



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

Safety Program Test Instructions for Candidates

Ontario

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1.1 Introduction

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) is mandated by the Ontario provincial government to protect the public's right to safe, effective, and ethical traditional Chinese medicine (TCM) services.

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA-BC) and the Transitional Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) jointly developed a **Safety Program Handbook** for "Traditional Chinese Medicine Practitioners and Acupuncturists" for the purposes of:

- preparing practitioners in traditional Chinese medicine (TCM) to practise according to expected safety standards, procedures and processes when offering TCM services to patients, and
- ensuring registered members engage in safe practices, and continue to maintain and upgrade their competencies in safe practices.

The safety program provides materials and standards for safe practices, as well as tools for assessment. It also contains practical references for ongoing professional learning and upgrading.

Successful completion of the safety program test is one requirement for registration to CTCMPAO.

This instructional booklet describes the procedures for testing, specifically for individuals wishing to register with CTCMPAO. For complete and up-to-date requirements for registration, practitioners should reference the CTCMPAO website: www.ctcmpao.on.ca.

Note:

[Click Here to download a copy of Safety Program Handbook](#)

2.1 Safety Program Test: Process and Procedures

2.2 Overview of the Safety Program Test

The test is based on the content from the *Safety Program Handbook* (June 2012) which can be downloaded.

It is strongly recommended that all candidates carefully read and understand the material contained in the *Safety Program Handbook*, including all **appendices**, prior to taking the test.

Any web links, text references, or additional resources that are cited in the *Safety Program Handbook* are intended to supplement and provide guidance for further study. They will not be used for evaluation of candidates' responses.

Note:

The candidate is expected to answer the questions based on the materials contained in the *Safety Program Handbook*, and not based on personal opinions and preferences, or references outside of the program materials.

This is an **open-book test** which means you may bring the *Safety Program Handbook* with you. However, there are **strict requirements** on what can be brought into the test site and what can be used during the test. Read all of the procedures carefully so that you are fully informed of the requirements and restrictions.

The administration and scoring of this test is being conducted by CTCMPAO. If you have questions about the test, please direct inquiries to registration@ctcmpao.on.ca prior to arriving at the test site.

2.3 Overview of Test Procedures

- The Safety Program Test is an **open book multiple-choice test** with **40 questions**.
- All candidates are allowed up to **120 minutes** (2 hours) to complete the test.
- Candidates are permitted to bring the *Safety Program Handbook* to the test.
- Candidates are expected to **bring their personal printed paper copy** of the *Safety Program Handbook* to the test as a source of reference.
- Electronic devices are not permitted during the test, so candidates may NOT reference the *Safety Program Handbook* electronically during the test.
- This is a secure test, and **no written notes are allowed to be taken during the test**. Candidates are not permitted to copy any test questions, in whole or in part. Any candidate found taking notes or taking an electronic image of the test materials will have such materials confiscated. The candidate's test will be invalidated.
- Candidates are allowed to bring and to use a dictionary (e.g., Chinese and English dictionaries) during the test to assist with understanding of terms (see **section 2.4** for details and restrictions).
- You may not discuss with another candidate or copy from another candidate or otherwise undermine the integrity of the examination. Any act of cheating, disruption to the proceeding of the test or other candidates, breaching confidentiality or compromising the test questions may result in termination of participation in the test, invalidation of test result or other necessary action as decided by the College. It may also be seen as evidence of unprofessional conduct that might affect your ability to become registered with the College.
- When registering for the Safety Program Test, be very clear on the title designation you would like to apply for so that the appropriate test is provided to you at the test site. **See section 2.7 of this instruction booklet for further details on the content requirements specific to each title designation.**
 - Candidates pursuing the designation **R. Ac** will only be asked questions related to infection control, risk management and acupuncture practices.
 - Candidates pursuing the designation **R. TCMP** will be asked questions related to infection control, risk management, acupuncture practices, and herbology practices.

2.4 Program Materials

- ***Safety Program Handbook*** is available online.
- There are 4 main sections contained in the *Safety Program Handbook*. A brief overview of each section is shown below. (**Note:** R. Ac candidates are not required to answer questions related to Herbology)
 - ♦ **Infection Prevention and Control**
 - how infectious diseases can be prevented and controlled in a TCM practice
 - standards for clean practices, environment and equipment
 - responsibilities of practitioners and staff
 - ♦ **Risk Management of TCM Practice**
 - identifying and managing risks related to TCM practice
 - anticipating and managing emergencies
 - managing patient records
 - informed consent
 - ♦ **Safe Procedures and Processes: Acupuncture**
 - clean needle technique
 - needlestick accidents
 - contraindications and precautions
 - adverse reactions and side effects
 - ♦ **Safe Procedures and Processes: Herbology** (required for R. TCMP candidates only)
 - overview of adverse reactions
 - dosage guidelines
 - storage and handling of herbs
 - requirements for writing and filling prescriptions, dispensing herbs

Note: Safety Program Test may include questions based on the material found in the appendices of the *Safety Program Handbook*.

2.5 Use of Dictionaries

- A Dictionary (e.g., Mandarin and English dictionaries) may be freely referenced during the test.
- Candidates may bring their own dictionary (book form ONLY) to use during the test.
- **Candidates may NOT use any electronic device during the test**, including any electronic device that may serve as a dictionary.
- During the test, candidates may reference a dictionary but must not write notes in the dictionary. Any candidate who writes notes of any form in their dictionary during the test may result in termination of participation in the test, invalidation of test result or other necessary action as decided by the College.

2.6 Materials to Bring to the Test

- Confirmation letter with assigned Candidate Number. This information will be emailed to each candidate following registration. You must bring a printed copy of your confirmation letter to the test site.
- Photo identification (e.g., driver's licence). The identification must provide photographic evidence of your identification.
- Printed paper copy of the ***Safety Program Handbook*** (June 2012).
- optional: dictionary (book form only, no electronic forms of dictionaries), bottle of water

2.7 Materials NOT Permitted to be Used During Test

- Any and all electronic devices are **not** permitted for any reason during the test. This includes cell phones, laptop computers, netbooks, cameras, tablet computers, etc. Any such devices must be turned off and stored away during the test.
- Briefcases, notepads, notebooks, loose paper or similar materials are NOT permitted to be accessed nor available during the test.

2.8 Registering for the Safety Program Test

- Complete registration and fee payment information for the Safety Program Test.
- Please login to the Portal and submit an application online.
- Candidates must specify the designation being sought in the College when they register.
 - Candidates pursuing the title **Acupuncturist** with the designation **R. Ac** are required to complete the test based on information in these three sections of the handbook:
 - infection prevention and control
 - risk management of TCM practice
 - safe procedures and processes: acupuncture
 - Candidates pursuing the title **TCM Practitioner** with the designation **R. TCMP** are required to complete the test based on information in all sections of the handbook including:
 - infection prevention and control
 - risk management of TCM practice
 - safe procedures and processes: acupuncture
 - safe procedures and processes: herbology

2.9 Format of the Safety Program Test

- The test is a multiple-choice test.
- See **section 3** for sample multiple-choice questions.
- The Safety Program Test is paper-based.
- There are no questions that require candidates to create a written response or provide an oral response.
- The test requires the candidate to read questions in English, with or without the use of supporting dictionaries.

2.10 Scoring and Standards of the Test

- A candidate is deemed to have successfully completed the test by **correctly answering 70% of the questions**.
- All questions are weighted equally.
- Candidates are expected to select the best or most suitable answer from the choices available, based solely on the content that is provided in the *Safety Program Handbook*.
- All questions are scored as either correct (1 mark) or incorrect (0 marks).

2.11 Results of the Test

- Candidates who successfully complete the test (achieve 70% or more) are notified, by the CTCMPAO, that they have completed this requirement of their registration with College. Candidates will **not** be told their final score on the test.
- All tests that have scores below 70% will be re-scored to verify results. After scores have been verified, the candidate may not appeal decision.
- The CTCMPAO will notify candidates, who do **not** successfully complete the test, on the next

steps needed to complete the safety program requirements.

3.1 Test Questions: Types and Samples

3.2 Types of Questions

There are only multiple-choice questions on the test:

Multiple-Choice Questions

- Select 1 of the 4 statements that BEST completes a sentence or answers a question based on Safety Program Handbook.

Sample Multiple-Choice Question

Which of the following is an infectious agent?

- A. disinfectant
- B. bacteria
- C. germicide
- D. portal

Answer: The best answer is B, bacteria.

3.3 Sample Test

The pages that follow provide a sample test to help you understand the types of questions that are asked on the test. Answers are provided.

- These sample questions are NOT on the test.
- **These sample questions are NOT intended to indicate the level of difficulty, scope of the questions, or challenge of the test.** This is not preparation for the content of the test. It is solely to make you aware of the format of questions that you will encounter.

Preparing for the Test:

1. The best preparation for the test is to carefully read the *Safety Program Handbook* and to become familiar with the question types by doing this sample test.
(**Note:** Candidates seeking R. Ac designation are not required to answer questions related to the section on *Safe Procedures and Processes: Herbology* in the *Safety Program Handbook*)
2. Also, remember that questions may require you to access information or tables that are included in the appendices of the *Safety Program Handbook*.
3. There is no added penalty for incorrect answers. If you are unsure of an answer, it is best to choose one answer from the available choices as you may not leave a question unanswered.

Sample Test

1	<p>Tuberculosis is an infection of the</p> <ul style="list-style-type: none">A. kidneysB. liverC. spleenD. lungs
2	<p>The person infected by an infectious agent can be referred to as the</p> <ul style="list-style-type: none">A. reservoir of infectionB. vulnerable hostC. portal of entryD. fomite
3	<p>In most cases, how many years must a practitioner keep a patient's records after the records are closed?</p> <ul style="list-style-type: none">A. 2 yearsB. 5 yearsC. 10 yearsD. 20 years
4	<p>An infection as a result of being contaminated by the splatter from a nearby patient's sneeze is an example of</p> <ul style="list-style-type: none">A. droplet transmissionB. direct contact transmissionC. airborne transmissionD. vector transmission
5	<p>Practitioners must be cautious when needling KI-18 (Shiguan) and KI-16 (Huangshu) because</p> <ul style="list-style-type: none">A. deeper needling may damage the spinal cordB. deep needling may penetrate the peritoneal cavityC. deep perpendicular or oblique needling may puncture the lungD. perpendicular insertion carries a substantial risk of inducing a pneumothorax

6	<p>Which of the following processes is most likely to kill the greatest number of pathogenic micro-organisms on a piece of equipment?</p> <ul style="list-style-type: none"> A. sterilizing B. disinfecting C. sanitizing D. cleaning
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Answers to Sample Test

1. D (see page 11 of *Safety Program Handbook*)
2. B (see page 9 of *Safety Program Handbook*)
3. C (see page 59 of *Safety Program Handbook*)
4. A (see page 8 of *Safety Program Handbook*)
5. B (see Appendix 1 page 106-7 of *Safety Program Handbook*)
6. A (see page 22 of *Safety Program Handbook*)