



College of Homeopaths of Ontario

163 Queen Street East, 4th Floor, Toronto, Ontario, M5A 1S1

TEL 416-862-4780 OR 1-844-862-4780

FAX 416-874-4077

www.collegeofhomeopaths.on.ca

PLEASE POST AND DISTRIBUTE TO INTERESTED PARTIES

the College of Homeopaths of Ontario (CHO) is seeking

**ASSESSORS FOR THE PROGRAM IN HOMEOPATHY ACADEMIC PROGRAM REVIEW
AND APPROVAL PROCESS**

Paid Non-Council Positions

Job Description Posted:	Tuesday, November 10, 2015
Expression of Interest Deadline:	Friday, December 11, 2015
Application Return Date:	Friday, December 18, 2015

Positions Available:

Assessors for the Program in Homeopathy Academic Review and Approval Process Component of the Registration Process

The College of Homeopaths of Ontario is recruiting approximately six (6) highly talented and skilled individuals to act as Assessors to conduct the Program in Homeopathy Academic Program Review and Approval (APRA) component of the registration process.

As a requirement of the CHO Registration Regulation, O. Reg 18/14, APRA assessors are responsible for determining whether academic programs meet the criteria defined by the regulation and CHO policy REG CS 01 Education and Clinical Practice Requirement Full Class Criteria. More information about the APRA is available on the College's website at www.collegeofhomeopaths.on.ca.

If you are interested in this important component of the College's work, **please email your intent to apply to programs@collegeofhomeopaths.on.ca by Friday, December 11, 2015.**

Completed applications for the assessor positions must be returned no later than 5 p.m. Friday, December 18, 2015. Include in your application submission:

- a completed and signed application (see page 6 and 7 of this package);
- the non-Council Self-Assessment Questionnaire for Assessors, found on the College website;
- a current resume and a cover letter outlining why you believe you would be an effective assessor.

Thank you in advance to all who express an interest in this opportunity. Due to limited resources, we will only be contacting those who will be invited for an interview. All applications and resumes will be kept on file for future reference.



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Position Profile

The primary role of APRA assessors is to determine whether an academic program in homeopathy demonstrates that Entry-to-Practice Competency Profile for Homeopaths in Ontario and the requirements laid out in Section 6 of O.Reg. 18/14 and CHO policy REG CS 01 Education and Clinical Practice Requirement Full Class Criteria.

Assessors are responsible for evaluating the materials provided by each applying program in homeopathy and conducting on-site visits to schools. Assessors will be required to work independently and as a team to evaluate and determine whether each program meets required criteria.

Assessors will use an approved process and pre-defined assessment factors, and will forward their assessment and recommendations on program approval to the Registration Committee. Assessors will also provide suggestions and feedback to the College on the tools and processes used during the assessment process. Assessors will be provided with tools¹, forms and training to guide them through the assessment of materials and on-site review.

The assessment process shall be impartial and objective. Assessors must have no vested interest in the outcome that would impact their ability to be transparent, objective, impartial, and fair (TOIF). Assessors are mandated, in the course of their duty to the College, to maintain confidentiality at all times.

Criteria for Assessors from the homeopathy profession:

- Have experience delivering and/or developing curriculum related materials
- Be registered with the College of Homeopaths of Ontario
- Have a minimum of seven (7) years of experience in the profession which may include teaching homeopathy
- Demonstrate oral and written communication skills
- Have basic computer skills, such as using basic word processing and email
- Be able to speak, read and write in English and/or French with reasonable fluency
- Understand the *Regulated Health Professions Act, 1991*
- Be willing to devote the time required to complete at least one (1) site visit annually
- Participate in an assessor training workshop
- Abide by CHO policy and procedures including conflict of interest guidelines, privacy, confidentiality and other policy documents.

Exclusions

In accordance with Bylaw 16.10 Staff (Employee), positions applicants must **not** be current Council or committee members of the College of Homeopaths of Ontario or have served in such capacity in the last two years.

Bylaw 16.10 – Staff (Employee) Positions

A member of Council or a Committee member may not hold any other position, employment, contract or appointment with the College while serving as a member of Council or its Committees. There is a two-year waiting period before the individual may apply for a staff or consultant position with the College. This includes, but

¹ The assessment process and tools have been developed by an independent third-party assessment expert.



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is not limited to, positions as peer assessor, investigator, inspector, examiner or other management or administrative staff.

Terms of Employment

Assessors report to CHO Senior Manager, Quality Assurance, Patient Relations, Communications.

Assessors are responsible for:

- a. Signing and abiding by an agreement that outlines policies and procedures related to security, the protection of information and non-disclosure;
- b. Participating collaboratively in one three-day workshop and other meetings as required to be trained in the use of the Assessment Tools and Processes;
- c. Collaborating with CHO Staff and assessment team in a professional, productive and solutions-based manner;
- d. Analyzing applications for academic program approval and providing transparent, objective, impartial and fair review based on pre-determined criteria and decision factors;
- e. Communicating ideas clearly through constructive feedback, reports and recommendations;
- f. Traveling to onsite program visits, as required;
- g. Interacting professionally with program leads, students, faculty and patients during site visits.

Applicants must be willing to abide by the terms of the employment agreement, as well as the policies and procedures of the Council of the College of Homeopaths of Ontario, specifically the Confidentiality Policy, the Privacy Policy, the Code of Conduct, the Conflict of Interest provisions, and security procedures.

Time Commitment

The time required to assess each submission will vary; however, it is expected that each program assessment will take eighteen to twenty-four hours over a series of meetings in the span of several weeks. Travel to site visits will also be involved.

The number of programs assigned to each assessor will depend on a variety of factors, including availability and the rate at which submissions are received.

Hiring Selection Factors

Assessors will be retained according to the needs identified in the position profile and based on the knowledge, skills, experience and judgment required to complete the work in a professional and timely manner.

Knowledge

- Be registered with the College of Homeopaths of Ontario;
- Understand the *Regulated Health Professions Act, 1991*.

Experience

- Has a minimum of seven (7) years of experience in the profession, which may include teaching homeopathy;
- Have experience delivering and/or developing curriculum related materials;
- Willing to go through the applicant assessment process prior assuming the role of assessor.



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Skills

- Must be able to speak, read and write in English and/or French with reasonable fluency and have demonstrated oral and written communication skills;
- Must have basic computer skills, including the use of basic word processing and email.

Judgment

- Must have a strong and demonstrated sense of professional responsibility and commitment to profession support;
- Must be able to provide constructive/honest written feedback.

Term

The term of office of an Assessor shall commence immediately after the appointment and shall continue for one year with the possibility of renewal.

Frequency and Location of Meetings

Applicants selected for an interview will be required to attend in person in Toronto on either January 12 or 13. Successful applicants will meet up to three days of training, travel costs will be paid for by CHO at rates contained within the College's travel policy. It is anticipated that this will occur in one three-day meeting, February 7 through 9, 2016 inclusive at 163 Queen Street East, Toronto, Ontario. This training schedule is subject to change based on the first meeting of the new Council. Those individuals selected for interview will be notified of the confirmed training schedule in advance. Meetings will occur from 9 am – 5 pm daily. Additional meetings or teleconferences will be scheduled as needed.

TIME FRAME: SUMMARY

November 10:	Posting and distribution of call for interested parties
December 18:	Closing date for submission of completed applications
December 22:	Selected applicants invited to interview
January 12 or 13:	In-person interviews in Toronto
TDB:	Final hiring decisions to be ratified by Council
February 7-9:	Training session in Toronto

If you are interested in applying to be a Program Assessor, please complete and fax or email to programs@collegeofhomeopaths.on.ca by Friday, December 18, 2015:

- a. a SIGNED, completed CHO Assessor Application Package;
- b. the non-Council Self-Assessment Questionnaire for Assessors, found on the College website;
- c. a current resume and cover letter detailing why you believe you would be effective in the role of assessor.

For more information on these positions, please contact:

Janet Blanchard, Senior Manager, Quality Assurance, Patient Relations, Communications
College of Homeopaths of Ontario

Email: programs@collegeofhomeopaths.on.ca

Phone: 416-862-4775 Toll free: 1-844-862-4780 Fax: 416-874-4077



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General Roles and Responsibilities for Participation in the Work of the College:

Every member of Council and every non-Council committee or panel member, volunteer or staff shall, in the performance of his or her duties:

- a) familiarize himself or herself with the *Homeopathy Act, 2007* ("the Act"), the *Regulated Health Professions Act, 1991* ("RHPA"), the bylaws and any policies of the College;
- b) familiarize himself or herself with any other records, documents and guidelines that may be necessary for the performance of his or her duties;
- c) comply with the provisions of the Act, the RHPA, the bylaws, any policies of the College and rules that are adopted by Council, from time to time;
- d) regularly attend meetings on time and participate constructively in discussions;
- e) ensure that confidential matters coming to his or her attention in their involvement with the CHO are not disclosed by him or her, except as required for the performance of his or her duties or as permitted by the RHPA;
- f) conduct himself or herself in an appropriate manner with College staff, members of Council or members of the committees or working group, future members and members of the public;
- g) comply with the College's Code of Conduct, which is attached as Schedule 4 to the bylaws² and forms part of the bylaws;
- h) avoid, or where that is not possible, declare all conflicts of interest in the manner set out in the bylaws;
- i) step down from his or her position in the event that allegations regarding his or her conduct, competence or capacity are referred to the Registrar until such time as the matter has been finally disposed of; and perform the duties associated with his or her position conscientiously and with due care and diligence in a manner that serves and protects the public interest.

Conflict of Interest

All Council and non-Council committee / panel members, volunteers and staff have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Council and non-Council committee / panel members, volunteers and staff have a duty to uphold and further the intent of the Act to regulate the practice and profession of homeopathy in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the CHO Bylaws.



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Application for Non-Council Positions

Assessors for the Program in Homeopathy Academic Program Review and Approval Process

Deadline: December 18, 2015

Position: ASSESSOR – PROGRAMS IN HOMEOPATHY

Name: _____

Address: _____

Phone numbers: Business _____ Home _____ Cell _____

Facsimile numbers (if applicable): Business _____ Home _____

Date: _____ CHO Registration Number: _____

Email address: Primary _____

Alternate _____

What skills and experience would you bring to the role of Assessor?

Please describe your background and experience as it relates to the role of Assessor (including teaching or assessment experience).

Please list current or prior committee/board experience (use an additional page if necessary):

Before submitting, please:

- Attach your current resume and a cover letter outlining why you believe you would be an effective assessor
- Complete and include the non-Council Self-Assessment Questionnaire for Assessors
- Have your application form witnessed and signed

By signing this application you acknowledge that you will abide by the College of Homeopaths of Ontario policies, specifically the Confidentiality Policy, the Privacy Policy and the Code of Conduct.

I hereby certify that the information contained in this application and outlined on my resume is true and complete to the best of my knowledge and belief.

Date: _____ Signature: _____

Date: _____ Witness signature: _____