

# Transitional Council of the College of Homeopaths of Ontario



## Annual Report April 1, 2013 to March 31, 2014

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*The Mission of the transitional Council of the College of Homeopaths of Ontario is to protect the public interest through self-regulation of the practice of homeopathic medicine by setting high standards for competency and ethical practice. This is achieved through consultation with stakeholders in accordance with the Regulated Health Professions Act, 1991, and the Homeopathy Act, 2007.*

*Approved in principle January 22, 2010*

## Countdown to Proclamation – Another Productive Year

### Report from President and Registrar

The 2013-2014 fiscal year was one characterized by great progress for the transitional Council of the College of Homeopaths of Ontario (TC-CHO). With public protection as its central guiding premise, the TC-CHO furthered work on a range of programs that meet the mandate set out in the *Regulated Health Professions Act, 1991* (RHPA) and recognize the unique nature of the profession of homeopathy.

As proclamation of the *Homeopathy Act, 2007* drew nearer, numerous projects required of a regulatory college were completed, validated and implemented. Council and its committees, in conjunction with staff, consultants and stakeholders, moved into the final development stages of many initiatives, bringing years of effort to fruition.

Perhaps the most significant event of the year was the finalization and approval of the Registration Regulation in late January 2014, which serves as the basis for so many of the College's functions. Once the regulation was official, the final stages of tool and program development commenced.

The latter half of the reporting period saw the completion and release of the jurisprudence program, testing and validation of the individual assessment materials and their eventual release, and the creation of a comprehensive package of instructional and application materials for the various elements required as part of the registration process. All of these items are critical pieces required to support the Registration Regulation and finalize preparation for proclamation.

With the approval of the Registration Regulation, education of potential applicants assumed priority. The TC-CHO made extensive use of cost-effective educational tools, including web-based information sessions and electronically distributed publications. Between April 2013 and March 2014, several hundred potential applicants took part in these sessions, and their questions have been used to further shape programs and materials.

Throughout, consultation with stakeholders played a key role in shaping TC-CHO's efforts, with feedback – both formal and informal – frequently leading to fine-tuning. The tremendous progress achieved over the last year would not have been possible without the generous and insightful contributions of practitioners, other regulatory bodies, the Ministry of Health and Long-Term Care, the Office of the Fairness Commissioner, and the Federation of Health Regulatory Colleges. Council members and staff have devoted countless hours to ensuring that all of the pieces make sense alone and together in pursuit of public protection and a sustainable framework for practitioners and their patients.

The original schedule for approval of the regulation and ultimately, proclamation of the *Homeopathy Act, 2007*, encountered a number of unforeseen yet understandable delays, and it is fair to say that the transitional Council made enormous efforts to adapt to changing realities. We recognize and appreciate the involvement of Council and committee members, as well as staff and stakeholders, in adjusting plans accordingly.

As the Province of Ontario moves closer to proclamation of the *Homeopathy Act, 2007*, the transitional Council recognizes that the transition to a fully functioning regulatory college will involve a shift in focus and has spent considerable time planning for both the transitional period and the College's new responsibilities

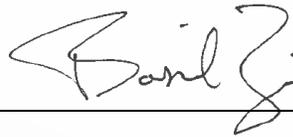
and functions. The transitional Council and the future College are well positioned for both, having moved through the development phase with the long term in mind.

Once again, the College extends its sincere thanks to everyone who has helped to get the transitional Council to this point of readiness, and looks forward to a bright future for Ontario's homeopaths and their patients.



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Jim Dunsdon, BSc.PHM  
President



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Basil Ziv, B.Com, RSHom (NA), CCH  
Registrar

*"The highest ideal of cure is rapid, gentle and permanent restoration of the health, or removal and annihilation of the disease in its whole extent, in the shortest, most reliable, and most harmless way, on easily comprehensible principles."<sup>1</sup>*

*Christian Friedrich Samuel Hahnemann, MD 1755 – 1843, Founder of Homeopathy.*

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<sup>1</sup> *Organon of Medicine*, 6th Edition, §2, Christian Friedrich Samuel Hahnemann, MD. Published in German, circa 1842. Translated and published by William Boericke in 1922.

## Acknowledgements

The Transitional Council of the College of Homeopaths of Ontario is extremely grateful to the Ontario Ministry of Health and Long Term-Care (MOHLTC) for supporting this initiative through funding and the sharing of expertise.

The progress made this year would not have been possible without the valuable support and guidance of the MOHLTC Health Human Resources Strategy Division, Corporate Services Division and the Minister's office for their desire to protect the public in their health care choices. In particular, the College wishes to express its sincere appreciation to Suzanne McGurn, Assistant Deputy Minister, Health Human Resources Strategy Division; the team in the Health Systems Labour Relations and Regulatory Policy Branch and Regulatory Programs Unit especially John Amodeo, Linda Au, Derek Cheng, Stephen Cheung, Gwen Gignac, Allison Henry, Stirling LaFrance, Agnes Lee, Davena Prasad, Melissa Quan, Doug Ross, and their support staff; from the Health Workforce Policy Branch and Health Workforce Policy Unit Tim Blakley and Holly Kerr; and finally, from Corporate Services Division Bimal Naik.

Critical to the development of the Registration regulation and evaluation of the Individual Assessment and Curriculum Mapping tools and processes, as well as registration processes and policy, were the wisdom, insight and counsel of the staff at the Office of the Fairness Commissioner of Ontario, including Nuzhat Jafri and Jessica Walters. Thank you also to staff and management of HealthForceOntario Marketing and Recruitment Agency with whom the transitional Council continues to share space on a day-to-day basis.

Regretfully, two public appointees—Kathy Desjardins and Ling Goh—departed from the transitional Council in 2013-2014. The Transitional Council is extremely grateful to have had the benefit of their wisdom and vision, and thanks them for the passion and leadership they brought to this process.

Without homeopathic practitioners, schools, associations and patients there would be no profession to regulate or homeopathic patients and public to protect. Thank you to the hundreds of individuals and groups who provided their input and feedback into the work of the transitional Council, particularly those who took part in a pilot testing of the Individual Assessment tools and processes as applicants, assessors and subject matter experts, and those who offered comments during the many formal and informal consultations undertaken over the last year.

We wish to acknowledge the assistance and encouragement of the many other established regulatory health colleges (especially the College of Nurses of Ontario, the College of Physicians and Surgeons of Ontario, the College of Kinesiologists of Ontario, the College of Physiotherapists of Ontario, the College of Midwives of Ontario, the College of Denturists of Ontario, the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, and the College of Pharmacists of Ontario), the Federation of Regulatory Health Colleges of Ontario, and other governmental departments, divisions and agencies who have assisted the transitional Council during this process.

We thank the other transitional Councils – Naturopathy and Psychotherapy – who have worked collaboratively with us in the realization of our collective mandates and establishment of the respective individual colleges. The transitional Council is particularly grateful to the College of Kinesiologists and the College of Registered Psychotherapists as well as Dual Code and Richard Steinecke for their assistance in developing the jurisprudence program. Special thanks to Emily Cheung, former Registrar of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, for her wisdom and strength and

for generously sharing her knowledge with us in the development of many regulatory programs and processes. As well, we offer gratitude to Robin Kilpatrick, Kelly Dobbin, and Carolyn Doornekamp at the College of Midwives, Susan James at the College of Pharmacists, and Marianne Kayed of Canadian Language Benchmarks.

We are extremely grateful for the expertise, wisdom, and skill of legal counsel Richard Steinecke, Rebecca Durcan and Michelle Kushnir, who make the development of regulation and the interpretation of the law both fascinating and understandable. Admiration and thanks also go to Aida Hadziomerovic and Zoe Wang from Human Resources Strategy Group (HRSG) for their dedication, skill and judgment in the development of Ontario's first Individual Assessment process and tools for the profession of homeopathy, as well as its first Curriculum Mapping program. Aida has also been instrumental in the development of the foundation Quality Assurance program. Maggie Trzuskot was instrumental in the development of materials related to governance and orientation for new Council members post-proclamation.

In all, hundreds of people have contributed to the work of the transitional Council, and for that, we offer profound thanks.

### **Objectives and Objects of the Transitional Council**

The *Homeopathy Act, 2007*, ("the Act") allows for the creation of the Transitional Council of the College of Homeopaths of Ontario to allow self-regulation of the homeopathy profession within the framework of the *Regulated Health Professions Act, 1991* (RHPA). It has a specific duty to protect the public interest.

The Transitional Council is accountable to the Minister of Health and Long-Term Care, and responsible for establishing the College of Homeopaths of Ontario. The Transitional Council also exercises the powers of a Council of a health regulatory college. During its existence the Transitional Council has the mandate to:

1. Establish an accountability agreement, including a memorandum of understanding and loan agreement, with the Ministry of Health and Long-Term Care;
2. Establish, in collaboration with the Registrar, administrative processes and the infrastructure necessary for the College to operate;
3. Develop by-laws, professional ethics, policies and guidelines;
4. Develop competencies, entry-to-practice criteria, and practice standards, and registration, professional misconduct, and quality assurance regulations;
5. Develop processes to assess and register members;
6. Develop processes to handle complaints and the discipline of members;
7. Develop communication programs to reach members of the profession, the public and other stakeholders.

Once the Transitional Council completes its work, and the *Homeopathy Act, 2007* is proclaimed, the College will have the tools to fully regulate the practice of homeopathy in the public interest.

## Role and Mandate of the Transitional Council

The transitional Council of the College of Homeopaths of Ontario is a statutory body mandated to regulate the homeopathic profession and to set standards for the profession in Ontario. It has a duty to protect the public interest. The transitional Council is accountable to the Minister of Health and Long-Term Care to fulfill its mandate.

Since its inception in 2009, the transitional Council has completed the majority of its mandated objectives. This report provides details on the many achievements realized this year. The status report below monitors progress against the TC-CHO's mandate.

### At a Glance Status Report at March 31, 2014

Project / Program	In Conceptual Development	In Progress	Complete
Draft Registration Regulation			✓
Government Approval of Registration Regulations			✓
Entry-to-Practice Competency			✓
Performance Indicators			✓
Prior Learning Assessment Program & Tools for Individual Assessment Developed and Released			✓
Curriculum Assessment			✓
Draft Quality Assurance Regulation			✓
Government Approval of Quality Assurance Regulation			✓
Basic Quality Assurance Program			✓
Draft Professional Misconduct Regulation			✓
Government Approval of Professional Misconduct Regulation			✓
Practice Policies, Guidelines and Standards Development			✓
Circulation of Practice Guidelines and Standards for 60-day consultation			✓
Inquiries, Complaints, Reports, Discipline and Fitness to Practice Process		✓	
Database and Public Register		✓	
Jurisprudence Program			✓
Communications		Ongoing	

## Activity Reports

This report details the transitional Council's work during the period from April 1, 2013 to March 31, 2014. During this time period, the transitional Council, strongly supported by its committees and panels, has moved significantly closer to completing the wide array of processes, policies and tools needed to function as a fully realized regulatory college. What follows is an overview of the activities and accomplishments of each committee and panel highlighting the year's major milestones.

### Transitional Council

#### Scope and Purpose:

In accordance with the *Regulated Health Professions Act, 1991*, Health Professions Procedural Code, Schedule 2, Section 4: "The College shall have a Council that shall be its board of directors and that shall manage and administer its affairs. 1991, c. 18, Sched. 2, s. 4." The Council is accountable to the Ministry for effective governance in accordance with all applicable legislative requirements.

Functioning as a director of the Transitional Council, each Council member has the duty of participating fully in the governance of the Transitional Council, which is the self-regulating body for homeopaths in the province of Ontario. In the fulfillment of this role, each Council member has a fiduciary responsibility for the management of the Transitional Council's affairs and is responsible for upholding the vision of the Transitional Council, contributing to its mission, and acting in accordance with its values.

#### Members:

Jim Dunsdon, President (Public)  
Bhupinder Sharma, Vice-President (May 2013-) (Professional)  
Whitney Collins-Wilson, Vice-President (April-May 2013) (Professional)  
John Curran (Public)  
Kathy Desjardins (Professional) (April-May 2013)  
Eden Gajraj (Public)  
Ling Goh (Professional) (April 2013-January 2014)  
Ron Harris (Professional)  
Margaret Martin (Public)  
John Millar (Professional)  
Wangari Muriuki (Public)  
Kelly Warren (Public)

#### Staff Support:

Basil Ziv (Registrar)  
Katharine McEachern (Deputy Registrar)  
Martin Benson  
Janet Blanchard  
Galine Erol  
Kathryn Harvey  
Mary Kennedy  
Chloé Roussel  
Samuel Smeaton  
Colleen Vandeyck

**Number of Meetings: 8**

**Accomplishments of the Transitional Council:**

- Oversaw the financial and other requirements outlined in the Transfer Payment Agreement, ensuring that responsibilities spelled out by the Agreement were met.
- Approved committee and panel terms of reference and work plans.
- Approved budgets, revenue projections, Council priorities documents, and confirmed timelines for proclamation.
- Significantly revised and adjusted plans for the commencement of pre-registration and registration in light of the timing of approval of the registration regulation and identification of elements whose completion was dependent on the finalization of the regulation; mapped out a modified plan to ensure that all elements would be developed and in place to meet the resulting schedule.
- Received Chair reports on work progress of committees and panels.
- Received written reports and verbal presentations on the process of required procurements.
- Approved selection of consultants and non-Council members as required.
- Reviewed and discussed consultation feedback and made revisions accordingly prior to final approval of a wide range of professional practice standards and guidelines.
- Supported ongoing discussions with the Ministry of Health and Long-Term Care on the final draft Registration regulation, leading to its eventual approval in January 2014.
- Developed, refined and finalized a comprehensive set of bylaws, including fees, electoral boundaries, public register, professional liability insurance and professional incorporation; undertook three formal 60-day public consultations on bylaws and fees, considered feedback and introduced revisions accordingly.
- Approved a wide range of registration policies and procedures in anticipation of accepting applications for registration.
- Approved on-line jurisprudence program prior to its release in November 2013.
- Approved development, pilot testing and refinement of Individual Assessment (IA) tools and process, and delivery of the assessment process. The IA process was launched in March 2014.
- Approved screening tools for Individual Assessment process pilot test participants as well as recruitment process for IA assessors.
- Approved participation in a profession-specific language project to establish benchmarks for the language assessment component of registration.

**Executive Committee (Statutory)**

**Scope and Purpose:**

The Executive Committee has all the powers of the Council to deal with any matter that, in its opinion, requires immediate attention other than the power to make, amend or revoke a regulation or bylaw. The Executive Committee is directly accountable to the Council and indirectly accountable to the government, the public, and the profession for the effective governance of the College in accordance with all applicable legislative requirements.

**Members:**

Jim Dunsdon, President (Public)  
Bhupinder Sharma, Vice-President (May 2013 -) (Professional)  
Whitney Collins-Wilson, Vice-President (April – May 2013) (Professional)

Ling Goh (Professional) (April 2013 – January 2014)  
Margaret Martin (Public)

**Staff:** Basil Ziv (Registrar)  
Katharine McEachern (Deputy Registrar)  
Martin Benson  
Kathryn Harvey  
Chloé Roussel  
Colleen Vandeyck

**Number of Meetings:** 9

**Accomplishments of the Executive Committee:**

- President met regularly with the Registrar and Vice-President to ensure that Council and Executive Committee business runs smoothly leading up to and between meetings.
- Received and approved government submissions of budgets, business plans, revenue projections, and Council priority plans; identified implications of delayed approval of registration regulation, and adjusted projected timelines for proclamation accordingly.
- Reviewed and moved forward policies for Council on bylaws and fees, jurisprudence, individual assessment, registration regulations, and standards and guidelines.
- Reviewed communication pieces for stakeholders.
- Participated in the review and release of procurement documents and processes, including those related to administration of the individual assessment and quality assurance programs, the registrant database and the public register.

**Quality Assurance Committee (Statutory)**

**Scope and Purpose:**

The Quality Assurance Committee is a Statutory Committee as defined in the *Health Professions Procedural Code* (Schedule 2 of the *RHPA, 1991*). During the transition process this committee is tasked with developing standards, policies, guidelines, assessor tools and regulations and overseeing implementation of the requirements outlined in the regulation, the Quality Assurance Committee will promote continuous evaluation, competence and improvement among registrants. To this end, in consultation with Human Resources Systems Group (HRSG), the Committee developed a solid but basic Quality Assurance program as well as a project framework and timelines. The mechanisms that comprise the program build upon the approved assessment tools and process, incorporating the Conscious Competence model. Further development and refinement through consultation will be followed by extensive stakeholder education.

Post proclamation this Committee will assume duties of implementing the new College's Quality Assurance Program.

**Members:** Maggi Martin, Chair (Public)  
Whitney Collins-Wilson (Professional)  
John Millar (Professional)  
Bhupinder Sharma (Professional)  
Kelly Warren (Public)

**Staff:** Basil Ziv (Registrar)  
Katharine McEachern (Deputy Registrar)  
Janet Blanchard

**Number of Meetings:** 4

**Reports to:** Council

**Accomplishments of the Quality Assurance Committee:**

- Developed background research report for a basic Quality Assurance (QA) Program (including comparisons of similar processes from other regulatory bodies and recommendations).
- Used individual assessment tools and processes, research reports, and tools and processes from other Ontario regulators to determine an appropriate benchmark for a basic, yet effective QA program.
- Determined and developed required policies, tools and processes to facilitate the implementation of the QA program.
- Hosted one stakeholder consultation meeting to gather initial input and reaction to the QA program.

**Governance Panel (Non-Statutory)**

**Scope and Purpose:**

The Governance Panel is a non-statutory working group struck as defined in the *Bylaws of the College of Homeopaths of Ontario*. The Governance Panel monitors the governance policy adopted by Council and develops governance policies and practices to ensure an effective system of governance. It also recommends to Council changes to governance policies and oversees the nominations procedure (By-law 12.03). This includes making recommendations to Council regarding the membership and leadership of the transitional Council committees. In addition, the Governance Panel nominates other officers, officials or other people acting on behalf of the Transitional Council.

**Members:** Wangari Muriuki (Public), Chair (July 2013 – March 2014)  
John Curran (Public), Chair (April – July 2013)  
Jim Dunsdon (Public)  
Kathy Desjardins (Professional) (April – May 2013)  
Ron Harris (Professional)  
John Miller (Professional)

**Staff:** Basil Ziv (Registrar)  
Katharine McEachern (Deputy Registrar)  
Janet Blanchard

**Number of Meetings:** 6

**Reports to:** Quality Assurance Committee

**Accomplishments of the Governance Panel:**

- Finalized development of a revised set of bylaws incorporating new items to cover all operational aspects of the College, including fees, electoral boundaries and protocols, and the public register.
- Defined requirements for professional liability insurance and professional corporations.
- Three formal 60-day consultations were conducted: the first on the whole bylaw package, the second on revised fees, and the third on fees specific to appeal and/or reassessment of an individual assessment. In response to feedback from the first consultation, significant changes were made to first-year registration fees.
- Reviewed and revised the Registrar's job description and related policies.
- Developed a governance policy manual as well as a Council orientation manual to be in force post-proclamation.

**Registration Committee (Statutory)**

**Scope and Purpose:**

The Registration Committee provides direction to the College and the Registrar with regard to the registration process. The Committee develops policies, processes, and regulations related to registration. The Registration Committee is also responsible for the study, review and development of policies and protocols pertaining to entry-to-practice registration that are transparent, objective, impartial and fair. The Registration Committee is a Statutory Committee as defined in the Health Professions Procedural Code (Schedule 2 of the *RHPA, 1991*).

**Members:** Wangari Muriuki (Public), Chair  
Whitney Collins-Wilson (Professional)  
Ling Goh (Professional) (April 2013 – January 2014)  
Ron Harris (Professional) (February 2014 -)  
Bhupinder Sharma (Professional)  
Kelly Warren (Public)

**Staff:** Basil Ziv (Registrar)  
Katharine McEachern (Deputy Registrar)  
Janet Blanchard  
Mary Kennedy

**Number of Meetings:** 11

**Accomplishments of the Registration Committee:**

- With the assistance of Legal Counsel and staff, members of the committee reviewed and discussed at length the individual provisions of the Registration regulation and the policies that would be required related to each provision and the registration process as a whole.
- Consulted with the Regulatory Health Policy Branch of the Ministry of Health and Long-Term Care (MOHTLC), the Office of the Fairness Commissioner of Ontario (OFC), and the Ministry of Training, College and Universities to finalize the Registration regulation. The Transitional Council met with the MOHTLC and OFC on several occasions during the process to finalize the registration requirements.
- Using best practices from other regulatory bodies, developed application and registration processes.
- Validated congruency of all tools, processes and policies against the approved Registration Regulation.
- Established policies to provide clarity to applicants and the Registration Committee on the details of the Registration regulation as well as referral to Quality Assurance Committee, and escalation to the Registration Committee.
- Conducted numerous educational sessions on registration requirements and individual assessment with interested applicants.

**Jurisprudence Program**

The Jurisprudence Program tests an applicant's knowledge and understanding of the current legislative framework. It is a requirement for registration with the College of Homeopaths of Ontario. The development of the TC-CHO Jurisprudence Program has been undertaken by a third-party consultant, in conjunction with the transitional Councils of the Colleges of Kinesiology and Psychotherapy. The program has been developed as an online learning module, to be accessed in English and French. The Program is comprised of a course manual (written by Legal Counsel), multi-unit online multi-media interactive learning modules plus content specific quizzes. The applicant must successfully complete the multiple choice quizzes and download a certificate of completion to be eligible for registration within the College of Homeopaths of Ontario. While the base resources of the program are shared, the materials and learning modules have been customized for each transitional Council.

- Policies for applicants were developed, including those related to payment, marking and scoring.
- The program was reviewed to ensure consistency with standards and guidelines, College bylaws and regulations.
- A detailed user guide, as well as tips and FAQs, were made available on line along with the link to the program.
- Under the auspices of the Registration Committee, the Jurisprudence Program was completed, extensively tested and launched in November 2013.
- A French translation of the program is in development and substantially completed in 2013/2014.
- Results are being monitored and reviewed monthly using standardized internal reporting forms to track participation and completion. At year end 184 individuals had signed up and/or completed the online program.

## **Individual Assessment Panel (Non-Statutory)**

### **Scope and Purpose:**

The Individual Assessment Panel is a non-statutory working group struck as defined in the *Bylaws of the College of Homeopaths of Ontario*. The Individual Assessment Panel has been tasked with creating the framework under which the individual assessment entry-to-practice tools were developed. The Individual Assessment Panel has been responsible for studying, reviewing and developing policies and protocol pertaining to the development and implementation of assessment tools that are transparent, objective, impartial and fair. Assessment of individuals is a requirement of the Registration Regulation.

**Members:** Bhupinder Sharma, Chair (Professional)  
Whitney Collins-Wilson (Professional)  
Eden Gajraj (Public)  
Maggi Martin (Public)  
John Millar (Professional)  
Kelly Warren (Public)

**Staff:** Basil Ziv (Registrar)  
Katharine McEachern (Deputy Registrar)

**Number of Meetings:** 5

**Reports to:** Registration Committee

### **Accomplishments of the Individual Assessment Panel:**

- Consulted with subject-matter experts, stakeholders, the Office of the Fairness Commissioner, the MOHLTC and other regulatory bodies to create and finalize the tools and processes required to administer a transparent, objective, impartial and fair assessment program for applicants.
- Carried out four pilot tests to evaluate ease of use for both applicants and assessors. Analyzed and incorporated feedback.
- In conjunction with the Steering Panel, developed criteria for selection of assessors. Recruited, trained and guided third-party consultant Human Resources Strategy Group (HRSG) in the hiring of assessors.
- In collaboration with staff and in consultation the MOHLTC and Legal Counsel, crafted a Request for Proposals for administration of the program. HRSG was retained, leading to a smooth transition from development to administration.
- Developed security protocols and efficiencies for both applicants and the third-party administrator to ensure timely and confidential transfer of information during the assessment process.
- Created supplementary materials to complement the application form, including a comprehensive applicant guide and self-assessment form.
- Provided four two-hour workshops in conjunction with the Canadian Homeopathic Conference as well as six in-person and on-line educational sessions in advance of the program launch.
- Released program materials on-line in March 2014 and announced the launch with a series of e-mail blasts and educational sessions.

- With a third-party consultant developed and validated a professional specific language assessment utilizing the Canadian Language Benchmark.

## Steering Panel (Non-Statutory)

### Scope and Purpose:

The Steering Panel is a non-statutory working group struck as defined in the *Bylaws of the College of Homeopaths of Ontario*. The Steering Panel develops the framework under which the complex projects such as competencies, performance indicators, etc., are developed, including: overseeing the management of procurement activities; studying, reviewing and developing policies and protocol pertaining to the development of projects that are transparent, objective, impartial and fair; identifying and making recommendations to Council on the membership of the panel, including non-council members; addressing and resolving any process or organizational issues that may arise throughout the development project and subsequent groups or projects that may be identified by Council under the purview of the Steering Panel in the future; approving project methodologies, in consultation with project consultant; providing leadership to the task panels and making recommendations to Council for the approval of the final versions of all product emanating from the task panels; and approving project deliverables at various stages.

**Members:** Eden Gajraj (Public), Chair  
Whitney Collins-Wilson (Professional)  
Ling Goh (Professional)  
Ron Harris (Professional)  
Bhupinder Sharma (Professional)  
Kelly Warren (Public)

**Staff:** Basil Ziv (Registrar)  
Katharine McEachern (Deputy Registrar)

**Number of Meetings:** 2

**Reports to:** Registration Committee

### Accomplishments of the Steering Panel:

- Oversaw the Request for Proposals, procurement process, approving and monitoring timelines, project deliverables, consultant selection and the screening process for the delivery of the Individual Assessment process.
- Interviewed, selected and recommended to the Transitional Council non-council committee members for the pilot tests of the Individual Assessment tools and process.
- Interviewed, selected and recommended to the Transitional Council assessors for the Individual Assessment process.

## Ad Hoc Advisory Panel (Non-Statutory)

### Scope and Purpose:

The Ad Hoc Advisory Panel reports to the Registration Committee through the Registrar. The Ad Hoc Advisory Panel, comprised of non-Council members who are experts within their representative fields, is responsible for providing feedback to the Transitional Council on areas within the Council's mandate related, yet not exclusive, to entry-to-practice.

**Members:** Eden Gajraj (Public), Chair  
Board of Directors of Drugless Therapy - Naturopathy  
British Institute of Homeopathy  
Canadian College of Holistic Medicine  
Canadian College of Homeopathic Medicine  
Canadian College of Humanitarian Medicine  
Homeopathic Medical Association of Canada  
Homeopathic Medical Council of Canada  
National United Professional Association of Trained Homeopaths  
North American Society of Homeopaths  
Ontario College of Homeopathic Medicine  
Ontario Homeopathic Association  
School of Homeopathy

**Staff:** Basil Ziv (Registrar)  
Kathryn Harvey

**Number of Meetings:** 2

**Reports to:** Registration Committee

### Accomplishments of the Ad Hoc Advisory Panel:

The Ad Hoc Advisory Panel is comprised of representatives from the profession's academic and association organizations. Through two multi-day consultation workshops, under the skillful guidance of a third-party consultant, the Panel provided input and feedback on the development of the draft Quality Assurance program and the Curriculum Assessment tools and process.

## Curriculum Assessment Panel (Non-Statutory)

**Members:** Wangari Muriuki (Public), Chair  
Whitney Collins-Wilson (Professional)  
Ling Goh (Professional) (April 2013 – January 2014)  
Ron Harris (Professional) (February 2014 -)  
Bhupinder Sharma (Professional)  
Kelly Warren (Public)

**Staff:** Basil Ziv (Registrar)  
Katharine McEachern (Deputy Registrar)  
Kathryn Harvey

**Accomplishments of the Curriculum Assessment Panel:**

- Following approval of the Registration Regulation and subsequent finalization of individual assessment tools and process, completed development and validation of a self-directed curriculum assessment tool and guide to allow schools to assess their programs against the entry-to-practice competencies, provided stakeholder education in the form of a workshop for schools to review the Registration Regulation and Curriculum Mapping Tools and Processes.

## **Inquiries, Complaints and Reports Committee (Statutory)**

**Scope and Purpose:**

The Inquires, Complaints, and Reports Committee (ICRC) is a Statutory Committee as defined in the Health Professions Procedural Code (Schedule 2 of the RHPA, 1991). The Inquiries, Complaints and Reports Committee (ICRC) will investigate public complaints and information the College receives through reports to determine whether there is any evidence of professional misconduct, incompetence, or incapacity. Based on this, the Committee will determine whether a hearing is required or if some other action would better serve the public interest. During the transitional period, the ICRC has worked to develop standards of practice or practice guidelines on specific topics covered by the Professional Misconduct Regulation. In preparation for the future work of the ICRC, Discipline, Fitness to Practice (FTP), and Patient Relations committees, the ICRC will be documenting the processes required for receiving, monitoring and resolving future inquiries, complaints and reports, and discipline.

**Members:** Whitney Collin-Wilson (Professional), Chair  
John Curran (Public)  
Kathy Desjardins (Professional)  
Ron Harris (Professional)  
Margaret Martin (Public)  
Bhupinder Sharma (Professional)

**Staff:** Basil Ziv (Registrar)  
Janet Blanchard  
Mary Kennedy

**Number of Meetings:** 12

**Reports to:** Council

- Received feedback from the formal 60-day consultation, and revised accordingly the following standards and guidelines:

- 1 Standard on Accepting New Patients
- 2 Standard on Communicating a Homeopathic Assessment
- 3 Standard on Compounding
- 4 Standard on Concurrent Treatment
- 5 Standard on Accepting Delegation of a Controlled Act
- 6 Standard on Advertising
- 7 Standard on Discontinuing Professional Services and Refusing Treatment
- 8 Standard on Dual Registration
- 9 Standard on Fees and Billing
- 10 Standard on Informed Consent
- 11 Standard on Leaving a Practice
- 12 Standard on Mandatory Reporting – Patient Care
- 13 Standard on Homeopathic Prescription
- 14 Standard on Principles of Professional Ethics
- 15 Standard on Scope of Practice
- 16 Standard on Therapeutic Relationships and Professional Boundaries
- 17 Standard on Competence
- 18 Standard on Medical Emergency Preparedness

- 1 Guideline on Record Keeping and Privacy of Information
- 2 Guideline on Electronic Communication and Social Media
- 3 Guideline on Inter-Professional Collaboration
- 4 Guideline on Title and Credential
- 5 Guideline on Patient Communication and Physical Examination
- 6 Guideline on Infection Control

- By the end of the reporting period, all but two of these had been approved by Council. Following its final meeting of the fiscal year, Council released the standards on Compounding and Dual Registration for an additional 60-day formal consultation.
- Initiated development of draft policies and processes on patient relations, alternative dispute resolution, decisions and reasons, and other tools for further development and implementation prior to proclamation.

## Other Statutory Committees

The following committees have been created under the current Corporate Governance Structure; however, they have not yet undertaken their respective programs and processes. It is anticipated that the work of these committees will begin post proclamation. The structural development of policies and processes for these statutory committees is being undertaken by the Inquiries, Complaints and Reports Committee.

The **Fitness to Practice Committee** is mandated to protect the public from registrants who cannot practice safely or competently because of mental or physical incapacity.

The **Patient Relations Committee** will develop and implement policies and procedures to prevent sexual abuse of clients and to define appropriate professional relations between registrants of the College and

their patients. Following proclamation the College will also administer a fund for therapy and counseling for patients whom a Registered Homeopath has sexually abused.

The **Discipline Committee** will conduct hearings to deal with allegations of a registrant's professional misconduct or incompetence upon referral from either the Executive or the Complaints Committee. Hearings will be conducted in accordance with the Regulated Health Professions Act.

## Stakeholder Outreach and Education

As the Transitional Council's activities have progressed through their development stages and moved closer to implementation, increasing emphasis has been focused on educating potential applicants. To this end, a number of cost-effective communications efforts have been undertaken to inform and educate.

A targeted e-mail blast was introduced to update potential applicants on the status of registration and the regulatory framework. Twenty-seven such blasts, many containing links to other resources, were distributed during the period.

Recognizing the diversity of the population and the relative lack of centralized communication, the TC-CHO devoted significant effort toward offering educational opportunities coincident with the only major homeopathic conference in Canada. A total of 15 workshops were offered on-site during the weekend of the Canadian Homeopathy Conference in October 2013. These included a general introduction to the College as well as sessions on registration (8), individual assessment (4) and the jurisprudence program (2). Over the course of the weekend, more than 200 people took part in one or more of these sessions.

During the year, the TC-CHO offered a range of educational opportunities, both on line and in person. In April 2013, in-person (3) and on-line (8) sessions were held to introduce stakeholders to the professional practice standards and guidelines. Following the conference in October, monthly workshops were held on registration requirements (4), individual assessment (6) and a combination of the two (2).

Consultation continues to be an important component of program development to ensure that stakeholder feedback is part of the process. During the reporting period, numerous informal consultations were completed to fine-tune each element of major projects. In addition, formal 60-day public consultations were conducted to gather feedback about:

- Professional Practice Standards and Guidelines (March – June 2013)
- Bylaws (August – October 2013)
- Revised Fees (November 2013 – January 2014)
- Revised Standards (March – May 2014)
- Revised Explanation of Individual Assessment Fees and IA Appeals Fees (March – June 2014)

**GOVERNANCE STRUCTURE**  
Approved by Council March 26, 2012  
Reflective of April 1, 2013 to March 31, 2014

