



NAME	Standards of Practice – Procedure		
TYPE	Quality Assurance - Standards of Practice		
STATUS	Final	VERSION	1
DATE APPROVED	August 22, 2022	DATE REVISED	

Intent

Under the *Regulated Health Professions Act, 1991*, health regulatory Colleges are required to develop, establish and maintain programs and standards of practice to assure the quality of the practice of the profession.

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario's (CTCMPAO) Quality Assurance Committee (QAC) reviews and makes recommendations to develop, edit, or modify the College's standards of practice. Any new standards or revisions to existing standards are submitted for Council approval. The standards of practice are the underpinnings of the QA Program.

In general, the QAC oversight of CTCMPAO's standards of practice is based on the following principles:

- The standards of practice and the supporting practice guidelines and policies are based on the best available evidence and reflect current best practices;
- The standards of practice, and the supporting practice guidelines and policies are up to date and relevant to the current practice environment;
- The CTCMPAO supports members in applying the (new/revised) standards of practice applicable to their practice.

Procedure

The purpose of this procedure document is to:

1. Outline CTCMPAO's processes for developing and evaluating standards of practice and the supporting practice guidelines and policies to determine whether they are appropriate or require revisions, or if new direction or guidance is required based on the current practice environment; and
2. Outline how the CTCMPAO supports members in applying the standards of practice.

New Standards of Practice

CTCMPAO staff and the QAC will monitor practice trends and the regulatory environment to ensure that the College has the standards of practice needed to assure the quality of the practice of the profession.

If it is determined that a new standard of practice needs to be developed, CTCMPAO will follow the following steps:

1. **Research:** Conduct preliminary research to gather the most relevant information needed to develop a new standard. This may include for example, literature review, an environmental scan of other jurisdictions, membership surveys, external consultants and subject matter experts.



2. Drafting and Consultation:

- a. Based on the research conducted in step 1, develop the first draft of the standard
- b. Draft standard is reviewed/revised by the QAC
- c. Draft standard is submitted to Council for approval for member consultation
- d. Draft standard is circulated for 60-day consultation

3. Final Review and Approval

- a. QAC to review the feedback and make relevant changes to the draft standard
- b. The finalized standard of practice is submitted to Council for approval

4. Implementation

- a. The College develops a communication and education strategies to ensure that members are aware of and understand the new standard (this may include website postings, social media, direct email, webinars, educational tips and videos)
- b. The approved standard of practice is posted on the College website for three months before coming into effect
- c. The new standard comes into effect

5. Monitoring

- a. The College has a system in place to monitor adherence to and inquiries related to the new standard
- b. The College will develop practice guidelines, policies and educational materials on an as-needed basis to address issues related to compliance and to ensure that members understand their professional obligations.

Existing Standards

- Once developed, the standards of practice will be reviewed on a five-year cycle or as required
- If it is determined that a standard of practice needs to be updated, CTCMPAO will follow the steps outlined above under New Standards of Practice.

Member Education

- CTCMPAO is committed to supporting members in applying the standards of practice on an ongoing basis.
- When a standard is developed or updated, CTCMPAO will undertake educational initiatives to ensure that members are aware of and understand the new/revised standard. This may include webinars, educational tips, newsletter articles, announcements and educational videos.
- CTCMPAO will promote ongoing member education to address practice trends, trends in inquiries from members or patients, and changes in the regulatory environment. This may include webinars, educational tips, newsletter articles, announcements and videos.
- The standards of practice are the underpinnings of the QA program. The QA program assessment tools are designed to assist members in identifying what areas related to the standards of practice they would like to learn more about and to help them determine their continuing education or professional development learning activities.



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Legislative Provisions and Other References

[Regulated Health Professions Act, 1991](#)

[Quality Assurance Regulation – O. Reg 28/13](#)

Quality Assurance Committee Terms of Reference