866-624-8483 或发送电子邮件至 registration@ctcmpao.on.ca

重要资讯:

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• 申请流程将于 2022 年 12 月 1 日开始。春季考试的申请截止日期为 2023 年 1 月 13 日星期五, 东部时间下午 5 点。

• 简体中文或繁体中文版本的考试日期为:

o 中医考试: 2023 年 4 月 5 日至 6 日

o 针灸师考试: 2023 年 4 月 26 日至 27 日

• 有关更多考生资格的资讯, 请浏览管理局的申请指南 (<https://www.ctcmpao.on.ca/resources/forms-and-documents/CTCMPAO-Pan-Can-Examination-Guide.pdf>)

• 有关考试流程、申请和考试费用可参考管理局网站 ([ctcmpao.on.ca/applicant/pan-canadian](https://www.ctcmpao.on.ca/applicant/pan-canadian))

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- 广州文旅热 新年假期营收逾20亿
- 宋海提一中原则协商统一台学者: 中共二十大后反独促统
- 特朗普感党内火头「自由党团」有筹码搞破坏
- 世银研增贷款能力 应对全球危机
- 沪医院八成急症涉新冠 副院长料全市七成口罩疫
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o 针灸师考试：2023 年 4 月 26 日至 27 日

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- 泛加拿大考试是由加拿大中医及针灸师监管机构联盟 (Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists Medicine, 简称CARB-TCMPA) 所管理。该考试会于每年春季 4 月和秋季 10 月举行。



关于CTCMPAO

管理局是安省中医 (Traditional Chinese Medicine, 简称TCM) 专业的监管机构, 并由安省政府所成立, 旨在监管中医和针灸行业以保障公众利益。目前, 管理局已拥有超过 2,700 名注册中医师和针灸师。为保障公众利益, 管理局透过其执业考试确保注册会员具备安全执业的能力。请点击[此处](#), 了解更多有关管理局的权责。

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安省中醫藥及針灸師管理局為符合資格的人士提供中文的考試語言選擇：



明報 加東網

2022.12.18
星期日



明報 > 新聞 > 加國新聞

安大略省 2023 年春季中醫師及針灸師執業考試 現已開放報名。考生可選擇中文或英文進行考試

2022.12.18 發表

安省中醫藥及針灸師管理局為符合資格的人士提供中文的考試語言選擇

多倫多，安大略省(12月18日)——今天，安省中醫藥及針灸師管理局(The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario，簡稱管理局)宣布：於 2023 年 4 月參加其加拿大考試的考生，可選擇以中文參與執業考試。

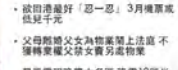
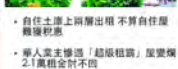
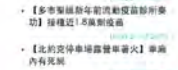
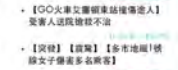
透過為考生增加語言選擇，管理局繼續為那些計劃入行的人士提供更多機會。同時繼續確保註冊執業人士能提供最優質且合乎道德的護理工作。管理局一直致力與華人社區保持聯繫，以確保他們了解考試所提供的語言選擇。這延續了 CTCMAPO 於 2022 年 10 月開始提供中文考試的承諾。

感興趣的考生如有疑問，歡迎透過以下方式聯繫管理局的工作人員。致電 1-866-624-8483 或發送電子郵件至 registration@ctcmpao.on.ca

重要資訊：

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- 申請表格將於 2022 年 12 月 1 日開始，春季考試的申請截止日期為 2023 年 1 月 13 日星期五，東部時間下午 5 點。
- 簡體中文或繁體中文版本的考試日期為：
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 - 針灸師考試：2023 年 4 月 26 日至 27 日
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●參加大考試是由加拿大中醫藥及針灸師監管機構聯盟(Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists Medicine，簡稱CARB-TCMPA)所管理。該考試會於每年春季 4 月及秋季 10 月舉行。



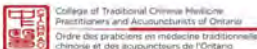
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- 加拿大將在「極短時間內」採購 88 架F-35戰機
- 紐市重大槍擊案 6人死亡1人重傷 嫌犯被擊斃
- 加拿大的一次性塑膠禁令明天開始實施
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• 繁體中文或簡體中文版本的考試日期如下：

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針灸師考試：2023年4月26日至27日

• 有關更多考慮候考的資訊，請瀏覽我們的申請指南。

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• 註冊成功的考生可以透過管理網站上平台進行申請。ctcmprao.on.ca/en/register

• 加拿大考試是由加拿大中醫藥及針灸師監管機構聯盟（Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists Medicine，簡稱 CARB-TCMPA）所管理，該考試會於每年春季4月和秋季10月舉行。

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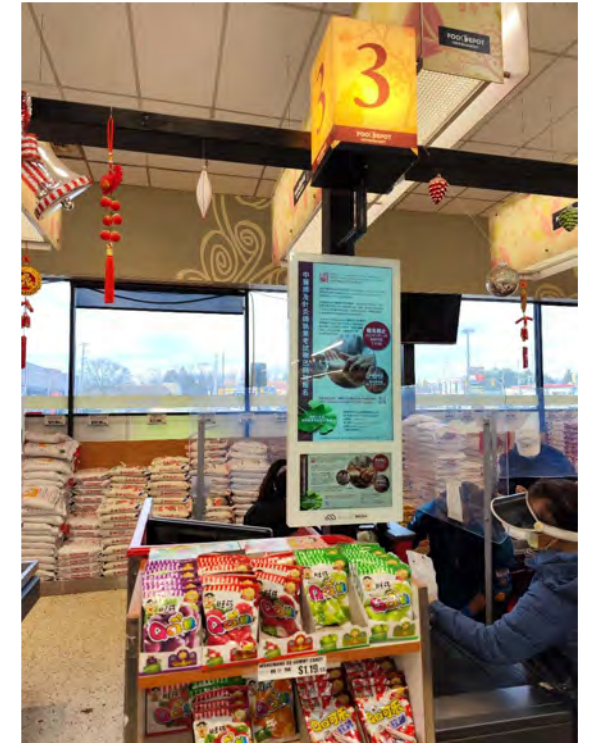


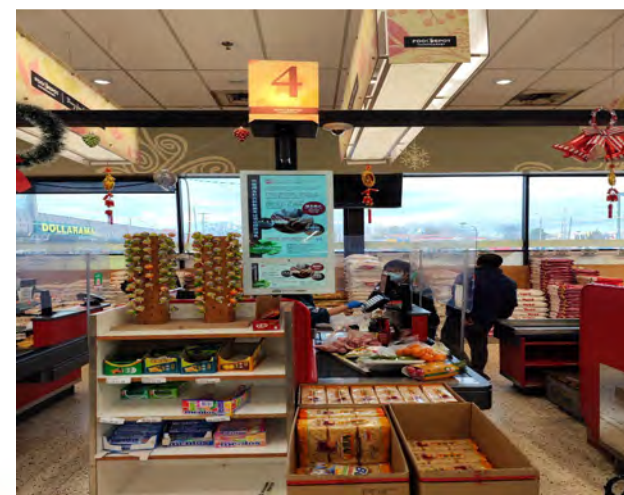
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Thank You





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Agenda # 6

College Performance Measurement Framework

Speaker: S. Cassman, Manager of Policy & Governance

Action: Motion

Meeting Date:	March 22, 2023
Issue:	College Performance Measurement Framework
Reported By:	Sean Cassman
Action:	Motion

Issue

The College is providing a draft of the 2022 CPMF report for the Council's review. Council is also being provided with documents related to CPMF requirements for discussion.

Public Interest Rationale

The CPMF has been implemented by the Ministry of Health to ensure colleges are regulating in the public interest according to Ministry standards. The College will be required to make changes to meet these standards.

Background

The College is asked to provide factual data that covers all aspects of the College's responsibilities. It is divided into the following domains (categories):

1. Governance
2. Resources
3. System Partner
4. Information Management
5. Regulatory Policies
6. Suitability to Practice
7. Measurement, Reporting, and Improvement

Each domain has several requirements that Colleges are expected to meet. There have been no major changes to the requirements set out in the report this year; however, the Ministry has benchmarked 8 of the requirements. If a college does not meet a benchmark, they must provide an improvement plan that includes specific dates for when we will meet this requirement.

The 8 benchmarks are:

1. Professional members are eligible for election to Council only after meeting pre-defined competency and suitability criteria
2. Statutory Committee candidates have met pre-defined competency and suitability criteria
3. Council is accountable for the success and sustainability of the organization it governs
4. The College demonstrates how it uses policies and processes to secure information (cybersecurity, Information requests, accidental disclosure policies)
5. The College regularly evaluates its policies, standards, and guidelines
6. The College has a process to ensure its policies, standards, and guidelines are evidence driven, address risk to the public, and align with other health regulatory colleges.
7. The complaints process is clearly stated, backed by formal policies, and regularly reviewed for effectiveness
8. Council uses performance and risk review findings to identify where improvement activities are needed.



The College is currently not meeting benchmarks 1 and 2, which have to do with Council/Committee competencies.

b. Council Competencies

In anticipation of Council competencies being benchmarked, Council reviewed a workplan that would lead to competencies being in plan for the 2024 elections. The College will submit this workplan with the CPMF as it's improvement plan. This workplan called for Council to review preliminary competencies that were developed by HPRO, and will be used as a starting point for this project. These competencies are attached with the CPMF report. Council is not being asked to approve any competencies at this meeting, rather start the discussion on how competencies may differ for this College.

c. Diversity, Equity, and Inclusion (DEI)

For the 2021 CPMF report, the Ministry added requirements related to Colleges' DEI practices. At that time, the College had little to report on these items, and was one of the main deficiencies in our 2021 report. In 2022, the College actively participated in HPRO's Anti-BIPOC Racism project which has allowed the College to make strides towards improving our DEI practices. Furthermore, the College's draft strategic plan includes DEI as an important strategic priority. While there are still work to be done, the College has been able to demonstrate improvement in the area of DEI for the 2022 report.

Next Steps

Provide any feedback Council members may have on the College's 2022 CPMF report. Staff will finalize the report in time for the March 31, 2023 deadline.

Begin discussion on competencies. Staff will take information from these discussions to continue work on the competencies.

Encl.:

- Draft 2022 CPMF report
- Draft Council competencies

This document outlines 8 proposed competencies that potential members of Council should have before being eligible for election. Candidates would be required to demonstrate they have each competency before being eligible for election. With each proposed competency is a set of possible indicators to help the College evaluate the competencies.

The competencies being initially proposed are:

1. Leadership
2. Professionalism/Good Character
3. Emotional Intelligence
4. Communicator
5. Understanding of Governance/Fiduciary Duties
6. Thinks Broadly
7. Inclusiveness/Respectful of Diversity
8. Understanding of Systems and Organisations.

1. Leadership

Demonstrates skills and ability to lead others to solve problems, adapt and manage change, innovate and achieve results.

The role of the Council is to provide leadership to the College and make crucial policy decisions to ensure public protection. Leadership qualities are innately helpful for being successful in this role.

Initial indicators for consideration:

- **Vision** – understands the importance of an organizational vision and the methods/processes for developing a collective vision
- **Change Management** – knowledge of change management techniques for both projects/plans the College generally
- **Flexibility** – knowledge of the importance of flexibility to the negotiation and decision-making processes



2. Professionalism/Good Character

Acts transparently with integrity, discretion, and humility to consider a range of perspectives and diverse ways of thinking to challenge the status quo, reject assumptions, and take nothing for granted. Attributes of integrity, accountability, and openness support Council members in exercising proper authority and good judgment in dealing with all stakeholders in a responsible, respectful, and professional manner.

There is an expectation from all stakeholders that decisions will be made in an ethical manner. It is important that Council members are professional and act with good character so that stakeholders can trust that this expectation is being met.

Initial indicators for consideration:

- **Diplomacy and Respectfulness** – is diplomatic in interactions with others and respects others regardless of differences
- **Judgement** – demonstrates good judgement in decisions and actions
- **Ethical Behaviour** – knowledge and understanding of ethical responsibilities and dilemmas and demonstrating ethical behaviour
- **Transparency** – emanates openness; adheres to established rules on transparency
- **Compliance** – adheres to the code of conduct and acts in a way that exemplifies and reinforces culture and values



3. Emotional Intelligence

The capacity to be aware of, control, and express emotions, and to handle interpersonal relationships judiciously and empathetically.

It is to be expected that disagreements on Council will happen from time to time. It is therefore important that Council members are able to navigate these disagreements in a sensitive manner and reach a solution despite the disagreement.

Initial indicators for consideration:

- **Collaboration** – inclusive and unifying; consensus-building; seeks stakeholder/partnerships as appropriate. Understands that Council members are to be treated equally, including access to information and resources
- **Self-Awareness/Recognition of Limits** – understanding personal strengths, areas of development and potential biases and remaining open to self-reflection, feedback, continuous growth and improvement; open about mistakes and knows when to ask for help; recognizing how individual strengths can be leveraged to improve the performance of the board
- **Relationship-Building** – able to relate to others congenially and connect with others to support teamwork and cooperation; seeks appropriate relationships to further the work of the College
- **Resiliency** – coping in spite of setbacks, barriers, or obstacles and demonstrates perseverance in the face of challenges and strong personalities



4. Communicator

Able to communicate clearly, concisely, and accurately, orally and in writing.

Council members are required to discuss council matters at length, and at times provide written decision and reasons for decisions on discipline panels. Being able to articulate their opinions is a necessity.

Initial indicators for consideration:

- **Articulate** – has the ability to describe thinking to others in a manner that is clear and concise
- **Participatory** – actively interacting and continuing to participate when difficulties arise
- **Active Listening** – has the ability to listen to others and articulate the views of others

5. Understanding of Governance/Fiduciary Duties

Understands the Council Member's role, fiduciary duties, good governance principles, and the stewardship responsibilities of a Council.

Governance competence supports the provision of strategic direction and oversight for colleges; it allows members to be able to carry out the stewardship responsibilities, creates robust accountability for regulatory and financial performance, and enables Council to set and achieve strategic goals

Council members have a commitment to the public and their right to safe, ethical care, demonstrated by an understanding and appreciation of, and commitment to, the public protection mandate and the time required to execute the role effectively.

Initial indicators for consideration:

- **Understanding of the Roles of the Council** – understands the role of the Board/Council and the role of individual Board/Council Members
- **Understanding of the Roles of Management** – understands of the distinction between the role of the Board/Council versus role of management, while being rigorous in asking the Registrar for information to support the Board/Council in carrying out its fiduciary duty
- **Understanding of the Relationship with the Registrar** – understanding responsibilities related to the sole employee
- **Risk Management** – understands the concept of risk management and commits to identification and mitigation of organizational risk
- **Accountability** – understands the concept of accountability, both individually and organizationally, and is committed to ensuring Board/Council-based accountability; ensures decisions are in the public interest and that appropriate information is available to the public
- **Financial Literacy** – an understanding of finance and generally accepted accounting principles; can read, interpret, and ask questions about financial statements; applies a basic understanding of financial management to ensure the integrity of financial information received by the Board/Council
- **Adherence to Confidentiality and Conflict of Interest Principles** – understands and adheres to confidentiality obligations. Puts aside vested interests to make decisions that are most like to achieve the College's mandate of public protection; actively avoids conflicts of interest or otherwise declares and manages them.
- **Preparedness** – understands the need to be prepared for Board/Council meetings; commits to reading, understanding and questioning information presented; devotes the required time and energy to the role, determined to achieve best possible outcomes in public protection



6. Thinks Broadly

Listening to others' views and considering them; being openminded to information presented.

The College is often faced with complex issues that require a collaborative effort to solve. Council members should be able to work with a range of information and suggestions, and be able to provide their own input based on it.

Initial indicators for consideration:

- **Analytical/Critical Thinking/Objectivity** – ability to understand and interpret information from different sources and system knowledge, process the information, connect ideas and concepts and draw logical connections and conclusions
- **Independence** – free expression without considering personal interests or interests outside the College's interests
- **Strategic Thinking** – ability to recognize the issues facing the organization; can think long term, set long term goals and identify a path to achieving long term objectives; ensures risks are assessed and monitored
- **Innovative** – ability to step outside of perceived limitations, consider new ideas, willing to experiment with new approaches to solutions
- **Proactive** – has the ability and willingness to discuss and debate matters before they become organizational issues or crises; thinks ahead and beyond current day issues
- **Commitment to Continuous Learning** – determining mechanisms for enhancing knowledge and understanding and developing and monitoring learning plans to support personal improvement arising from self-awareness; setting goals and working on initiatives that improve Board/Council performance
- **Unbiased Attitudes and Behaviour** – recognizing personal biases and working to mitigate effects of those biases



7. Inclusiveness/Respectful of Diversity

Understanding and valuing differences in the values and norms of others and having the ability to apply this knowledge of the experience of diversity to deliberations and decision-making.

The College is expected to make impartial decisions not affected by any bias or prejudice. Council members should be able to meet these expectations.

Initial indicators for consideration:

- **Openness and Appreciation of Different Perspectives** – shifting personal cultural perspectives and incorporating varying perspectives into decision-making related to attributes such as differences in gender, ethnicity, religion, sexual orientation, disability, and socio-economic class, or profession-specific diversities such as region of practice, practice setting and context, specialization or modality; responding to inappropriate and non-inclusive behaviour to re-direct and build awareness
- **Adaptability** – adapting behavior to work effectively with others who have attributes different than their own and conducting self-assessments to understand how personal attitudes and values might create bias; adjusting and adapting communication behavior to reduce the impact of bias and to be effective across diverse contexts (e.g., not using ethnophaulisms or outdated terms; using preferred terms)

8. Understanding of Systems and Organizations

Awareness of the complex system in which the College works, including the stakeholders in the system, and the impact that the College's decisions have on the public.

Being aware of this system will enable Council members to make decisions that lead the College in the direction of meeting its mandate and achieving its strategic plan.

Initial indicators for consideration.

- **Commitment to Serving in the Public Interest** – knowledge of the concept of public interest and the ability to place the interests of the broad public ahead of the interests of individuals and organizations and to communicate this to others
- **Understanding of Health Systems** – knowledge of the health care system in Ontario and Canada, the roles played by different levels of government and institutions and the political, economic and social context within which health systems operate; understands how these systems intersect and impact the public
- **Understanding of Health Regulation** – knowledge of the health regulatory system, its purpose and how it functions; analyzes the potential impact of decisions on the public; able to think strategically about systemic issues and the role of the organization in the broader regulatory and profession-specific sectors



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Agenda #7

Strategic Plan Update

Speaker: A. Zeng, *Registrar & CEO*; and S. Cassman, *Manager of Policy & Governance*

Action: Information

Meeting Date:	March 22, 2023
Issue:	Strategic Planning Update
Reported By:	Ann Zeng, Sean Cassman
Action:	Motion

Issue

To review the revised draft of the strategic plan as reviewed by the Executive Committee following the amendments made by Optimus SBR.

Public Interest Rationale

Strategic planning is a crucial aspect in upholding the public interest as it allows the College to identify needs and establish a long-term plan to grow and improve as an organization.

Background

Optimus SBR have completed the first three steps of the strategic planning project, which includes the project launch and discovery, the current state assessment, and the strategic planning workshops. Following the information collected from the strategic planning sessions with Council on October 19 and 31, Optimus completed a draft strategic plan which was circulated for Council's review in November 2022 for comment from Council members.

The draft strategic plan was then revised based on feedback from Council, and presented at the December 8, 2022 Council meeting. The Council had an opportunity to review the plan again, ask questions of Optimus, and provided their feedback on amendments. In general, Council was satisfied with the major elements of the plan, including the mandate, vision, strategic pillars, and values. However, minor changes to wording was requested. Council directed the staff to complete the revisions and have the revised draft reviewed by the Executive Committee before being brought back to Council in March.

The Executive Committee has provided their input to the revised draft, and requested no further changes.

Next Steps

Once the plan is approved by the Council, immediate steps will need to be taken. This includes communicating the plan to our stakeholders, and adjusting our workplan to any new strategic direction of the plan.

Additionally, the CPMF is requiring Colleges to be more transparent in how they are achieving their strategic plans. The College will need to keep this in mind and work towards publicly conveying our progress on implementing the plan, and ensuring the plan is feasible.

Encl.:

- Strategic Plan Draft Report
- List of changes from December 8, 2022 Council meeting



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Agenda #8

Finance

Speaker: F. Ortale, *Director IT, Finance & Corporate Services*

Action: Information

UNAUDITED College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario
Statement of Operations

3rd Quarter (April - December 2022)

		Actuals of Q3 2022-2023	Annual Budget 2022-2023	Actual to Budget %	Budget Remaining (balance of Year)
GL Code	Revenue				
4101000	Registration Fees	\$ 196,775.00	\$ 143,750.00	136.89%	\$ (53,025.00)
4102000	Renewal Fees	\$ 3,246,200.00	\$ 3,290,000.00	98.67%	\$ 43,800.00
4200000	Administration Fees	\$ 80,403.00	\$ 47,950.00	167.68%	\$ (32,453.00)
4300000	Pan Can Examination Fees	\$ 490,518.00	\$ 387,000.00	126.75%	\$ (103,518.00)
4400000	Other Income-Government Funds	\$ -	\$ 251,800.00	0.00%	\$ 251,800.00
4500000	Other Fees	\$ 42,000.00	\$ 30,000.00	140.00%	\$ (12,000.00)
4600000	Other Income	\$ 102,086.69	\$ 30,000.00	340.29%	\$ (72,086.69)
	Total Income	\$ 4,157,982.69	\$ 4,180,500.00	99.46%	\$ 22,517.31
GL Code	Expenses				
	Council & Committees	\$ 986,754.86	\$ 953,000.00	103.54%	\$ (33,754.86)
6100000	Council	\$ 104,036.35	\$ 94,000.00	110.68%	\$ (10,036.35)
6201000	Executive Committee	\$ 22,910.52	\$ 29,000.00	79.00%	\$ 6,089.48
6202000	Registration Committee and Panel	\$ 43,916.49	\$ 50,500.00	86.96%	\$ 6,583.51
6203000	ICRC Committee	\$ 395,998.81	\$ 228,000.00	173.68%	\$ (167,998.81)
6204000	Quality Assurance Committee	\$ 66,980.79	\$ 130,500.00	51.33%	\$ 63,519.21
6205000	Patient Relations Committee	\$ 6,333.77	\$ 48,750.00	12.99%	\$ 42,416.23
6206000	Discipline Committee	\$ 346,265.63	\$ 368,000.00	94.09%	\$ 21,734.37
6207000	Fitness to Practice Committee	\$ 312.50	\$ 4,250.00	7.35%	\$ 3,937.50
6300000	Professional Services	\$ 89,961.38	\$ 109,000.00	82.53%	\$ 19,038.62
6301000	Legal Fees	\$ 59,803.19	\$ 65,000.00	92.00%	\$ 5,196.81
6302000	Accounting Fee	\$ 26,007.30	\$ 31,500.00	82.56%	\$ 5,492.70
6303000	Other Fees	\$ 4,150.89	\$ 12,500.00	33.21%	\$ 8,349.11
6400000	Special Programs/Projects	\$ 483,376.64	\$ 677,000.00	71.40%	\$ 193,623.36
6401000	Pan-Canadian Examinations	\$ 366,913.00	\$ 297,000.00	123.54%	\$ (69,913.00)
6402000	Doctor Title	\$ 11,232.21	\$ 100,000.00	11.23%	\$ 88,767.79
6403000	Strategic Initiatives	\$ 78,777.19	\$ 100,000.00	78.78%	\$ 21,222.81
6404000	Accreditation Program	\$ -	\$ 50,000.00	0.00%	\$ 50,000.00
6405000	Safety and Jurisprudence Test	\$ 26,454.24	\$ 130,000.00	20.35%	\$ 103,545.76
6500000	Salaries and Benefits	\$ 1,094,761.86	\$ 1,579,580.00	69.31%	\$ 484,818.14
6500000	Salaries and Benefits	\$ 1,086,179.30	\$ 1,554,580.00	69.87%	\$ 468,400.70
6502000	Casual Labour	\$ 8,582.56	\$ 25,000.00	34.33%	\$ 16,417.44
6600000	Information Technology	\$ 155,785.01	\$ 275,400.00	56.57%	\$ 119,614.99
6602000	Equipment Expenses	\$ 6,175.13	\$ 10,000.00	61.75%	\$ 3,824.87
6603000	Software Development	\$ 54,452.79	\$ 151,000.00	36.06%	\$ 96,547.21
6604000	Maintenance and Support Contracts	\$ 45,919.12	\$ 59,500.00	77.17%	\$ 13,580.88
6605000	Online Services	\$ 40,847.72	\$ 47,400.00	86.18%	\$ 6,552.28
6606000	Network Security	\$ 8,390.25	\$ 7,500.00	111.87%	\$ (890.25)
6700000	Operating Expenses	\$ 230,723.84	\$ 525,450.00	43.91%	\$ 294,726.16
6701000	General Operating Costs	\$ 177,794.68	\$ 290,450.00	61.21%	\$ 112,655.32
6702000	Payment Gateway	\$ 24,039.43	\$ 120,000.00	20.03%	\$ 95,960.57
6703000	Subscriptions and Conferences	\$ 25,402.69	\$ 60,000.00	42.34%	\$ 34,597.31
6704000	Communications and Publications	\$ 3,487.04	\$ 55,000.00	6.34%	\$ 51,512.96
6800000	Pan Can Chinese Language Examination	\$ 130,128.80	\$ 251,800.00	51.68%	\$ 121,671.20
6801000	Exam Translation Fee	\$ 9,136.60	\$ 140,000.00	6.53%	\$ 130,863.40
6802000	Professional Fee	\$ 3,436.34	\$ 11,800.00	29.12%	\$ 8,363.66
6803000	HR & Salary Expenses	\$ 36,512.26	\$ 50,000.00	73.02%	\$ 13,487.74
6804000	Information Technology	\$ 9,040.00	\$ 12,000.00	75.33%	\$ 2,960.00
6805000	Communication & Publications	\$ 72,003.60	\$ 38,000.00	189.48%	\$ (34,003.60)
45	Total Expenses	\$ 3,171,492.39	\$ 4,371,230.00	72.55%	
46	Net Income	\$ 986,490.30	\$ (190,730.00)		



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Agenda #9

Proposed Budget

Speaker: F. Ortale, *Director IT, Finance & Corporate Services*

Action: Discussion & Motion



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario
Ordre des praticiens en médecine traditionnelle
chinoise et des acupuncteurs de l'Ontario

Proposed Budget 2023-2024

Line #	REVENUE	2022-2023 (Approved Budget)	2023-2024 (Budget Proposal)	Difference	Comment
1	Registration Fees	\$ 143,750	\$ 182,750	27.13%	
2	Renewal Fees	\$ 3,290,000	\$ 3,298,600	0.26%	
3	Administration Fees	\$ 47,950	\$ 68,750	43.38%	
4	Examination Fees	\$ 387,000	\$ 545,240	40.89%	
5	Other Fees	\$ 30,000	\$ 42,000	40.00%	
6	Other Income	\$ 30,000	\$ 75,000	150.00%	
7	Government Funds (Chi-PanCan)	\$ -	\$ 503,600	100.00%	
	TOTAL REVENUE	\$ 3,928,700	\$ 4,715,940	20.0%	

Line #	EXPENSES	2022-2023 (Approved Budget)	2023-2024 (Budget Proposal)	Difference	Percentage Allocation
Council and Committee					
1	Council	\$ 94,000	\$ 101,500	7.98%	
2	Executive	\$ 29,000	\$ 30,500	5.17%	
3	Registration Committee and Panel	\$ 50,500	\$ 69,300	37.23%	
4	ICRC	\$ 228,000	\$ 373,800	63.95%	
5	Quality Assurance	\$ 130,500	\$ 150,100	15.02%	
6	Patient Relations	\$ 48,750	\$ 47,750	-2.05%	
7	Discipline	\$ 368,000	\$ 368,000	0.00%	
8	Fitness to Practice	\$ 4,250	\$ 4,250	0.00%	
	\$ 953,000	\$ 1,145,200	20.17%	20%	
Professional Service					
9	Legal Fees	\$ 65,000	\$ 67,000	3.08%	
10	Government Relations	\$ -	\$ 110,000	100.00%	
11	Accounting Fees	\$ 31,500	\$ 31,500	0.00%	
12	Expert Consultation	\$ 12,500	\$ 7,000	-44.00%	
	\$ 109,000	\$ 215,500	97.71%	4%	
Special Programs/Project					
13	Pan-Canadian Examination	\$ 297,000	\$ 381,366	28.41%	
14	Doctor Title	\$ 100,000	\$ 406,500	306.50%	
15	Strategic Initiatives	\$ 100,000	\$ 100,000	0.00%	
16	Program Approval	\$ 50,000	\$ 50,000	0.00%	
17	Safety and Jurisprudence Test	\$ 130,000	\$ 135,000	3.85%	
18	Chinese Exam	\$ -	\$ 503,600	100.00%	
	\$ 677,000	\$ 1,576,466	132.86%	28%	
Administrative Expenses					
19	Staff Salary and Benefits	\$ 1,554,580	\$ 1,839,107	18.30%	
20	Casual Labour	\$ 25,000	\$ 50,000	100.00%	
	\$ 1,579,580	\$ 1,889,107	19.60%	33%	
Information Technology					
21	Equipment Expense	\$ 10,000	\$ 10,000	0.00%	
22	Software Maintenance	\$ 151,000	\$ 148,500	-1.66%	
23	Support Contracts	\$ 59,500	\$ 58,500	-1.68%	
24	Online Services	\$ 47,400	\$ 53,000	11.81%	
25	Network Security	\$ 7,500	\$ 10,000	33.33%	
	\$ 275,400	\$ 280,000	1.67%	5%	
Operating Expenses					
26	General Operating Costs	\$ 290,450	\$ 296,050	1.93%	
27	Payment Gateway for CC Transactions	\$ 120,000	\$ 130,000	8.33%	
28	Subscriptions and Conferences	\$ 60,000	\$ 55,000	-8.33%	
29	Communications and Publications	\$ 55,000	\$ 55,000	0.00%	
	\$ 525,450	\$ 536,050	2.02%	10%	
	TOTAL EXPENSES	\$ 4,119,430	\$ 5,642,323	36.97%	100%
	Profit\Loss	\$ (190,730)	\$ (926,383)		



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Agenda #14

Registration Regulation Amendments

Speaker: S. Cassman, *Manager of Policy & Governance*; and A. Zeng, *Registrar & CEO*

Action: Discussion & Motion

Meeting Date:	March 22, 2023
Issue:	Registration Regulation
Reported By:	Ann Zeng, Sean Cassman
Action:	Discussion and Motion

Issue

College staff has continued to work with legal counsel on an amendment to the Registration Regulation to adopt an Emergency Class and Provisional Class.

Public Interest Rationale

The College is responsible for ensuring that only qualified individuals are permitted entrance into the profession. It is also the College's responsibility to ensure that there are no unnecessary barriers to obtain registration with the College. The College is working to find a solution to allow experienced practitioners to obtain registration while ensuring they are competent to practice safely and effectively.

Background

Registration Committee Recommendations

At the January 31, 2023 and March 9, 2023 Registration Committee (RC) meeting, the draft language for the new classes were discussed. The recommendations to Council from the Committee are reflected in the draft language included below; however, key points include:

- For the Emergency Class:
 - The RC acknowledged that the Ministry wishes there to be some exemption for some registration requirements that would ordinarily apply to the General Class, such as the examination, if Emergency Class members have held registration in that class for some time. RC believes this carries significant risk due to uncertainty and inconsistency in TCM supervised practice. To reduce this risk, Emergency Class members should not be exempted unless they have been in the Emergency Class for five years or more.
 - The ability to impose additional education or training, or the examination on Emergency Class members even after five years in that class should be retained.
- For the Provisional Class:
 - Originally, referred to as the Mature Class, the RC is recommending Provisional Class based on recommendation from the OFC.
 - At the January 31, 2023 RC meeting, the RC recommended that the Provisional Class be put on hold until sufficient information from the Federation to support the need for the Provisional Class be received. The majority of the RC expressed concern about the need for the Provisional Class at all. Based on this, College staff reached out to the Federation seeking more information. Details on the Federation's response is below for Council to consider.



- At the March 9, 2023 RC meeting, the RC reviewed the response from the Federation. If Council is to proceed with the Provisional Class, it recommends that all Provisional Class members must take the Pan-Canadian Exam (English or Chinese) to be transferred to the General Class. The majority of RC members were not comfortable with exempting this Class from the exam for public safety reasons.
- Based on recommendations from the OFC, the RC recommends that the Provisional Class be open for applications for only 2 years. Furthermore, based on Ministry input, Provisional Class members must transfer to the General Class within 2 years of their registration in the Provisional Class.

Executive Committee Recommendation

The Executive Committee (EC) reviewed the draft language at their February 16, 2023 meeting. For the Emergency Class, the recommendation from the EC matches the recommendation from the RC. However, there was differing opinions regarding the Provisional Class:

- For the Provisional Class:
 - The EC recommends that Council proceed with the Provisional Class. The EC believes this is a matter of great importance of the College that needs to be dealt with now. Ministry can always decide to pause this amendment if they believe we do not have the required information to support the amendment.
 - Provisional Class members should not be required to take the Pan-Canadian examination, at least in full. There are other options to assess these members such as the clinical component of the Pan-Canadian exam, or an alternative method of assessment (e.g. PLAR).

The draft language provides options for Council reflecting both RC and EC recommendations.

Letter to FOTCMA

Based on direction from the RC, College staff sent a letter to FOTCMA on February 15, 2023 asking that they provide information set out below. On February 28, 2023, FOTCMA responded with the following:

- The precise number of FOTCMA members who are seeking registration
 - FOTCMA states there are 468 individuals seeking registration with the College.
- Their TCM competencies that would allow them to practice safely
 - 133 members have 4–5-year University education or equivalent in TCM/Acupuncture.
 - 242 have 3-year post secondary education or equivalent in TCM/Acupuncture.
 - 93 have 3–5-year apprenticeship.
 - 8 have postgraduate education in TCM/Acupuncture.
 - The 468 have clinical practice experience ranging from 11 years to over 40 years.
- Whether FOTCMA has permission to share their contact information
 - FOTCMA does have permission to share contact information, but will not allow their members to disclose their information until the College has publicly announced arrangements to register their members.
- Their perceived barriers to registration



- The perceived barrier to registration with the College is the language requirement.
- FOTCMA also notes the legal issues with the College.

In terms of the barriers mentioned by FOTCMA, Council should note that the language proficiency requirement of the College is exemptible. Furthermore, the draft regulation amendment being presented will not change the language requirement of the College.

In addition, the legal issues with FOTCMA does not prevent any FOTCMA members from registering with the College.

Ministry of Health Feedback

After the January 31, 2023 Registration Committee meeting, a copy of the draft language was sent to the Ministry for their input. Ministry staff met with College staff and provided the following comments

Emergency Class:

- Asked that a third trigger be added for when the Emergency Class will be opened. Specifically, they want a general statement that allows for the Emergency Class to be opened whenever it is in the public interest. This has been added in the attached draft language
- They asked that the College reconsider allowing Emergency Class members to be exempted from the exam if they have been practicing in the Emergency Class for an extended period. RC agreed to reconsider this, provided that the threshold be set at 5 years.

Provisional Class:

- Ministry staff shared similar concerns as the Registration Committee in terms of data. Ministry staff stated that the Ministry would likely put a hold on this class until we could provide sufficient supporting data to show that the Provisional Class is needed, and will appropriately address the identified need.
- Ministry staff would like a limit to how long a member can be in the Provisional Class. They do not believe it is in anyone's interest to have an individual in the Provisional Class indefinitely. We need a plan to assess the members competency, and either transfer them or their membership expires. Based on this, RC is recommending a 2-year limit on the Provisional Class in the draft language.

For the timeline, the College submitted a letter to the Ministry requesting an extension from the May 1, 2023 deadline to submit a final proposal. The Ministry has responded requesting the College provide the proposal as close the May 1, 2023 deadline as possible. The College is currently on track to be able to submit our proposal by the end of May.

Office of the Fairness Commissioner (OFC)

Council President and College staff met with the Fairness Commissioner on February 27, 2023 for feedback on the draft language.

The Fairness Commissioner was supportive of alternative pathways to registration where examinations were exempt. In these cases, where the Registration Committee would be responsible for determining competencies, the Commissioner reminded the College of the need for the Committee to be transparent, objective, impartial, and fair.



The Commissioner asked for the reasoning behind some aspects of the draft regulation (i.e. 12 months of no exam before the Emergency Class is triggered), but did not object to any of the details upon hearing the rationale.

The draft sent to the Commissioner had “Mature Class” as the name for the Provisional Class. The Commissioner suggested “Mature Class” suggests there may be an age component, and an alternative name should be used. Based on this, the RC recommends Provisional Class.

The Commissioner also suggested that the Provisional Class be open for only a limited time (perhaps 2 years) to ensure speedy compliance. RC agreed with this recommendation and has been included in the draft language.

Staff asked if it would be reasonable to charge a higher fee for the Provisional Class to cover the costs of development. The Commissioner believes this is reasonable, and even beneficial to ensure members move to the General Class as quickly as possible.

In general, the Commissioner was in support of the College developing the Provisional Class.

Current Draft

The current draft of the Emergency and Mature Class language includes changes recommended by the Registration Committee, Executive Committee, the Ministry of Health and OFC. Council should discuss this draft and provide a motion. Section 20.2.3 of the draft contains 2 options regarding how to assess Provisional Class members’ competencies. One is recommended by the RC, and the other by the EC. Council may select either, or create a third option.

Next Steps

The timeline for the regulation amendment is as follows:

- a) Council discusses draft and votes on a motion to approve the draft in principle or with amendments at the March 22, 2023 meeting.
- b) Staff will prepare documents for 60-day public consultation, and submit documents to the Ministry for their 45-day posting.
- c) Council will reconvene shortly after the 60 days to discuss the results of the consultation and approve any necessary changes to the draft.
- d) Draft submitted to Ministry for approval.

Due to amendments to the RHPA last summer, the College is legally required to have an Emergency Class by August 31, 2023. The College has required an extension to meet this timeline as is. The Ministry has informed the College that we must submit our proposal to them as close to May 1, 2023 as possible.

Encl.:

- MOH Memo to Health Colleges
- Response from MOH re: Extension
- Response from FOTCMA
- Draft Emergency Class and Provisional Class Language



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Agenda #15

Doctor Title Project

Speaker: J. Pritchard-Sobhani, *President*; and A. Zeng, *Registrar & CEO*

Action: Discussion & Motion



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Agenda #16

Council Update

Speaker: A. Zeng, *Registrar & CEO*

Action: Information



Meeting Date:	March 22, 2023
Issue:	Council Update
Reported By:	Ann Zeng
Action:	Information and Discussion

Issue

Updates relating to the College Council.

Background

a. Public Members

Following the resignation of one public member in November 2022, the Registrar notified the Public Appointments Secretariat of the situation, including the possibility of Council becoming unconstituted again if the College were to lose another public member. Recommendation letters were submitted to the Minister's attention for the reappointment of our current public appointees.

On February 24, 2023, the Council of CTCMPAO was provided with one additional public appointee; Mr. Kevin Ho, who has been appointed for a term of two years. In addition of the newest public appointee, the College received the following reappointments for current public members:

- Mr. Iftikhar Choudry for three years;
- Ms. Judy Cohen for three years;
- Ms. Kimberly Bishop for three years; and
- Mr. Mark Handelman for one year

Including Ms. Deborah Sinnatamby who was reappointed for 3 years last summer, the Council of CTCMPAO currently has six public appointees, most of whom have multiple years left on their appointments. As the *TCM Act, 2006* requires the College to have a minimum of five public members to maintain proper composition of the Council, the College is no longer in urgent need of public appointees.

However, College staff and the College government relations consultants will continue request an additional public appointee to reach the maximum number, and stress the importance of timely public appointments.

b. Election Update

At the December 8, 2022 Council meeting, Council was advised that there are 2 vacant seats for professional Council Members (District 3 and 5). A date of May 11, 2023 was scheduled to conduct by-elections for these seats, ahead of the usual election time of August-October. Staff



recommended that early by-elections be conducted due to a high work demand on all Committees, and that new members would help ease this demand. However, since last Council meeting, it has become apparent that holding the by-elections at the same time as the regular elections will be more practical, for the following reasons:

- The addition of non-Council Committee members and new public appointment has provided immediate help to the College regarding workload for Committee. The need for urgent elections is not as great as it was.
- There is cost associated with the online election platform. Holding additional elections increases the cost, and is not justifiable without the demand.
- An election during renewal period may cause issues. In particular, suspended members are not eligible to be nominated for election or vote. This is an issue at renewal time because the College typically sees a number of members either be suspended, or have their suspensions lifted, for administrative reasons. It would create difficulties in tracking who is eligible.
- The College is not fully staffed currently, and the work involved will take away from other more important and urgent projects.

Based on this, the Council President and Registrar are suggesting to Council that aligning the by-elections and regular elections is the most reasonable and efficient way forward. College staff will provide a timeline for these elections at the June Council meeting.



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Agenda #17

Committee Appointments

Speaker: J. Pritchard-Sobhani, *President*

Action: Motion



Meeting Date:	March 22, 2023
Issue:	Committee Appointment
Reported By:	J. Pritchard-Sobhani <i>President</i>
Action:	Motion

Issue

Matter relating to the committee appointment of a new Council member.

Public Interest Rationale

Council members are appointed to committees annually to ensure that the knowledge and experience of Council members best serve the College's work to regulate the profession of TCM and to serve and protect the public interest.

Background

Typically, Committee appointments occur on an annual basis at the same time as the elections of officers. However, when the Council receives a new member mid-year, it is appropriate to appoint them to Committees immediately.

Mr. Ho provided the College with his Committee preferences shortly after being appointed to Council. Based on his preferences, and the needs of the Committees, the Executive Committee is recommending that Mr. Ho be appointed to the following Committees:

- Disciple Committee
- Fitness to Practice Committee
- Inquires, Complaints, and Reports Committee
- Patient Relations Committee
- Registration Committee

Council is asked to confirm the recommendation of the Executive Committee, and pass a motion to approve his appointment to the recommended Committees.

The term of his appointment to these Committees will coincide with all other Committee appointments (ending December, 2023).

Next Steps

Council to appoint Mr. Kevin Ho to the College's Committees.



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Agenda #18

Risk Management Report

Speaker: S. Cassman, *Manager of Policy & Governance*

Action: Information

Meeting Date:	March 22, 2023
Issue:	Risk Management Plan
Reported By:	Sean Cassman
Action:	Information

Issue

The College is updating Council on the current risk management plan, which includes a complete look at the risks facing the College.

Public Interest Rationale

The College must be able to carry out its responsibilities set out in legislation. In order to avoid situations where we are prevented from doing that, a risk management plan is necessary to predict and mitigate risks.

Background

The College brought the risk matrix to Council at the December meeting with some significant changes, and sought Council feedback. A finalized version is included in this meeting package. However, the risk matrix is intended to be a living document, and changes will be made from time-to-time. Staff will continue to update Council on this document at each meeting, and conduct an in-depth review of the risk matrix annually.

Changes to Risk Register

There have been no changes to the assessed risk since last Council meetings; however small updates were made based on Council feedback at last meeting.

Next Steps

- Staff will continue to monitor risks and maintain the risk management plan

Encl.:

- Risk Management Plan

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) Risk Management Plan

Risk Management Vision

CTCMPAO is committed to building and fostering an enterprise risk management culture that clearly faces reality through systematic process of risk identification, assessment, and management and will affect this through its strategic planning process. CTCMPAO’s value of serving and protecting the public interest, providing quality service, accountability and transparency, teamwork and collaboration are the foundation of the organizational risk culture and will guide our actions.

Stakeholder Roles and Responsibilities

Role	Risk Management Responsibility	Assignment
Council	Responsible for approving Risk Tolerance Evaluation, reviewing Risk Management Plan and periodically reassessing success of Risk Management strategies.	Council Members
President	Responsible for leading Council in reviewing the Risk Management Plan, implementing certain procedures needed in specified emergency situations, ensuring action is taken as necessary to protect the separation of Council from operations.	Joanne Pritchard-Sobhani
Registrar and CEO	Responsible for ensuring comprehensive risk assessment within the organization, development and implementation of mitigation strategies, and ongoing evaluation of effectiveness of risk management by the organization.	Ann Zeng
Director, IT, Finance and Corporate Services	Responsible for identifying risk factors relating to financial management policies and procedures, adhering to sound financial risk management and mitigation policies and strategies. Champions organization-wide effort to protect the vital assets of the College and engage key stakeholders in risk management activities.	Francesco Ortale
Program Managers	Responsible for complying with obligations outlined in the Health Professional Procedural Code respecting procedure, timelines, transparency, objectivity and fairness.	Ryan Chu, Claudia Frisch, Mohan Cappuccino, Sean Cassman



Risk Management Process and Activities

The CTCMPAO regularly undertakes risk management activities to protect the interests of the public, its members and the Government of Ontario to which it is accountable. Risk management involves complex processes of risk assessment, development and implementation of mitigation strategies and evaluation of effectiveness, change and opportunity. Effective risk management requires the active engagement of everyone actively engaged in the organization and may include consultation with external experts such as auditors. The College adheres to a Risk Management Policy which requires regular review, evaluation and reporting to Council.

Risk Analysis Matrix

College staff engage in a collective and joint process to identify types of risks that are likely to affect the achievement of business goals. For each risk, staff consider what could happen, how and why it could happen, and the consequences of said risk.

Staff systematically review the following to identify potential risks and to categorize potential risks using a risk occurrence matrix:

- each function performed within the College,
- records and reports generated or retained by the College.
- business processes, policies and procedures.
- resources of the College including knowledge of history, processes and legislative, operational and policy environment, staff, furnishings and equipment.

Types of Risk Identified:

1. Governance
2. Loss Confidence in CTCMPAO
3. Finance
4. Information Management
5. Facility/Site Safety and Security
6. Human Resources
7. Statutory Obligations
8. Exam



Risk Occurrence Matrix

Likelihood (probability of occurring) Consequence/ Impact		Rare	Unlikely	Possible	Likely	Almost Certain
		The event may occur in exceptional circumstances. (0 – 5 %)	The event has happened at some time. (6-33%)	The event has happened periodically (34-65%)	The event has happened previously and could reasonably occur again. (66-79%)	The event is extremely likely to occur (80-100%)
	Level	1	2	3	4	5
Negligible	1	1	2	3	4	5
Low financial/reputation loss, small impact on operations						
Minor	2	2	4	6	8	10
Some financial loss, moderate impact on business						
Moderate	3	3	6	9	12	15
Moderate financial loss, moderate loss of reputation, moderate business interruption						
Major	4	4	8	12	16	20
Major financial loss, several stakeholders raised concerns, major loss of reputation, major business interruption						
Extreme	5	5	10	15	20	25
Complete cessation of business, extreme financial loss, irreparable loss of reputation						

Risk Rating	Risk Priority	Description
1-4	L	Low Risk: May require consideration in any future changes to the work area or processes, or can be fixed immediately
5-9	M	Medium Risk: May require corrective action, planning and budgeting process



10-16	H	High Risk: Requires immediate corrective action
20-25	E	Extreme Risk: Requires immediate prohibition of the work, process and immediate corrective action

Risk Assessment

This step involved analysing the likelihood and consequences of each identified risk using the measures provided in the table above. The College considers two types of risk:

- Inherent risk – represents the current level risk that exists given the existing set of controls.
- Residual risk – represents the amount of risk that remains after additional controls are in place.

The staff looked at the existing controls for each risk and identified what we would do to control the risk. Then, using the chart, they rated the effectiveness of existing controls in preventing the risk from happening or minimising its impact should it occur.

- Likelihood is a qualitative description of probability and frequency, asking the question 'what is the likelihood of the risk occurring?'
- Consequence was described as the outcome of the event, being a financial loss, loss of reputation, or business interruption, asking the question, 'what is the consequence of the risk event?'
- The risk rating was the sum of the consequence rating times the likelihood rating.
- The risk priority chart provides an indication of urgency to how soon the staff needed to implement a strategy to address the risk.



CTCMPAO Risk Registry

Risk Type	Risk and Description	Risk Likelihood	Risk Impact	Risk Priority	Risk Owner	Mitigation Actions
Governance	<p>Not reaching quorum to constitute a Committee resulting in or Council becomes unconstituted:</p> <ul style="list-style-type: none">Public perception of not meeting College mandate of public protectionDelays in decision-making affecting applicants (i.e. registration) or members (QA/ICRC/Discipline)	4 Likely	5 Extreme	20 Extreme	Council, President, Registrar	<p>Current Treatment:</p> <ul style="list-style-type: none">Staff try to accommodate Council/committees members' schedules to ensure quorum in all meetings.Continued ongoing communications with Public Appointments SecretariatThe College has procedures in place to ensure the College functions properly while the Council is unconstituted.<ul style="list-style-type: none">Committees continue to function as per section 12.09 of College by-laws. Committees remain constituted as long as there is quorum.The College has hired a government relations consultant to help press this issue with the government.Re-evaluate government relations approach to improve relationship with MoHAllow non-council members to sit on statutory committees <p>Additional Proposed Treatment:</p> <ul style="list-style-type: none">Outreach to TCM associations and schools to reach prospective members to ensure understanding of the College's role and why regulation matters.Create and advertise opportunities for engagement with the College.



Risk Type	Risk and Description	Risk Likelihood	Risk Impact	Risk Priority	Risk Owner	Mitigation Actions
Governance	Council/Committees operating outside of mandate or becoming engaged with operational matters resulting in: <ul style="list-style-type: none"> Poor or inconsistent decisions Increased likelihood of conflict Inefficiencies in operations 	3 Possible	4 Major	12 High	President, Council, Registrar	Current Treatment: <ul style="list-style-type: none"> Council and Committee orientation to occur annually. Prepare Terms of References for all statutory/non-statutory committees Conduct a governance review with a third party consultant to examine governance practices. New strategic plan in development to establish priorities for how to best achieve our mandate. Additional Proposed Treatment: <ul style="list-style-type: none"> Prepare a College governance manual outlining major responsibilities and separation of roles between Council and operations.
Governance	Council/Committee not adhering to Code of Conduct, Conflict of interest, bylaws and other Council policies resulting in: <ul style="list-style-type: none"> Inefficiencies Poor decision Negative reporting by stakeholders Decreased morale on Council/Committees 	3 Possible	4 Major	12 High	President, Registrar, Council	Current Treatment: <ul style="list-style-type: none"> Each Council/Committee are properly trained and prepared for their service. Legal Counsel delivers the orientation at the Council/Committee levels. Evaluate Council effectiveness on its performance through a council effectiveness survey after each meeting. Have each Council/Committee member annually complete and signs a statement declaring any known conflicts and agreeing to comply with the Code of Conduct. Conduct regular Council/Committee training. Additional Proposed Treatment: <ul style="list-style-type: none"> Competency requirements for prospective Council/Committee members



Risk Type	Risk and Description	Risk Likelihood	Risk Impact	Risk Priority	Risk Owner	Mitigation Actions
Governance	CTCMPAO unable to retain current Council and Committee members	4 Major	3 Moderate	12 High	President, Council, Registrar	Current Treatment: <ul style="list-style-type: none"> Non-Council Committee members to better manage workload
Loss of Confidence in CTCMPAO	Applicant/member disengagement resulting in: <ul style="list-style-type: none"> Lack of interest for election to Council Lack of membership on Committees/working groups Reduction in overall registration numbers 	4 Major	4 Major	16 High	Council, Registrar,	<div>Current Treatment: <ul style="list-style-type: none"> Create and advertise opportunities for engagement with College. Regular outreach meetings and educational sessions through professional associations, TCM schools, and other events as presented. </div> <div>Additional Proposed Treatment: <ul style="list-style-type: none"> Continuous outreach to key stakeholders to ensure they are able to keep their members informed and engaged. Develop “stories” for publication, describing benefits of engagement. Incorporate simple plain language in all college documents. Develop a recruitment plan for new Council and Committee members </div>
Loss of Confidence in CTCMPAO	Public, government, stakeholders perceive the College as not being transparent and/or fair	3 Possible	4 Major	12 High	President, Council, Registrar	Current Treatment: <ul style="list-style-type: none"> Implementation of bylaws related to transparency i.e. posting additional information on public register. Conduct annual review of bylaws. Continuous outreach to TCM schools to reach prospective members to ensure understanding of the College’s role and why regulation matters. Posting workplan update on College website



Risk Type	Risk and Description	Risk Likelihood	Risk Impact	Risk Priority	Risk Owner	Mitigation Actions
						<p>Additional Proposed Treatment:</p> <ul style="list-style-type: none"> Adoption of ARGE transparency principles. Update and post all statutory policies on website. Collaborate with other regulatory colleges on strategies to promote transparency.
Loss of Confidence in CTCMPAO	CTCMPAO provides insufficient support to external stakeholders	3 Possible	2 Minor	6 Medium	Registrar, Director, IT, Finance and Corporate Services, Program Managers	<p>Current Treatment:</p> <ul style="list-style-type: none"> One point of contact. An enquirer is provided with the name by respondent and that person commits to and takes necessary action. <p>Additional Proposed Treatment:</p> <ul style="list-style-type: none"> Research and develop internal organizational customer service standards and policies (i.e. client services policy part of AODA requirement). Statutory teams to prepare FAQs for each department. Invite feedback through customer service surveys. Review of website material to ensure accessible and easy to understand.
Financial	<p>Insufficient financial resources impact the ability of the College to meets its mandate. This will result in:</p> <ul style="list-style-type: none"> Lack of retained funds to carry out Low membership in College 	2 Unlikely	4 Major	8 Medium	Registrar, Director, IT, Finance and Corporate Services	<p>Current Treatment:</p> <ul style="list-style-type: none"> Prepare operating budgets using 5-year projections and outlook. Strategies in place for cost savings. Develop reserve funds to cover unexpected expenses Prepare multiple scenarios for forecasting and develop plans that are flexible. Calendarize revenue to predict cash flow.



Risk Type	Risk and Description	Risk Likelihood	Risk Impact	Risk Priority	Risk Owner	Mitigation Actions
	<ul style="list-style-type: none"> Uneven cash flow 					
Financial	Poor financial management results in the College being unable to meet strategic initiatives	2 Unlikely	4 Major	8 Medium	Registrar, Director, IT, Finance and Corporate Services	Current Treatment: <ul style="list-style-type: none"> Budget is prepared annually and approved by Council. Use of 5-year time horizon for financial planning. Prepare multiple scenarios for forecasting and develop plans that are flexible. Prepared a formal Reserve Fund Policy outlining specific purpose of each internally restricted fund to ensure funds are used for its intended purpose Calendarize revenue to predict cash flow.
Finance	Risk of Fraud/Theft	2 Unlikely	4 Major	8 Medium	Registrar, Director, IT, Finance and Corporate Services	Current Treatment: <ul style="list-style-type: none"> Financial audit completed annually by chartered accountants. Finance coordinator reviews and verifies invoices prior to submitting Registrar for approval. Bank cheques require documentation and two signatures Bank statements are reviewed and reconciled monthly. Financial update provided at each Council meeting.



Risk Type	Risk and Description	Risk Likelihood	Risk Impact	Risk Priority	Risk Owner	Mitigation Actions
						Proposed Treatment: <ul style="list-style-type: none">• Prepare formal financial policies to document financial procedures as part of the College's financial policies.• Establish a procurement policy through a process that is open, fair and transparent.
Information Management	Information and computer systems are compromised due to: <ul style="list-style-type: none">• Viruses, worms and malicious software• Security breach/hacking• Loss of power	3 Possible	4 Major	12 High	Director, IT, Finance and Corporate Services	Current Treatment: <ul style="list-style-type: none">• Backup procedures carried out daily on electronic files.• Processes such as encryption, access control procedures, and network firewalls in place.• Adequate cyber security insurance in place.
						Proposed Additional Treatment: <ul style="list-style-type: none">• Prepare a disaster recovery plan.• Solicit services of an external vendor to conduct an IT audit, vulnerability assessment and security penetration assessment.
Information Management	Improper handling of digital data by staff or vendors leads to exposure of sensitive data	3 Possible	4 Major	12 High	Director, IT, Finance and Corporate Services	Current Treatment: <ul style="list-style-type: none">• College ensures that personal information is stored in electronic and physical files that are secure. Physical files are under lock and key.
						Additional Proposed Treatment: <ul style="list-style-type: none">• Add additional security measures to safeguard information which include restricting access to personal information to authorized personnel.



Risk Type	Risk and Description	Risk Likelihood	Risk Impact	Risk Priority	Risk Owner	Mitigation Actions
Information Management	Breach of confidentiality: <ul style="list-style-type: none"> Member/applicant personal information Public information Vendor information Council member information Staff information 	3 Possible	4 Major	12 High	All	Current Treatment: <ul style="list-style-type: none"> Applicant/registrant information housed on secure external server (CRM). Use secure login protocols, data encryption, and passwords. Additional Proposed Treatment: <ul style="list-style-type: none"> Develop protocols for reporting, investigating and correcting security breaches to ensure PHIPA compliance. Require signed commitment to adhere to College confidentiality requirements by Council and College staff. Facilitate regular orientation and training on privacy and confidentiality for Council and College staff.
Information Management	Unintended destruction or loss of records	2 Unlikely	3 Moderate	6 High	Director, IT, Finance and Corporate Services	Current Treatment: <ul style="list-style-type: none"> Staff adopt filing protocols for naming, deletion of copies, electronic and paper storage. Backup procedures carried out daily on electronic files. File room/cabinets are secured and locked daily. Proposed Additional Treatment: <ul style="list-style-type: none"> Increase security in the College server room.
Facility/Site Safety and Security	Permanent damage to equipment and/or furnishings due to water/fire damage.	2 Unlikely	4 Major	8 Medium	Director, IT, Finance and Corporate Services	Current Treatment: <ul style="list-style-type: none"> Office building is code compliant for building and fire standards. Adequate insurance in place to recover replacement. Additional Proposed Treatment: <ul style="list-style-type: none"> Ongoing annual fire training for all staff, Council and Committee members.



Risk Type	Risk and Description	Risk Likelihood	Risk Impact	Risk Priority	Risk Owner	Mitigation Actions
Facility/Site Safety and Security	Computers, servers and other items of value belonging to the College are stolen	2 Unlikely	4 Major	8 Medium	Director, IT, Finance and Corporate Services	Current Treatment: <ul style="list-style-type: none">Security cameras installed at each exit, common hallways and meeting rooms.College maintains a complete inventory of its electronic equipment, computers and technology systems.Adequate insurance in place to recover replacement of loss goods.
Human Resources	Disruption in work due to unexpected and/or extended absence of an employee, or employee permanently leave organization resulting in: <ul style="list-style-type: none">Backlog of workInability to meet required timelinesMajor interruption in work	2 Unlikely	3 Moderate	6 Medium	Registrar, Director, IT, Finance and Corporate Services, Program Managers	Current Treatment: <ul style="list-style-type: none">Job descriptions have been created for all positions.Regular staff meetings are held to update all staff on work in progress.
						Additional Proposed Treatment: <ul style="list-style-type: none">Prepare succession plan for the Registrar position.All college departments to document procedures for all key functions.
Human Resources	Interpersonal conflicts result in: <ul style="list-style-type: none">Complaints of harassmentDecrease productivityPoisoned work environmentStaff discontent and poor moraleHigh turnover rate in staff	2 Unlikely	2 Minor	4 Low	Registrar Program Managers	Current Treatment: <ul style="list-style-type: none">HR policies in place.Staff receive legislated training on violence in the workplace. and this is documented.Team-building events held involving all staff.Registrar addresses all issues of conflict promptly.



Risk Type	Risk and Description	Risk Likelihood	Risk Impact	Risk Priority	Risk Owner	Mitigation Actions
Statutory Obligations (Patient Relations)	College is not taking appropriate measures to keep client/patients safe from sexual abuse.	3 Possible	3 Moderate	9 Medium	Registrar, Program Manager, Policy and Governance Analyst	<p>Current Treatment:</p> <ul style="list-style-type: none"> Therapy and counselling forms have been updated to be compliant with legislation. Available Standards for Maintaining Professional Boundaries and Preventing Sexual Abuse. Provide resources to the membership and public to be aware of the measures the College has in place to prevent and deal with sexual abuse. QA self and peer and practice assessment include a section on Sexual Abuse, also covering required consent for services provided in sensitive areas. Regular communication (e.g., Webinars, Education Tips and articles in Qi Newsletter) regarding Boundaries and Sexual Abuse. <p>Additional Proposed Treatment:</p> <ul style="list-style-type: none"> Develop a comprehensive and effective Sexual Abuse Plan. Adopt a number of policies and measures that underpin a zero-tolerance approach to sexual abuse.
Statutory Obligations (Registration)	CTCMPAO not taking steps to mitigate lack of oversight in TCM education	3 Possible	4 Major	12 High	Registrar, Program Managers	<p>Current Treatment:</p> <ul style="list-style-type: none"> Registration regulations outline entry requirements. College is working with provincial regulators to develop approval framework. <p>Additional Proposed Treatment:</p> <ul style="list-style-type: none"> Encourage the Ministry to accredit TCM education programs. All departments assist in outreach to students/educators



Risk Type	Risk and Description	Risk Likelihood	Risk Impact	Risk Priority	Risk Owner	Mitigation Actions
Statutory Obligations (Registration)	The College's registration process is not transparent, objective, impartial, and fair.	2 Unlikely	4 Major	8 Medium	Registrar Program Managers	Current Treatment: <ul style="list-style-type: none">College underwent an audit of its registration practices from the Office of the Fairness Commissioner (OFC).Recommendations from the OFC have been implemented
Statutory Obligations (QA)	Quality Assurance Program is not an effective tool for maintaining the continuing competency of members	3 Possible	3 Moderate	9 Medium	Registrar, Program Managers	<div>Current Treatment:<ul style="list-style-type: none">Small percentage of members randomly selected to submit self-assessment form.All members are required to meet minimum professional development criteria and maintain a record of their self-assessment for a minimum of 3 years.Members are required to declare non-compliance if they do not meet the minimum criteria.Both random and targeted (i.e., directed based on identified criteria, non-compliance with professional development) Peer and Practice Assessment are conducted.QA policies developed to support QA program including a review of new and existing standards of practice.Redevelopment of the QA program under way. Will include features to support member engagement</div> <div>Additional Proposed Treatment:<ul style="list-style-type: none">Develop additional standards of practice.Improved technology to support self-assessment will enable improved assurance that members are maintaining the minimum professional development requirements.</div>



Risk Type	Risk and Description	Risk Likelihood	Risk Impact	Risk Priority	Risk Owner	Mitigation Actions
Statutory Obligations (All Departments)	Lack of tools enabling members to understand, and meet, their statutory obligations.	3 Possible	3 Moderate	9 Medium	Registrar, Program Managers	<p>Current Treatment:</p> <ul style="list-style-type: none"> Record-keeping guideline developed and webinar developed. QA Confirmation of Completion Form <p>Additional Proposed Treatment:</p> <ul style="list-style-type: none"> Develop working group to establish TCM specific standards of various modalities i.e. Acupuncture
Statutory Obligations (ICRC)	Complaints received are not resolved in a timely manner. Backlog of Registrar's reports.	3 Possible	3 Moderate	9 Medium	Registrar, Program Managers	<p>Current Treatment:</p> <ul style="list-style-type: none"> Complaints and Reports are triaged by risk. <ul style="list-style-type: none"> Depending on the risk level of a matter, higher risk matters are expedited, whereas lower risk matters are addressed through investigation process. Once matters are triaged, they are processed based on chronological so that resources are devoted to addressing historical matters first prior to newer matters.
Statutory Obligations (ICRC/Discipline)	Ensuring fairness to member who receives a complaint or is going through discipline.	3 Possible	3 Moderate	9 Medium	Registrar, Program Managers	<p>Additional Proposed Treatment:</p> <ul style="list-style-type: none"> Post more information on the website for members related to: <ul style="list-style-type: none"> Sexual abuse complaints and investigation process Mandatory reporting of sexual abuse Providing additional information to the registrant when they are self-represented. Revamping the available information on the College website regarding the Discipline process.



Risk Type	Risk and Description	Risk Likelihood	Risk Impact	Risk Priority	Risk Owner	Mitigation Actions
Statutory Obligations (CPMF)	The College must be able to demonstrate to the Ministry that it is meeting its statutory obligations in a clear and transparent way.	3 Possible	3 Moderate	9 Medium	All	Current Treatment: <ul style="list-style-type: none"> Staff have conducted a full review of the College based on CPMF requirements and to identify where we are deficient. Some deficiencies have been identified. Steps have been taken to either address the deficiency in the previous reporting period, or to address it in future reporting periods.
Exam	Exam security is breached	3 Possible	4 Major	12 High	Registrar Program Managers	<div>Current Treatment: <ul style="list-style-type: none"> Examination and Item-Writing Committee sign confidentiality agreement and are provided with training from ASI. Computer-based examination developed with provincial regulators </div> <div>Additional Proposed Treatment: <ul style="list-style-type: none"> Strict protocols should be in place for handling examination materials. Any report of a breach of agreement will be referred to registration/ICRC for immediate action. No hard copies or electronic copies of the examination or items are retained by the College or any other person involved in the development of the exam. </div>
Exam	Validity of the administration of the exam sitting is challenged due to: <ul style="list-style-type: none"> Hydro failure Illness Medical Emergency 	2 Unlikely	2 Minor	4 Low	Registrar, Program Manager	<div>Current Treatment: <ul style="list-style-type: none"> Research sites to ensure stability of sites. Procedures in place for invigilators to deal with emergencies. </div> <div>Additional Proposed Treatment: <ul style="list-style-type: none"> Educate exam candidates on withdrawing prior to exam </div>



Risk Type	Risk and Description	Risk Likelihood	Risk Impact	Risk Priority	Risk Owner	Mitigation Actions
Exam	Validity of examination is challenged	2 Unlikely	2 Minor	4 Low	Registrar, Program Manager	<div>Current Treatment:<ul style="list-style-type: none">Examination development and administration conducted by highly qualified vendor with extensive experience and highly credible.Each exam sitting undergoes extensive psychometric analysis and further review by examination committee.</div> <div>Additional Proposed Treatment:<ul style="list-style-type: none">Performance of vendor is reviewed annually and any concerns addressed at that meeting.Clear separation between non-statutory committee (Examination/Item Writing Committee) and Council members so no perceived conflict of interest.Work with provincial counterparts to establish proper governance channels.</div>



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Agenda #19

Other Business

Speaker: D. Worrad, *Chair*; and A. Zeng, *Registrar & CEO*

Action: Information



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Agenda #20

December 8, 2022 Meeting Evaluation Review

Speaker: D. Worrada, *Chair*

Action: Information



Committee Meeting Evaluation Results

	Item	Yes	Most of the time	No	Other	Please provide comments
1.	The agenda and supporting materials were provided one week prior to the meeting.	5	1			Given the quantity of material we are expected to read in order to prepare for Council meetings, would it be possible to make documents available more than a week in advance?
2.	The materials were presented in a clear, succinct, and timely manner to allow meeting preparation.	4	1	1		No comment.
3.	The meeting agenda was well planned and allowed for adequate time to deal with the necessary committee business.	3	3			
4.	The Chair managed the meeting well allowing each member an adequate opportunity to participate in discussion and decision-making.	4	2			Some people always don't get the attention.
5.	The treatment of all persons was courteous, dignified and fair.	5	1			
6.	I received sufficient information and training to participate in deliberations and decision-making.	4	2			It could be better if executive committee can provide more background information and rationale of the proposed motion before asking for discussion and voting.
7.	Technology: I was able to access the material on the Cloud easily. Webex Meetings and other communication devices worked well.	6				
8.	Any further comments? The Chair is to be commended for her precision in moving the agenda topics forward, while being respectful of the time, and the number of Council members wishing to speak. There is a respectful ambiance and tone to the discussions. Staff is very well-prepared when presenting the topics and answering Council's questions. It's not always easy to tell where we're going to get bogged down in a meeting. This time it was about wordsmithing. There's nothing wrong with that, but sometimes, if we could handle these documents in the same way that we do decisions and reasons, perhaps we would all have a chance to do the wordsmithing we love to do prior to the meeting, and already have the changes agreed on before we cast the vote. Just an idea! None. Material presented in council meeting should be finalized from the committee first, not the draft ones. Everything was excellent.					

Meeting Date: December 8, 2022



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Agenda #21

Next Meeting Dates and Meeting Effectiveness Survey

Speaker: D. Worrad, *Chair*

Action: Information



2023 Council Meeting Dates

*Dates are tentative and subject to change

2023 Council Meeting Dates	
March 22, 2023	Scheduled meeting
May, 2023	Proposed special Council meeting
June 14, 2023	Scheduled meeting
September 20, 2023	Scheduled meeting
December 6–7, 2023	Scheduled meeting (including Orientation)



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Agenda #22

Adjournment

Speaker: D. Worrad, *Chair*

Action: Motion



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

For Your Information:

Additional Document(s)



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Conflict of Interest Information and Disclosure Statement

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1a) Do I currently hold a responsible position such as director, owner, board member, officer or employee of a TCM Professional Association?

☐ YES

☒ NO

If yes, please explain:

1b) Have I held such a position in the past?

☐ YES

☒ NO

If yes, please explain:

2a) Do I currently hold a position such as director, owner, board member, officer or employee of another organization where my duties may be seen by a reasonable person as influencing my judgment in a matter under consideration of the Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

2b) Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

3) Am I aware of any situation where I could advance my own interests, directly or indirectly by using College property or information?

☐ YES ☒ NO

If yes, please explain:

4) Do I hold any other position, contract or appointment with the College while serving as a member of Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

5) Please disclose any current or recent affiliations, interests or relationships that I, or one of my family members may have in the chart below. Please include any information that you think may be relevant.

When completing the form please include the name of person who may have the conflict, where the conflict is (i.e. an association, employment etc.), what is the role or relationship, and the date started.

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 - Spouse of a parent, child or sibling of a member of Council or its Committees.
- The term “spouse” includes a common-law spouse and a same sex partner of the person.

Name	Current Affiliation	Role/Relationship	Starting Date
NONE			

Name	Past Affiliation	Role/Relationship	Ending Date

6) I hereby disclose that my primary sources of income are:

Name	Role/Position	Starting Date
TD BANK	Employee in Business Banking division	05/01/2000

7) Am I aware of any situation or circumstance that is, or may appear to be, a conflict of interest regarding my role as a Council member?

☐ YES

☒ NO

If yes, please explain:

8) I understand that if I have a conflict of interest when reviewing the meeting package, I will consult with the President, Registrar, or legal counsel.

☒ YES

☐ NO

9) I understand that if I am unsure a conflict of interest exists, I will consult with the President, Registrar, or legal counsel. If doubt remains, I will disclose the possible conflict to the Council or Committee and accept their direction as to whether a conflict exists.

☒ YES

☐ NO

10) I understand that when a conflict of interest exists or may exist, I must do the following:

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c. leave the portion of the meeting relating to the matter; and

d. not attempt in any way to influence the voting or do anything that might be perceived as attempting to influence the decision of other members on the matter.

☒ YES

☐ NO

11) I understand that if I believe that another member of Council or a Committee has a conflict which has not been declared, I have an obligation to raise that concern. The concern should be raised before discussion of the item in question.

☒ YES

☐ NO

12) I understand that every declaration of conflict of interest must be recorded in the minutes of the meeting.

☒ YES

☐ NO


I affirm that the information provided on this form is complete and accurate. I understand that the College will use this information to help me recognize any conflicts of interest I may have, and to manage the conflicts appropriately.

I confirm that I understand each question. If I did not fully understand the question, I sought out clarification from College staff.

I understand that despite completing this form, I am still required to disclose and declare any conflicts of interest at Council and committee meetings.

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Signature 

Date January 10, 2023



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1a) Do I currently hold a responsible position such as director, owner, board member, officer or employee of a TCM Professional Association?

☐ YES

☒ NO

If yes, please explain:

1b) Have I held such a position in the past?

☐ YES

☒ NO

If yes, please explain:

2a) Do I currently hold a position such as director, owner, board member, officer or employee of another organization where my duties may be seen by a reasonable person as influencing my judgment in a matter under consideration of the Council or its Committees?

☐ YES

☒ NO

If yes, please explain:

2b) Have I held such a position in the past?

☐ YES

☒ NO

If yes, please explain:

3) Am I aware of any situation where I could advance my own interests, directly or indirectly by using College property or information?

☐ YES

☒ NO

If yes, please explain:

4) Do I hold any other position, contract or appointment with the College while serving as a member of Council or its Committees?

☐ YES

☒ NO

If yes, please explain:

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Name	Current Affiliation	Role/Relationship	Starting Date
N/A			

Name	Past Affiliation	Role/Relationship	Ending Date
N/A			

6) I hereby disclose that my primary sources of income are:

Name	Role/Position	Starting Date
FLOORING OUTLET STORE	CEO	2010

7) Am I aware of any situation or circumstance that is, or may appear to be, a conflict of interest regarding my role as a Council member?

☐ YES

☒ NO

If yes, please explain:

8) I understand that if I have a conflict of interest when reviewing the meeting package, I will consult with the President, Registrar, or legal counsel.

☒ YES

☐ NO

9) I understand that if I am unsure a conflict of interest exists, I will consult with the President, Registrar, or legal counsel. If doubt remains, I will disclose the possible conflict to the Council or Committee and accept their direction as to whether a conflict exists.

☒ YES

☐ NO

10) I understand that when a conflict of interest exists or may exist, I must do the following:

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☒ YES

☐ NO

11) I understand that if I believe that another member of Council or a Committee has a conflict which has not been declared, I have an obligation to raise that concern. The concern should be raised before discussion of the item in question.

☒ YES

☐ NO

12) I understand that every declaration of conflict of interest must be recorded in the minutes of the meeting.

☒ YES

☐ NO

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Signature



Date

28th Nov. 2022



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- 1a) Do I currently hold a responsible position such as director, owner, board member, officer or employee of a TCM Professional Association?

☐ YES ☒ NO

If yes, please explain:

- 1b) Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

2a) Do I currently hold a position such as director, owner, board member, officer or employee of another organization where my duties may be seen by a reasonable person as influencing my judgment in a matter under consideration of the Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

2b) Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

3) Am I aware of any situation where I could advance my own interests, directly or indirectly by using College property or information?

☐ YES ☒ NO

If yes, please explain:

4) Do I hold any other position, contract or appointment with the College while serving as a member of Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

5) Please disclose any current or recent affiliations, interests or relationships that I, or one of my family members may have in the chart below. Please include any information that you think may be relevant.

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Name	Current Affiliation	Role/Relationship	Starting Date
N/A			

Name	Past Affiliation	Role/Relationship	Ending Date

6) I hereby disclose that my primary sources of income are:

Name	Role/Position	Starting Date
Jinqi Zeng	officer of Health Canada	07/09/2002

- 7) Am I aware of any situation or circumstance that is, or may appear to be, a conflict of interest regarding my role as a Council member?

☐ YES ☒ NO

If yes, please explain:

- 8) I understand that if I have a conflict of interest when reviewing the meeting package, I will consult with the President, Registrar, or legal counsel.

☒ YES ☐ NO

- 9) I understand that if I am unsure a conflict of interest exists, I will consult with the President, Registrar, or legal counsel. If doubt remains, I will disclose the possible conflict to the Council or Committee and accept their direction as to whether a conflict exists.

☒ YES ☐ NO

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☒ YES ☐ NO

- 11) I understand that if I believe that another member of Council or a Committee has a conflict which has not been declared, I have an obligation to raise that concern. The concern should be raised before discussion of the item in question.

☒ YES ☐ NO

- 12) I understand that every declaration of conflict of interest must be recorded in the minutes of the meeting.

☒ YES ☐ NO

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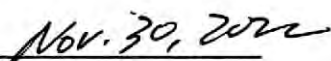
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Signature

A handwritten signature in black ink, appearing to be 'Jim Z', written over a horizontal line.

Date

A handwritten date 'Nov. 30, 2022' in black ink, written over a horizontal line.



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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☐ YES

☒ NO

If yes, please explain:

1b) Have I held such a position in the past?

☒ YES

☐ NO

If yes, please explain:

CMAAC 2008 Liaison Officer

2a) Do I currently hold a position such as director, owner, board member, officer or employee of another organization where my duties may be seen by a reasonable person as influencing my judgment in a matter under consideration of the Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

2b) Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

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☐ YES ☒ NO

If yes, please explain:

4) Do I hold any other position, contract or appointment with the College while serving as a member of Council or its Committees?

☒ YES ☐ NO

If yes, please explain:

President, Chair of Dr. Title Working Group, Director of CARB-TCMA

5) Please disclose any current or recent affiliations, interests or relationships that I, or one of my family members may have in the chart below. Please include any information that you think may be relevant.

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Name	Current Affiliation	Role/Relationship	Starting Date

Name	Past Affiliation	Role/Relationship	Ending Date

6) I hereby disclose that my primary sources of income are:

Name	Role/Position	Starting Date
Joanne Pritchard Sobh	TCM Practitioner and Acupuncturist	January 1, 1995

7) Am I aware of any situation or circumstance that is, or may appear to be, a conflict of interest regarding my role as a Council member?

☐ YES

☒ NO

If yes, please explain:

8) I understand that if I have a conflict of interest when reviewing the meeting package, I will consult with the President, Registrar, or legal counsel.

☒ YES

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Signature

J P Sobhoni

November 26, 2022

Date



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

Ordre des praticiens en médecine traditionnelle
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☐ YES

☒ NO

If yes, please explain:

1b) Have I held such a position in the past?

☐ YES

☒ NO

If yes, please explain:

2a) Do I currently hold a position such as director, owner, board member, officer or employee of another organization where my duties may be seen by a reasonable person as influencing my judgment in a matter under consideration of the Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

2b) Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

3) Am I aware of any situation where I could advance my own interests, directly or indirectly by using College property or information?

☐ YES ☒ NO

If yes, please explain:

4) Do I hold any other position, contract or appointment with the College while serving as a member of Council or its Committees?

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If yes, please explain:

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Name	Current Affiliation	Role/Relationship	Starting Date

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6) I hereby disclose that my primary sources of income are:

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☐ YES ☒ NO

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☒ YES ☐ NO

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d. not attempt in any way to influence the voting or do anything that might be perceived as attempting to influence the decision of other members on the matter.

☒ YES ☐ NO

11) I understand that if I believe that another member of Council or a Committee has a conflict which has not been declared, I have an obligation to raise that concern. The concern should be raised before discussion of the item in question.

☒ YES ☐ NO

12) I understand that every declaration of conflict of interest must be recorded in the minutes of the meeting.

☒ YES ☐ NO

I affirm that the information provided on this form is complete and accurate. I understand that the College will use this information to help me recognize any conflicts of interest I may have, and to manage the conflicts appropriately.

I confirm that I understand each question. If I did not fully understand the question, I sought out clarification from College staff.

I understand that despite completing this form, I am still required to disclose and declare any conflicts of interest at Council and committee meetings.

I understand that if any of the information changes, I am required to immediately alert College staff so that this form can be updated.

I understand that failing to disclose or declare a conflict of interest is very serious and can damage the reputation of the College and my own reputation. I also understand that it can result in me being removed from Council or Committees.

Signature Judy Cohen

11/25/2022
Date _____



Conflict of Interest Information and Disclosure Statement

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- 1a) Do I currently hold a responsible position such as director, owner, board member, officer or employee of a TCM Professional Association?

☐ YES

☒ NO

If yes, please explain:

- 1b) Have I held such a position in the past?

☐ YES

☒ NO

If yes, please explain:

2a) Do I currently hold a position such as director, owner, board member, officer or employee of another organization where my duties may be seen by a reasonable person as influencing my judgment in a matter under consideration of the Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

2b) Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

3) Am I aware of any situation where I could advance my own interests, directly or indirectly by using College property or information?

☐ YES ☒ NO

If yes, please explain:

4) Do I hold any other position, contract or appointment with the College while serving as a member of Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

5) Please disclose any current or recent affiliations, interests or relationships that I, or one of my family members may have in the chart below. Please include any information that you think may be relevant.

When completing the form please include the name of person who may have the conflict, where the conflict is (i.e. an association, employment etc.), what is the role or relationship, and the date started.

When completing Past Affiliation, please include the date the affiliation with the association ended.

For the purpose of the chart:

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 - Spouse of a parent, child or sibling of a member of Council or its Committees.
- The term "spouse" includes a common-law spouse and a same sex partner of the person.

Name	Current Affiliation	Role/Relationship	Starting Date

Name	Past Affiliation	Role/Relationship	Ending Date

6) I hereby disclose that my primary sources of income are:

Name	Role/Position	Starting Date
Justin Lee / AcuSoul	Registered Acupuncturist	04-2016

7) Am I aware of any situation or circumstance that is, or may appear to be, a conflict of interest regarding my role as a Council member?

☐ YES ☒ NO

If yes, please explain:

8) I understand that if I have a conflict of interest when reviewing the meeting package, I will consult with the President, Registrar, or legal counsel.

☒ YES ☐ NO

9) I understand that if I am unsure a conflict of interest exists, I will consult with the President, Registrar, or legal counsel. If doubt remains, I will disclose the possible conflict to the Council or Committee and accept their direction as to whether a conflict exists.

☒ YES ☐ NO

10) I understand that when a conflict of interest exists or may exist, I must do the following:

- a. prior to any consideration of the matter at the meeting, disclose the fact that I have a conflict of interest;
- b. not take part in the discussion of, or vote on, any question in respect of the matter;
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- d. not attempt in any way to influence the voting or do anything that might be perceived as attempting to influence the decision of other members on the matter.

☒ YES ☐ NO

11) I understand that if I believe that another member of Council or a Committee has a conflict which has not been declared, I have an obligation to raise that concern. The concern should be raised before discussion of the item in question.

☒ YES ☐ NO

12) I understand that every declaration of conflict of interest must be recorded in the minutes of the meeting.

☒ YES ☐ NO

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I understand that failing to disclose or declare a conflict of interest is very serious and can damage the reputation of the College and my own reputation. I also understand that it can result in me being removed from Council or Committees.

Signature



Date

Nov 25/2022



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Conflict of Interest Information and Disclosure Statement

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1a) Do I currently hold a responsible position such as director, owner, board member, officer or employee of a TCM Professional Association?

☐ YES

☒ NO

If yes, please explain:

1b) Have I held such a position in the past?

☐ YES

☒ NO

If yes, please explain:

2a) Do I currently hold a position such as director, owner, board member, officer or employee of another organization where my duties may be seen by a reasonable person as influencing my judgment in a matter under consideration of the Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

2b) Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

3) Am I aware of any situation where I could advance my own interests, directly or indirectly by using College property or information?

☐ YES ☒ NO

If yes, please explain:

4) Do I hold any other position, contract or appointment with the College while serving as a member of Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

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- The term “spouse” includes a common-law spouse and a same sex partner of the person.

Name	Current Affiliation	Role/Relationship	Starting Date

Name	Past Affiliation	Role/Relationship	Ending Date

6) I hereby disclose that my primary sources of income are:

Name	Role/Position	Starting Date
	currently unemployed	

7) Am I aware of any situation or circumstance that is, or may appear to be, a conflict of interest regarding my role as a Council member?

☐ YES

☒ NO

If yes, please explain:

8) I understand that if I have a conflict of interest when reviewing the meeting package, I will consult with the President, Registrar, or legal counsel.

☒ YES

☐ NO

9) I understand that if I am unsure a conflict of interest exists, I will consult with the President, Registrar, or legal counsel. If doubt remains, I will disclose the possible conflict to the Council or Committee and accept their direction as to whether a conflict exists.

☒ YES

☐ NO

10) I understand that when a conflict of interest exists or may exist, I must do the following:

a. prior to any consideration of the matter at the meeting, disclose the fact that I have a conflict of interest;

b. not take part in the discussion of, or vote on, any question in respect of the matter;

c. leave the portion of the meeting relating to the matter; and

d. not attempt in any way to influence the voting or do anything that might be perceived as attempting to influence the decision of other members on the matter.

☒ YES

☐ NO

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☒ YES

☐ NO

12) I understand that every declaration of conflict of interest must be recorded in the minutes of the meeting.

☒ YES

☐ NO

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Signature **Kevin C. Ho** Digitally signed by Kevin C. Ho
Date: 2023.03.13 16:06:16
+04'00'

Date **03/13/2023**



Conflict of Interest Information and Disclosure Statement

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- 1a) Do I currently hold a responsible position such as director, owner, board member, officer or employee of a TCM Professional Association?

☐ YES

☒ NO

If yes, please explain:

- 1b) Have I held such a position in the past?

☐ YES

☒ NO

If yes, please explain:

2a) Do I currently hold a position such as director, owner, board member, officer or employee of another organization where my duties may be seen by a reasonable person as influencing my judgment in a matter under consideration of the Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

2b) Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

3) Am I aware of any situation where I could advance my own interests, directly or indirectly by using College property or information?

☐ YES ☒ NO

If yes, please explain:

4) Do I hold any other position, contract or appointment with the College while serving as a member of Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

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- The term "spouse" includes a common-law spouse and a same sex partner of the person.

Name	Current Affiliation	Role/Relationship	Starting Date

Name	Past Affiliation	Role/Relationship	Ending Date

6) I hereby disclose that my primary sources of income are:

Name	Role/Position	Starting Date

- 7) Am I aware of any situation or circumstance that is, or may appear to be, a conflict of interest regarding my role as a Council member?

☐ YES ☒ NO

If yes, please explain:

- 8) I understand that if I have a conflict of interest when reviewing the meeting package, I will consult with the President, Registrar, or legal counsel.

☒ YES ☒ NO

- 9) I understand that if I am unsure a conflict of interest exists, I will consult with the President, Registrar, or legal counsel. If doubt remains, I will disclose the possible conflict to the Council or Committee and accept their direction as to whether a conflict exists.

☒ YES ☐ NO

- 10) I understand that when a conflict of interest exists or may exist, I must do the following:

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☒ YES ☐ NO

- 11) I understand that if I believe that another member of Council or a Committee has a conflict which has not been declared, I have an obligation to raise that concern. The concern should be raised before discussion of the item in question.

☒ YES ☐ NO

- 12) I understand that every declaration of conflict of interest must be recorded in the minutes of the meeting.

☒ YES ☐ NO

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Signature

Kimberley Bishop

Date

December 15/22



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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☐ YES

☒ NO

If yes, please explain:

1b) Have I held such a position in the past?

☐ YES

☒ NO

If yes, please explain:

2a) Do I currently hold a position such as director, owner, board member, officer or employee of another organization where my duties may be seen by a reasonable person as influencing my judgment in a matter under consideration of the Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

2b) Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

3) Am I aware of any situation where I could advance my own interests, directly or indirectly by using College property or information?

☐ YES ☒ NO

If yes, please explain:

4) Do I hold any other position, contract or appointment with the College while serving as a member of Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

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- The term “spouse” includes a common-law spouse and a same sex partner of the person.

Name	Current Affiliation	Role/Relationship	Starting Date
none			

Name	Past Affiliation	Role/Relationship	Ending Date

6) I hereby disclose that my primary sources of income are:

Name	Role/Position	Starting Date
Consent & Capacity Board	Senior Lawyer Member	08/28/2019

7) Am I aware of any situation or circumstance that is, or may appear to be, a conflict of interest regarding my role as a Council member?

☐ YES ☒ NO

If yes, please explain:

8) I understand that if I have a conflict of interest when reviewing the meeting package, I will consult with the President, Registrar, or legal counsel.

☐ YES ☒ NO

9) I understand that if I am unsure a conflict of interest exists, I will consult with the President, Registrar, or legal counsel. If doubt remains, I will disclose the possible conflict to the Council or Committee and accept their direction as to whether a conflict exists.

☐ YES ☒ NO

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☐ YES ☒ NO

12) I understand that every declaration of conflict of interest must be recorded in the minutes of the meeting.

☐ YES ☒ NO


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Signature  _____

Date ^{11/25/2022} _____



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

Ordre des praticiens en médecine traditionnelle
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☐ YES ☒ NO

If yes, please explain:

1b) Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

2a) Do I currently hold a position such as director, owner, board member, officer or employee of another organization where my duties may be seen by a reasonable person as influencing my judgment in a matter under consideration of the Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

2b) Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

3) Am I aware of any situation where I could advance my own interests, directly or indirectly by using College property or information?

☐ YES ☒ NO

If yes, please explain:

4) Do I hold any other position, contract or appointment with the College while serving as a member of Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

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- The term “spouse” includes a common-law spouse and a same sex partner of the person.

Name	Current Affiliation	Role/Relationship	Starting Date

Name	Past Affiliation	Role/Relationship	Ending Date

6) I hereby disclose that my primary sources of income are:

Name	Role/Position	Starting Date
Acupuncture	acupuncturist	11/23/2005
Acupuncture Works	clinic director	11/23/2005

7) Am I aware of any situation or circumstance that is, or may appear to be, a conflict of interest regarding my role as a Council member?

☐ YES ☒ NO

If yes, please explain:

8) I understand that if I have a conflict of interest when reviewing the meeting package, I will consult with the President, Registrar, or legal counsel.

☒ YES ☐ NO

9) I understand that if I am unsure a conflict of interest exists, I will consult with the President, Registrar, or legal counsel. If doubt remains, I will disclose the possible conflict to the Council or Committee and accept their direction as to whether a conflict exists.

☒ YES ☐ NO

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☒ YES ☐ NO

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☒ YES ☐ NO

12) I understand that every declaration of conflict of interest must be recorded in the minutes of the meeting.

☒ YES ☐ NO

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I confirm that I understand each question. If I did not fully understand the question, I sought out clarification from College staff.

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Signature Matthew Colavecchia R.Ac.

Digitally signed by Matthew Colavecchia R.Ac.
Date: 2022.11.25 13:40:57 -05'00'

Date 11/25/2022



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Members understand that the College may follow up with them and ask for further clarification. Members are expected to provide any requested information in a prompt manner.

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- 1) Am I aware of any situation or circumstance that is, or may appear to be, a conflict of interest regarding my role as a Council member?

☐ YES ☒ NO

If yes, please explain:

- 2a) Do I currently hold a responsible position such as director, owner, board member, officer or employee of a TCM Professional Association?

☐ YES ☒ NO

If yes, please explain:

2b) Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

3a) Do I currently hold a position such as director, owner, board member, officer or employee of another organization where my duties may be seen by a reasonable person as influencing my judgment in a matter under consideration of the Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

3b) Have I held such a position in the past?

☐ YES ☒ NO

If yes, please explain:

4) Am I aware of any situation where I could advance my own interests, directly or indirectly by using College property or information?

☐ YES ☒ NO

If yes, please explain:

5) Do I hold any other position, contract or appointment with the College while serving as a member of Council or its Committees?

☐ YES ☒ NO

If yes, please explain:

- 6) Please disclose any current or recent affiliations, interests or relationships that I, or one of my family members may have in the chart below. Please include any information that you think may be relevant.

When completing the form please include the name of person who may have the conflict, where the conflict is (i.e. an association, employment etc.), what is the role or relationship, and the date started.

When completing Past Affiliation, please include the date the affiliation with the association ended.

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Name	Current Affiliation	Role/Relationship	Starting Date
N/A			

Name	Past Affiliation	Role/Relationship	Ending Date
N/A			

- 7) I hereby disclose that my primary sources of income are:

Name	Role/Position	Starting Date
MY ultimate Acupuncture & TCM clinic	TCMP / Acupuncturist	Oct, 2018

- 8) I understand that if I have a conflict of interest when reviewing the meeting package, I will consult with the President, Registrar, or legal counsel.

☒ YES ☐ NO

- 9) I understand that if I am unsure a conflict of interest exists, I will consult with the President, Registrar, or legal counsel. If doubt remains, I will disclose the possible conflict to the Council or Committee and accept their direction as to whether a conflict exists.

☒ YES ☐ NO

- 10) I understand that when a conflict of interest exists or may exist, I must do the following:

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- d. not attempt in any way to influence the voting or do anything that might be perceived as attempting to influence the decision of other members on the matter.

☒ YES ☐ NO

- 11) I understand that if I believe that another member of Council or a Committee has a conflict which has not been declared, I have an obligation to raise that concern. The concern should be raised before discussion of the item in question.

☒ YES ☐ NO

- 12) I understand that every declaration of conflict of interest must be recorded in the minutes of the meeting.

☒ YES ☐ NO

I affirm that the information provided on this form is complete and accurate. I understand that the College will use this information to help me recognize any conflicts of interest I may have, and to manage the conflicts appropriately.

I confirm that I understand each question. If I did not fully understand the question, I sought out clarification from College staff.

I understand that despite completing this form, I am still required to disclose and declare any conflicts of interest at Council and committee meetings.

I understand that if any of the information changes, I am required to immediately alert College staff so that this form can be updated.

I understand that failing to disclose or declare a conflict of interest is very serious and can damage the reputation of the College and my own reputation. I also understand that it can result in me being removed from Council or Committees.

Signature

Mengying Chen

Date

Nov 08, 2022



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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-
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Name	Current Affiliation	Role/Relationship	Starting Date
NONE			

Name	Past Affiliation	Role/Relationship	Ending Date
NONE			

- 7) I hereby disclose that my primary sources of income are:

Name	Role/Position	Starting Date
Cosmos Integrative Health Centre Inc.	Founder and Director	April 2010

8) I understand that if I have a conflict of interest when reviewing the meeting package, I will consult with the President, Registrar, or legal counsel.

☒ YES ☐ NO

9) I understand that if I am unsure a conflict of interest exists, I will consult with the President, Registrar, or legal counsel. If doubt remains, I will disclose the possible conflict to the Council or Committee and accept their direction as to whether a conflict exists.

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Signature 

Date November 3rd, 2022



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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☐ YES

☒ NO

If yes, please explain:

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☐ YES

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If yes, please explain:

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☐ YES ☒ NO

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N/A			

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Name	Role/Position	Starting Date
XIANMIN YU	R.TCMP, RAc	08/17/2014
XIANMIN YU	RMT	11/01/2021

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☐ YES

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Signature XIANMIN YU
Digitally signed by XIANMIN YU
DN: cn=XIANMIN YU, o.ou,
email=hawkyu1981@gmail.com, c=CA
Date: 2023.01.09 15:10:32 -05'00'

Date 01/09/2023



List of Commonly Used Acronyms

Acronyms	Description
AODA	<i>Accessibility for Ontarians with Disabilities Act, 2005</i>
CARB-TCMPA	Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners & Acupuncturists
CAG	Citizen's Advisory Group
CBT	Computer-Based Testing
CCO	College of Chiropractors of Ontario
CELPPI	Canadian English Language Proficiency Index Program
CEO	Chief Executive Officer
CFTA	Canadian Free Trade Agreement (to replace AIT)
CLB	Canadian Language Benchmarks
CLEAR	Council on Licensure, Enforcement and Regulation
CMTO	College of Massage Therapists of Ontario
CNAR	Canadian Network of Agencies for Regulation
CNO	College of Nurses of Ontario
COCOO	College of Chiropodists of Ontario
COI	Conflict of Interest
COTO	College of Occupational Therapists of Ontario
CPMF	College Performance Measurement Framework
CPO	College of Physiotherapists of Ontario
CPSO	College of Physicians and Surgeons of Ontario
CRM	Customer Relationship Management (customized membership database)
CTCMA-BC	College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia
CTCMPAO	College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario
DPRA	<i>Drug and Pharmacies Regulation Act</i>
EDI	Equity, Diversity, and Inclusion
EtP	<i>Entry to Practice</i>

FDA	<i>Food and Drugs Act</i>
FOI	Freedom of Information
HCCA	<i>Health Care Consent Act</i>
HPARB	Health Professions Appeal and Review Board
HPRAC	Health Professions Regulatory Advisory Council
HPRO	Health Profession Regulators of Ontario
HR	Human Resources
ICRC	Inquiries, Complaints and Reports Committee
IELTS	International English Language Testing System
IPC	Information and Privacy Commissioner
MCI	Ministry of Citizenship and Immigration
MCQ	Multiple Choice Questions
MOH	Ministry of Health
MLTC	Ministry of Long-Term Care
MOU	Memorandum of Understanding
MCU	Ministry of Colleges and Universities
NHPD	Natural Health Products Directorate
NHPR	NHPR – Natural Health Products Regulation
O. Reg.	O. Reg. – Ontario Regulation
OBCA	Ontario Business Corporations Act
OCP	Ontario College of Pharmacists
OFC	Office of the Fairness Commissioner
OHIP	Ontario Health Insurance Plan
ORAC	Ontario Regulators for Access Consortium
OMA	Ontario Medical Association
OPS	Ontario Public Service
PAS	Public Appointments Secretariat
PCE	Pan-Canadian Examination
P&L	Profit and Loss Statement
PHIPA	<i>Personal Health Information Protection Act, 2004</i>
PLI	Professional Liability Insurance

PPA	Peer and Practice Assessment
PSOA	<i>Public Service of Ontario Act, 2006</i>
QA	Quality Assurance
RCDSO	Royal College of Dental Surgeons of Ontario
RFI	Request for Information
RFP	Request for Proposal
RHPA	<i>Regulated Health Professions Act, 1991</i>
SCERP	Specified Continuing Education & Remediation Program
SME	Subject Matter Expert
TCLs	Terms, Conditions and Limitations
TCM	Traditional Chinese Medicine
TCM Act	Traditional Chinese Medicine Act, 2006
TEF	Test d'évaluation de français
TOEFL	Test of English as a Foreign Language
ToR	Terms of Reference
WSIB	Workplace Safety and Insurance Board
YAS	Yardstick Assessment Strategies