

Standard of Practice: Continuing Competence Program

Standard of Practice

When registered on the CNDA general or provisional register, a naturopathic doctor must meet all requirements set out in the Continuing Competence Program Rules as set out by the CNDA Council.

Introduction

The *Health Professions Act* requires that all regulated health professions have a responsible, accountable and formal means of assessing and reporting on the continuing competence of their members. The CNDA continuing competence program is an important component in ensuring that naturopathic doctors provide care that is safe, competent and ethical.

Naturopathic doctors must maintain competence through professional activities. The continuing competence requirements apply to members of the general and provisional registers. Failure to comply with the CNDA continuing competence program is considered unprofessional conduct for naturopathic doctors.

Definitions

Standard of Practice: an authoritative statement that describes a minimum required behaviour of every naturopathic doctor and is used to evaluate individual conduct. Naturopathic doctors should always strive to practice above the minimum standards. Performance below the minimum standard may result in disciplinary action.

A. Continuing Competence Program

1. The CNDA Continuing Competence Program:
 - a) consists of a regulated member:
 - i) obtaining the number of program credits in each membership year as determined by the Council,
 - ii) completing a practice visit, as determined by the Council,
 - iii) passing a jurisprudence examination, and
 - iv) maintaining current applicable certifications which includes, but is not limited to, CPR and an emergency medical refresher course,
 - b) applies to all members on the General and Provisional Registers, and
 - c) applies to members on the Courtesy Register, if required by the Registrar.

B. Continuing Competence Program Rules

1. The Registrar or Competence Committee may recommend to the Council rules governing the continuing competence program, including the following:
 - a) rules governing the program credits that may be earned for each continuing competence activity,
 - b) rules governing the type and category of continuing competence activities that a regulated member must undertake in a continuing competence cycle,
 - c) rules limiting the number of continuing competence activities within a specific category for which a member may earn credits,
 - d) rules governing additional continuing competence activities for which program credits may be earned,
 - e) rules governing the timeliness to fulfil each component of the Continuing Competence Program,
 - f) rules governing criteria for selecting individual regulated members or groups of regulated members for practice visits, and
 - g) other rules, as required, governing the continuing competence program;
2. The rules recommended under Section B (1) and any recommended amendments to those rules must be distributed by the Registrar to all regulated members for their review;
3. The Council may establish rules and amendments to the rules thirty (30) or more days after the Registrar has distributed the recommended rules or amendments to the rules under Section B (2);
4. The Registrar or Competence Committee may recommend to the Council rules governing the Program Rules distribution, and
5. The rules and any amendments to the rules established under Section B (3) must be made available by the College to all regulated members and, in printed form, on request to the Minister, regional health authorities and any person who requests them;

C. Program Credits

1. Program credits may be obtained through the following continuing competence activities in accordance with the rules referred to in Section B:
 - a) attendance at courses or seminars related to naturopathic medicine that are designed to enhance the professional development of regulated members,
 - b) presentation of a continuing competence activity to a group of regulated members,
 - c) attendance at sessions sponsored or approved by the Council concerning functions of the College, including practice,
 - d) providing mentoring or supervision to students of naturopathic medicine education programs approved by the Council,
 - e) participation as a member of the Council or a committee established by the Council,
 - f) presentation of a research paper or abstract at a meeting approved by the Council,

- g) publication of a research paper in a peer-refereed journal,
 - h) self-directed study approved by the Council, and
 - i) other activities approved by the Council;
2. As part of the continuing competence program, a regulated member must complete, on an annual basis and in a form satisfactory to the Registrar:
 - a) a self-assessment,
 - b) a learning plan, and
 - c) a list of continuing competence activities undertaken together with supporting documentation;
 3. A regulated member must retain a copy of the documents referred to in Section C (2) for a period of not less than five (5) years from the end of the membership year in which the self-assessment, learning plan or list of continuing competence activities undertaken were completed; and
 4. A regulated member must, on the request of the Registrar or the Competence Committee, submit anything referred to in Section C (2) to the Registrar or Competence Committee.

D. Practice Visits

1. A person or persons appointed under section 11 of the *Health Professions Act* are authorized to carry out practice visits and may, for the purpose of assessing continuing competence, select individual regulated members or groups of regulated members for a practice visit in accordance with the rules established under Section B.
2. If the results of a practice visit are unsatisfactory, the Competence Committee may direct a regulated member to undertake one or more of the following:
 - a) to complete specific continuing competence requirements or professional development activities within a specified time period,
 - b) to report to the Competence Committee on specified matters on specified dates,
 - c) to correct any problems identified in the review and evaluation or practice visit, and
 - d) to complete any other activity required to be completed by the Competence Committee, and
3. The Competence Committee may make a referral to the Complaints Director, in accordance with S. 51.1 of the *Health Professions Act*

E. Review and Evaluation

1. The Registrar or Competence Committee must periodically select individual regulated members in accordance with criteria established by the Council for a review and evaluation of all or part of the member's continuing competence program;

2. If the results of a review and evaluation are unsatisfactory, the Competence Committee may direct a regulated member to undertake one or more of the following:
 - a) to complete specific continuing competence requirements or professional development activities within a specified time period,
 - b) to report to the Competence Committee on specified matters on specified dates,
 - c) to correct any problems identified in the review and evaluation or practice visit, and
 - d) to complete any other activity required to be completed by the Competence Committee, and
3. The Competence Committee may make a referral to the Complaints Director, in accordance with S. 51.1 of the *Health Professions Act*.

Related Documents

Health Professions Act

Health Professions Restricted Activity Regulation

Naturopaths Profession Regulation

CNDA Code of Ethics

CNDA Continuing Competence Program Rules

