



College of Traditional Chinese Medicine  
Practitioners and Acupuncturists of Ontario

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

**TERMS OF REFERENCE**  
**AD HOC WORKING GROUP FOR THE COUNCIL OF THE**  
**COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND**  
**ACUPUNCTURISTS OF ONTARIO (CTCMPAO)**  
**“DOCTOR TITLE CLASS WORKING GROUP”**

These terms of reference outline the function of the “Dr.” Title Class working group as an ad hoc group for the Council of CTCMPAO, as established by the Council on July 6, 2015.

The purpose of this working group is to prepare recommendations to the Council and Executive Committee for the development of the “Dr.” Title Class regulation. The decision-making authority for the development of the “Dr.” Title Class regulation will rest with Council. The working group shall conduct research, synthesize information, make recommendations and undertake project activities at the request of the Council for development of the “Dr.” Title Class regulation. These terms might be revised over time, as appropriate by Council.

**1. MANDATE**

The ad hoc working group (called “Dr. Title Class Working Group”) of the Council shall conduct the following:

- Review *Regulated Health Professions Act, 1991 (RHPA)* and relevant acts and regulations required to amend the Registration Regulation;
- Consider the background material and supporting documentation provided to it by the Registrar for the regulation development process;
- Undertake and synthesize research, analyze and assess risk for core components of the “Dr.” Title Class regulation and make recommendations to the Executive Committee and Council to resolve any issues in respect to the development of the Regulation including:
  - i. Stratification of Classes (“Dr.” Class and General Class);
  - ii. One “Dr.” Title or Two (Dr. TCMP/Dr. Ac);
  - iii. Educational requirements;
  - iv. Competency;
  - v. Process to evaluate Competency (Examinations) of registered Traditional Chinese Medicine Practitioners vs new Graduates and;
  - vi. What will the scope of practice be for the “Dr.” Class?
- Undertake and synthesize research, analyse and assess risk through environmental scan concerning the current and future Traditional Chinese Medicine practice in Canada and outside of Canada and assess key findings to be factored into the development process;

- Propose an Annual Work Plan and budget to ensure that duties and responsibilities listed in the Terms of Reference are scheduled to be achieved;
- Review and recommend for the approval of Council, regulation development projects and initiatives;
- Co-ordinate, follow-up and monitor programs as project development and operations proceed;
- Identify a communication strategy to engage the support of other health Regulatory Colleges, Health Professions Regulatory Advisory Council (HPRAC), Ministry of Health and Long-Term Care (MOHLTC) and other stakeholders;
- Provide recommendations for the development of the competencies; and,
- Provide reports and recommendations to the Executive Committee and Council on the activities of the working group.

## **2. COMPOSITION**

As an ad hoc working group of the Council, memberships will consist of a minimum of six to a maximum of ten public and professional members of Council. Membership may also include non-Council members of the profession. Members of the working group shall be appointed and approved by Council for a period of three years. A priority of the working group will be to ensure that there is a balanced representation of both professional and public members of the Council. However, the composition may change depending on the subject matter to be reviewed. From time to time, the working group may recruit non-Council members and such other subject matter experts in order to provide necessary advice to the working group. Such engagement may or may not require membership in the ad hoc working group.

## **3. CRITERIA FOR MEMBERSHIP**

Members of the working group are expected to be:

- Able to work with the *RHPA, the Traditional Chinese Medicine Act, 2006* and the regulatory framework for healthcare professions in Ontario;
- Able to work with “Dr.” Title Class regulations (if applicable) and standards governing the Traditional Chinese Medicine and/or Acupuncture practice in other jurisdictions;
- Familiar with the concept and process of developing competencies;
- Are expected to be available and committed to participating fully in the working group;
- Able to synthesize and analyse complex data and information;

- Professional Members should have a minimum of 5 (five) years of clinical experience in the TCM profession. Preference will be given to General Class Certificate holders;
- Professional Members cannot be an owner, director, board member or officer in a TCM/Acupuncture Association or a director, owner, board member or officer in a TCM/Acupuncture School (public or private); and,
- Any non-Council Members of the working group will be required:
  - i. to abide by schedule 1 to the By-Laws “*Code of Conduct for Members of the Council and All Committees.*” and;
  - ii. to sign an oath of confidentiality

#### **4. FREQUENCY OF MEETINGS**

The working group shall strive to hold four meetings a year as directed by Council. Any other meetings and teleconferences may be arranged as needed and approved.

#### **5. CONFLICT OF INTEREST**

Members of the working group MUST NOT be in conflict of interest or have the appearance of being in conflict of interest.

#### **6. CONFIDENTIALITY AND RISK MANAGEMENT**

Members of the working group will have access to highly sensitive and confidential information. Each member of the group will have to sign and adhere to a confidentiality agreement.

#### **7. STAFF RESOURCES**

The Registrar shall act as a group leader during the meetings and provide advice and recommendation. The written record of every meeting will be drafted by designated staff.