College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

# Safety Program Test Instructions for Candidates

August 2020

# Contents

## 1.0    Introduction

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) is mandated by the Ontario provincial government to serve the public interest and to ensure that members of the College provide safe, competent and ethical care to patients.

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 purpose 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 (also referred to as Safety Test) is one of the requirements for registration with  CTCMPAO.

This instructional booklet describes the procedures for testing, specifically for individuals wishing to register with CTCMPAO. For complete and up-to-date information about the registration requirements,   please go to the CTCMPAO website:  www.**ctcmpao.**on.ca **.**

**2.0 Overview of the Safety Test**

The Safety Test is based on the content from the ***Safety Program Handbook*** (December 2012, Revised December 2018). 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.

- o **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

- o **Risk Management of TCM Practice**
  - identifying and managing risks related to TCM practice
  - anticipating and managing emergencies
  - managing patient records
  - informed consent

- o **Safe Procedures and Processes: Acupuncture**
  - clean needle technique
  - needlestick accidents
  - contraindications and precautions
  - adverse reactions and side effects

- o **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

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.

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

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.

- When registering for the Safety Test, be very clear on the title designation you would like to apply for so that the appropriate version of the test is made available.

  - o Candidates pursuing the designation **R. Ac** will only be asked questions related to infection control, risk management and acupuncture practices.

  - o Candidates pursuing the designation **R. TCMP** will be asked questions related to infection control, risk management, acupuncture practices, and herbology practices

- The Safety Test **is a multiple-choice test** with **40 questions**.

- Candidates have **120 minutes** (2 hours) to answer the 40 multiple-choice questions. There are no questions that require candidates to create a written response or provide an oral response.

- The Safety Test is **an online, proctored test**. Online proctored test delivery allows candidates to take the test from their home or office while being monitored by a proctor via their computer camera. For more information, please refer to the **Online Delivery and Proctoring** section.

- The Safety Test is an **open-book test**, which means candidates may reference certain (but not all) materials during the test.  A printed copy of the *Safety Program Handbook* is permitted to be used during the test. Candidates are expected to use their personal printed paper copy of the *Safety Program Handbook*. Candidates may NOT reference the *Safety Program Handbook* electronically during the test.

- Although the Safety Test is an open-book test, there are **strict requirements** on what is allowed and what is not allowed during the test. For more information, please read the **Items Permitted during the Test** and the **Items NOT Permitted During Test** sections carefully so that you are fully informed  of the requirements and restrictions.

- The Safety Test is a **secure test**. Any act of cheating, disruption to the  proceeding of the test, breaching confidentiality or compromising the test questions or their validity may result in termination of participation in the test, invalidation of a test result and/or other necessary action as decided by the CTCMPAO. It may also be seen as evidence of unprofessional conduct that might affect your ability to become registered with the CTCMPAO. For more information, please see the **Test Security and Confidentiality** section.

- The Safety Test requires the candidate to read and understand **English**, with or without the use of supporting dictionaries.

- The fee for the Safety Test is $100.00.

- The service provider for the online test is Captus Press Inc. The online proctoring is provided by Examity.

If you have questions about the Safety Test, please direct your inquiries to registration@ctcmpao.on.ca.

### 3.0    Test Rules and Procedures

#### 3.1    Test Security and Confidentiality

Any act of cheating, breach of test confidentiality, disruption to the proceeding of the test, or compromising the test questions may result in dismissal from a test administration, invalidation of a test result and/or other necessary action as decided by the CTCMPAO. It may also be seen as evidence of unprofessional conduct that might affect the candidate's ability to become registered with the CTCMPAO.

Candidates are strictly prohibited at all times from disclosing to any person or organization, copying (by electronic or by any other means) and/or publishing any of the Test content.

**Test candidates are not permitted to do any of the following:**

- Use or attempt to use someone else to take the test.
- Engage in any dishonest or unethical conduct, such as cheating.
- Communicate, in any manner, with another person other than the test proctor during the test administration. Candidates are not permitted to talk or receive assistance from other people during the test. If a third party is detected, the test will be immediately terminated.
- Copy or attempt to copy any Test content or any of the other Test materials. Any candidate found taking notes or taking an electronic image of the test materials will have his or her test invalidated.
- Have access to or use any electronic, communication or recording device other than those listed as required for the Test.
- Take any notes.
- Candidates will be permitted to take breaks up to five minutes in length to use the restroom during the test, as necessary. The test clock will continue during breaks. If the break takes longer than five minutes, the proctor may terminate the test session.

Test candidates will be required to provide a valid government-issued **photo ID,** such as:

- Driver's license;
- Passport;
- Canadian Citizenship Card with photo; or
- Canadian Permanent Resident card.

The photo ID must have been issued within the last five years. This documentation will be used to authenticate the candidate's identity at every scheduled test session. At the start of each test, a proctor will verify candidate identification through a computer webcam. If acceptable documentation is not provided to the proctor, the proctor will terminate the test session.

Candidates will be monitored and recorded by a live online proctor. Before the test administration, candidates will be asked to consent to audio and video recording of themselves and their location during Test delivery.  If consent is not provided, the proctor will terminate the test session.

**3.2    Items Permitted during the Test**

- Valid, government-issued photo identification (e.g., driver's license or passport). The identification must provide photographic evidence of the candidate's identification.
- A laptop computer or desktop computer and monitor with a webcam that meet the technical requirements listed below.
- Printed paper copy of the *Safety Program Handbook*. The use of electronic (e.g., pdf) copies of the *Safety Program Handbook* is not permitted during the test.
- A Dictionary (e.g., Chinese and English dictionaries) may be referenced during the test.
    - Only hard copies (book form ONLY) of unmarked dictionaries are permitted during the test. **Candidates may NOT use any electronic device during the test**, this includes any electronic device that may serve as a dictionary.
    - During the test, candidates may reference an unmarked dictionary but must not write notes in the dictionary. Writing notes of any form in the dictionary during the test may result in termination of participation in the test, invalidation of a test result or other necessary action as decided by the CTCMPAO.
- Water in a clear, unmarked bottle

**3.3    Items NOT Permitted During Test**

- Phones, cameras, smart watches and other electronic devices are not permitted during the test.
- Notepads, notebooks, loose paper or similar materials are NOT permitted to be accessed nor available during the test.
- Food or drinks other than water (in a clear bottle) are not permitted\* during the test.

    \* If you suffer from a health condition that medically requires nourishment within the 120-minute window, please contact the CTCMPAO in advance of the Safety Program Test to ascertain if this can be accommodated.

- Hats, coats, or scarfs (religious attire is permitted).
- Watches.

**3.4    Online Delivery and Proctoring**

- The Safety Test is an online proctored test.
- The test is delivered online through a secure, browser-based platform. Candidates may access the test through their laptops or desktop computers.
- The proctoring is conducted online, where candidates are being monitored by proctors via computer cameras.
- At the start of each test, a proctor will verify the candidate's identification and will require the candidate to provide a 360° view of the Test room/location.
- Captus Press Inc. and Examity facilitate the online proctoring.
- Before the test administration, candidates will be asked to consent to audio and video monitoring and recording of themselves and their location during test delivery. **If you do not wish to be recorded (either by video or audio), then the test cannot proceed.**

**3.5 Technical Requirements**

- To complete the online test, candidates will need a desktop or laptop computer with a camera, microphone and a stable internet connection.

  (Note: Be aware that using Xplornet as your Internet service provider is not recommended and may result in an uncompleted test).

- Candidates must ensure, in advance of the Test, that they have the following minimum system requirements:

  o Computer and Operating System with Windows 7 or higher or Mac OS 9 or higher.

  o A recent version of Firefox or Google Chrome browser.

  o A steady internet connection with a minimum upload speed of 8Mbps.

  If candidates have questions about the technical requirements at any time, they are encouraged to contact Captus Press Inc. by phone at 1-866-348-7888 or by email to Support@captus.com .

  If candidates encounter problems with scheduling or test logging in, they should contact Examity by phone at 1-855-EXAMITY or by email to support@examity.com .

**3.6 Test Location Requirements**

- Candidates must ensure their test environment is quiet, comfortable, and free of interruptions.

- Candidates' test location/room must include:

  o A desktop or laptop computer with monitor and webcam (see technical requirements above)

  o A cleared desk or tabletop

  o Any items listed in the Permitted Items section must be within reach

  o Adequate lighting (note that the proctor will advise the candidate if the lighting is sufficient)

  o No other person can be allowed in the room while the candidate is completing the test.

- The test location/room must be clear of paper, notepads and electronic devices (e.g., cell phones, tablets, smart watches). Any Bluetooth enabled devices must be disabled. Any additional monitors must be disabled and turned facing away.

- At the start of the test, the **Proctor** will ask the candidate to provide a 360° view of the room/location. Any items permitted during the test must be displayed during the 360° room scan (e.g., the *Test Program Handbook*).

### 3.7 Rescheduling/Cancellation Online Tests

To reschedule or cancel a confirmed test appointment, candidates need to contact Examity, the online proctoring company, **at least 24 hours before your test appointment**. If the reschedule or cancellation request is received in less than 24 hours before the confirmed test appointment, candidates will be required to re-apply and pay the Safety Program fee.

Candidates who do not start their online tests on time are considered a 'no-show.' Should they wish to take the test at a later date, they will be required to re-apply and pay the Safety Program fee again.

Candidates who do not meet the requirements on the day of the Test, and are not authorized to proceed with the Test on that date, will be required to re-apply and pay the Safety Program fee again.

### 3.8 Accommodation for Special Needs

CTCMPAO will provide reasonable special accommodations for candidates with special needs, a religious reason that prevents them from writing on the scheduled Test date, or for other medical situations deemed appropriate by the organization.

If you require accommodation, please complete the [Testing Accommodation Application Form](#).

## 4.0 Registering for the Safety Program Test

### Step 1: Test Application and Fee Payment

Complete the online Safety Program Test application and pay the $100.00 test fee. Candidates can access the online application by logging into the CTCMPAO [website](#).

- o Candidates pursuing the title **Acupuncturist** with the designation **R. Ac** should complete the Safety Test (R.Ac) test application.

- o Candidates pursuing the title **TCM Practitioner** with the designation **R. TCMP** should complete the Safety Test (R.TCM) test application.

Candidates will be notified by CTCMPAO of their eligibility to write the test. After the Safety Test application is approved, candidates will have six months to complete the Test.

### Step 2: Scheduling of the Test Date and Time

Eligible candidates will receive an email notification with their unique **Candidate Code** (required to access the online test) from Captus Press Inc., and an email from Examity with login ID and password to access the online proctoring site to schedule the test. Candidates will log in to the Examity site to schedule a testing date.

The Test is offered seven days a week with a blackout period in early the morning. After the test has been scheduled, candidates will receive a confirmation email.

CTCMPAO cannot guarantee or reserve an available time for an online proctored test appointment. We recommend that you schedule your Test as soon as possible. Test availability is limited, and access will be based on a first-come-first-serve basis.

### 5.0 Test Day Procedures

It is strongly recommended that candidates check their equipment before the test is scheduled to begin. Candidates must ensure that the testing room/location environment meets the requirements listed under the Test Location Requirements.

Candidate's test day procedures:

1. **Test Check-in:** Approximately 15 minutes before the confirmed test start time, log in to the Examity website and click on Start Exam to connect with your Proctor .

2. The Proctor will verify your identification and will require you to provide a 360° view of the Test room/location.

3. Once the check-in is complete, you will be asked to access the Test webpage.

4. Read the instructions and the Confidentiality and Monitoring Agreement. If applicable, click the checkboxes at the bottom of the page to enter the test webpage.

5. Enter the **Candidate Code.** The Proctor shall enter the **Proctor Code**.

6. After your login is verified and you "click here to begin the test", you will be taken to the first question. You will have 120 minutes to complete the test. Questions will appear one per page.

   The left side navigation bar will show all of the questions in the test. The question will appear in red if no answer has been provided. The question will appear in green if an answer has been provided.

   Each question is worth one point. For each question, choose the response which most accurately answers the question.

7. **Review and Final Submission of the Test**

   To review or edit any of the questions, you can navigate to the Review page using the navigation bar link or the 'Review' button on the last question.

   After reviewing the answers, you may submit the test by checking the checkbox and clicking the button at the bottom of the Review page. **Should you fail to click "Final Submit", a score of zero will be recorded.**

   120 minutes after you click to begin the test, the test will automatically end. Should you fail to click "Final Submit" within the 120 minutes test period, a score of zero will be recorded.

   Once submitted, the test will enter a marking queue.

Candidates will have access to technical support from Captus Press Inc. before and during the test. The Proctor will continue to monitor candidates throughout the test and will be able to communicate via audio.

**6.0    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).

**6.1    Results of the Test**

- Candidates will be notified of their results by CTCMPAO within two weeks of completing the test.
- Candidates will **not** be provided their final score during 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 the decision.
- The CTCMPAO will notify candidates who do not successfully complete the test on the next  steps needed to complete the Safety Course requirements.

**7.0    Test Questions: Types and Samples**

**7.1    Types of Questions**

There are only multiple-choice questions on the test:
- Select **1** of the 4 statements that BEST completes a sentence or answers a question based on *Safety Program Handbook*.

There are only multiple-choice questions on the test:

***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.*

**7.2    Preparing for the Test**

- The best preparation for the test is to carefully read the *Safety Program Handbook* and to become familiar with the question types by doing the sample Test questions provided in the Handbook. 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*.
  Note: remember that questions may require you to access information or tables that are included in the appendices of the *Safety Program Handbook*.
- 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 will not want to leave a question unanswered.
- 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.

### 7.3    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.

| 1 | Tuberculosis is an infection of the<br>    A.  kidneys<br>    B.  liver<br>    C.  spleen<br>    D.  lungs |
|---|---|
| 2 | The person infected by an infectious agent can be referred to as the<br>    A.  reservoir of infection<br>    B.  vulnerable host<br>    C.  portal of entry<br>    D.  fomite |
| 3 | In most cases, how many years must a practitioner keep a patient's records after the   records are closed?<br>    A.  2 years<br>    B.  5 years<br>    C.  10 years<br>    D.  20 years |
| 4 | An infection as a result of being contaminated by the splatter from a nearby patient's  sneeze is an example of<br>    A.  droplet transmission<br>    B.  direct contact transmission<br>    C.  airborne transmission<br>    D.  vector transmission |
| 5 | Practitioners must be cautious when needling KI-18 (Shiguan) and KI-16 (Huangshu)  because<br>    A.  deeper needling may damage the spinal cord<br>    B.  deep needling may penetrate the peritoneal cavity<br>    C.  deep perpendicular or oblique needling may puncture the lung<br>    D.  perpendicular insertion carries a substantial risk of inducing a pneumothorax |

| 6 | Which of the following processes is most likely to kill the greatest number of pathogenic micro-organisms on a piece of equipment?<br><br>A. sterilizing<br>B. disinfecting<br>C. sanitizing<br>D. cleaning |
|---|---|

Answers to Sample Test

1. D   (see page 12 of *Safety Program Handbook*)
2. B   (see page 10 of *Safety Program Handbook*)
3. C   (see page 61of *Safety Program Handbook*)
4. A   (see page 9 of *Safety Program Handbook*)
5. B   (see Appendix 1 page 111-12 of *Safety Program Handbook*)
6. A   (see page 22 of *Safety Program Handbook*)

**8.0    Contact Information**

If candidates have any questions regarding the test application process, policies and procedures, they should contact CTCMPAO Registration Staff at:

Telephone: 416.238.7359 Toll-free: 1.866.624.8483

Email: registration@ctcmpao.on.ca

If candidates have questions about the technical requirements at any time, they are encouraged to contact Captus Press Inc. by phone at 1-866-348-7888 or by email to Support@captus.com .

If candidates encounter problems with scheduling, test logging in or a lost connection, they should contact Examity by phone at 1-855-EXAMITY or by email to support@examity.com .