



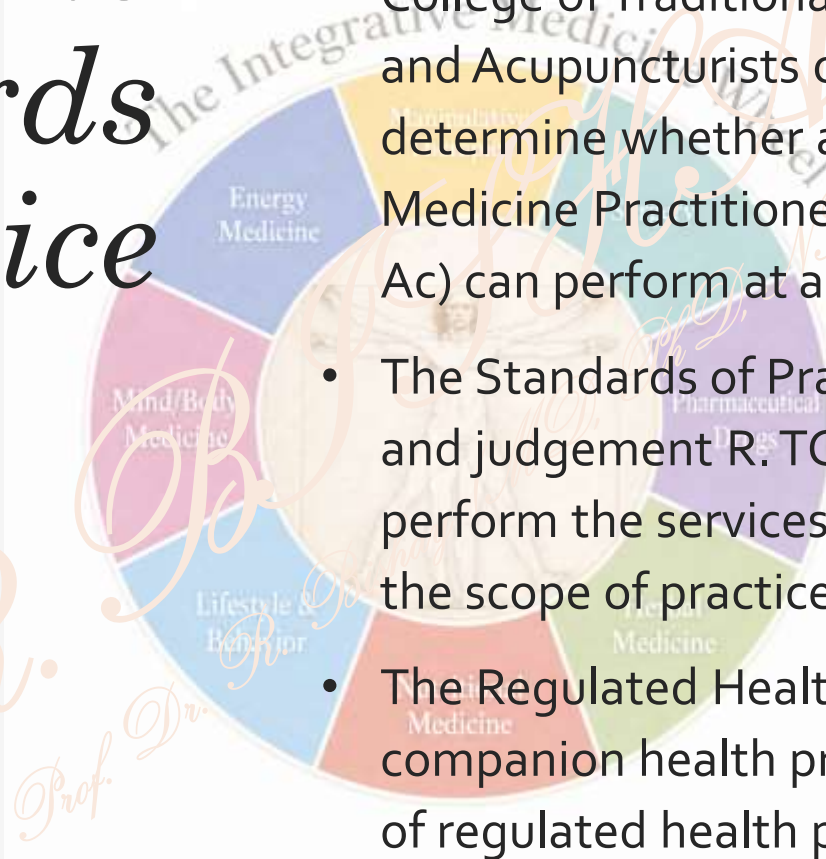
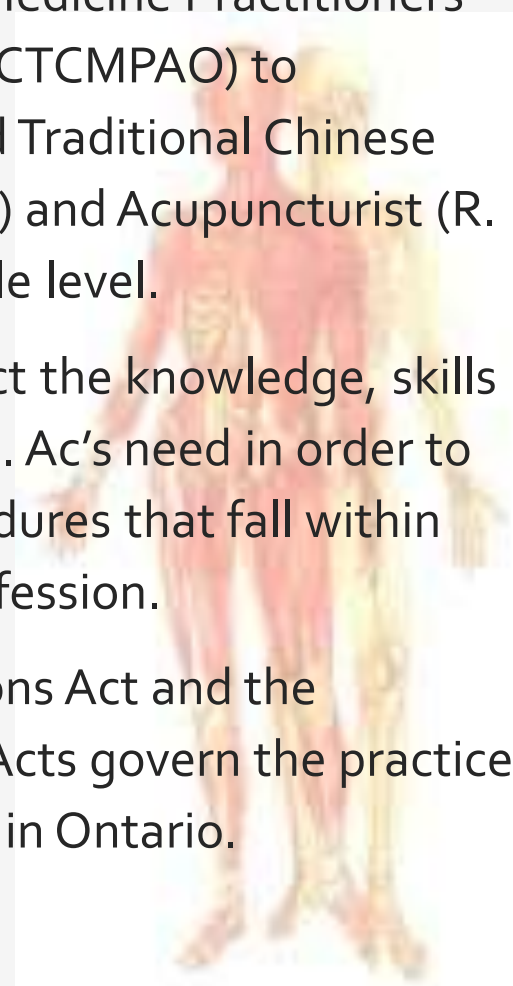
STANDARDS OF PRACTICE

Prof. Dr. R. Bishay (MD, PhD, NFS)



What is Standards of Practice

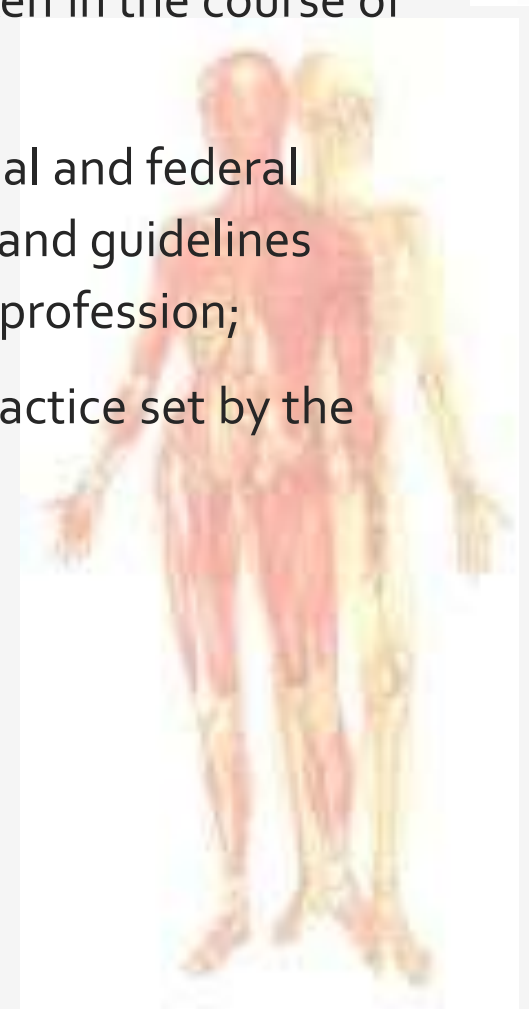
- The Standards of Practice have been developed by the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) to determine whether a registered Traditional Chinese Medicine Practitioner (R. TCMP) and Acupuncturist (R. Ac) can perform at an acceptable level.
- The Standards of Practice reflect the knowledge, skills and judgement R. TCMPs and R. Ac's need in order to perform the services and procedures that fall within the scope of practice of the profession.
- The Regulated Health Professions Act and the companion health professions Acts govern the practice of regulated health professions in Ontario.





1. *Legislation, Standards and Ethics*

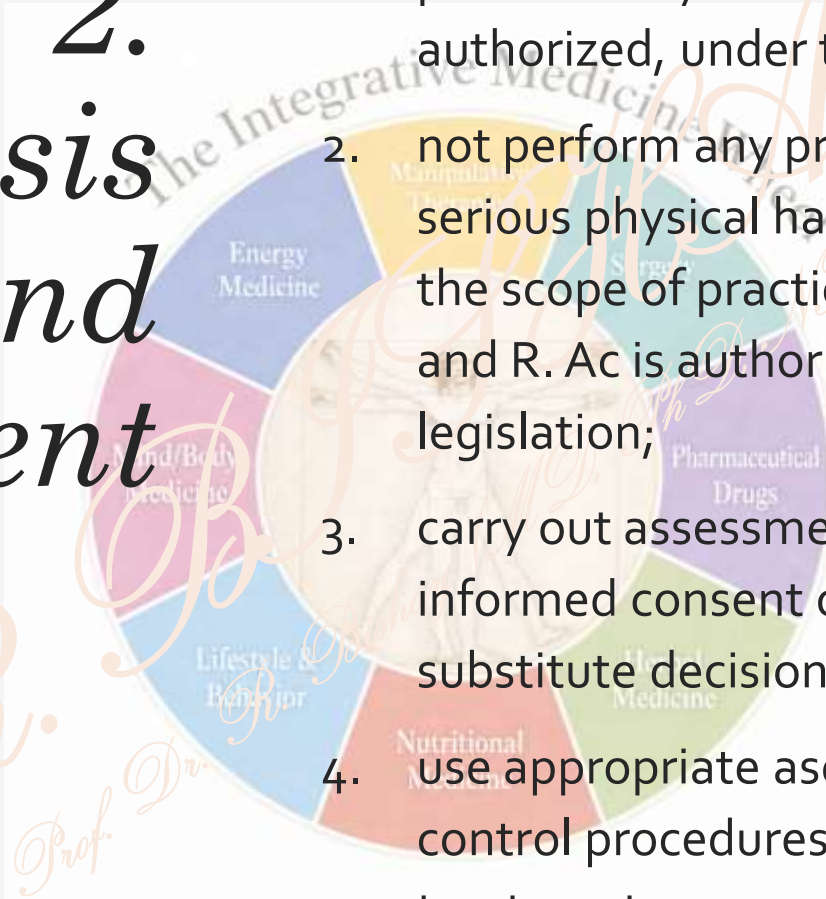
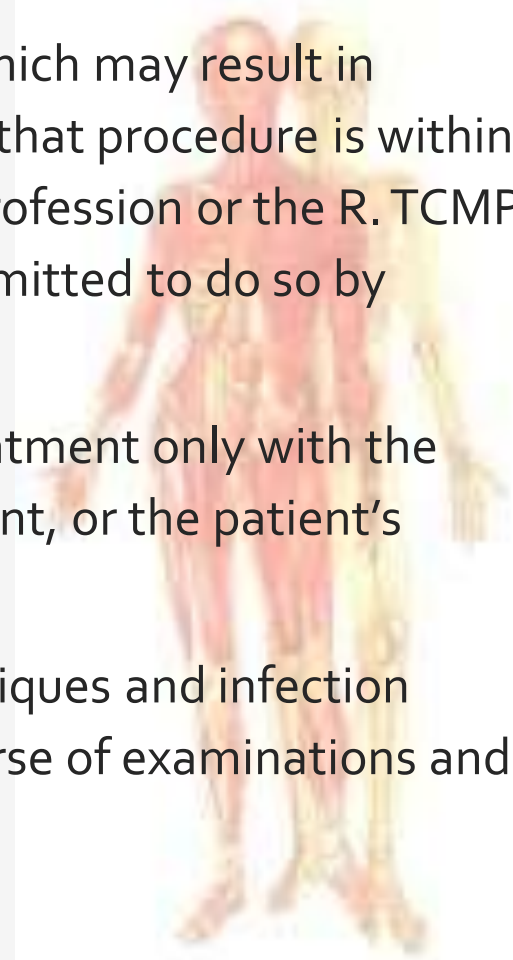
1. maintain the knowledge, skills and judgement to perform procedures undertaken in the course of practicing the profession;
 2. adhere to all relevant provincial and federal legislation and municipal law and guidelines governing the practice of the profession;
 3. adhere to the Standards of Practice set by the College;
 4. adhere to the Code of ethics;
1. professional misconduct;
 2. registration; and
 3. quality assurance





2. *Diagnosis and Treatment*

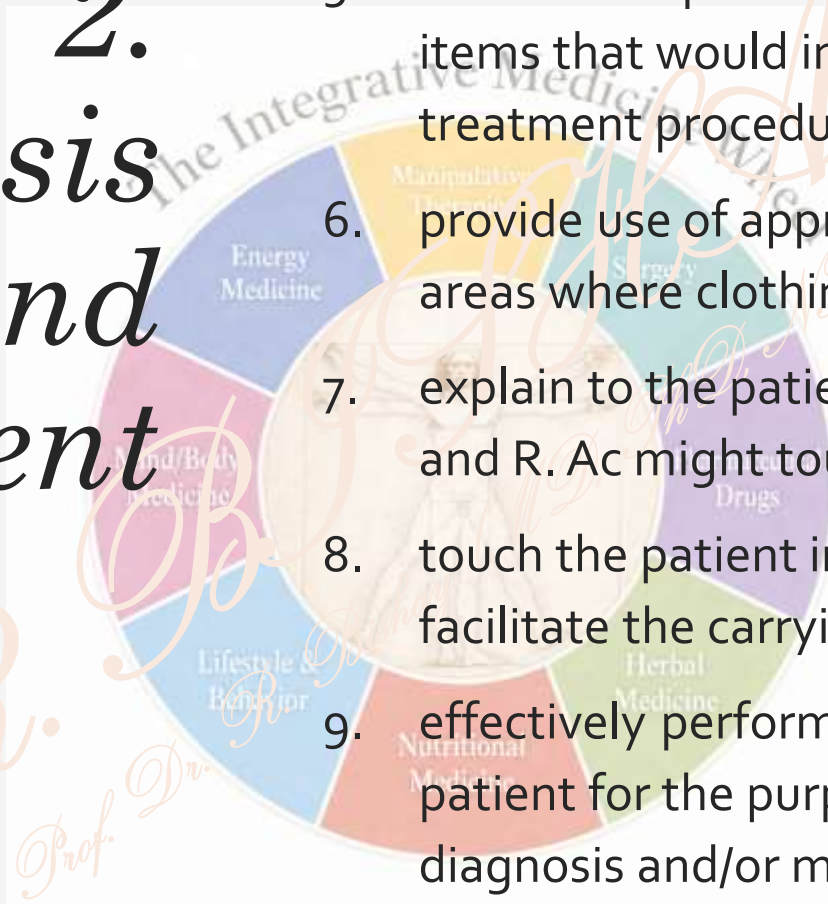
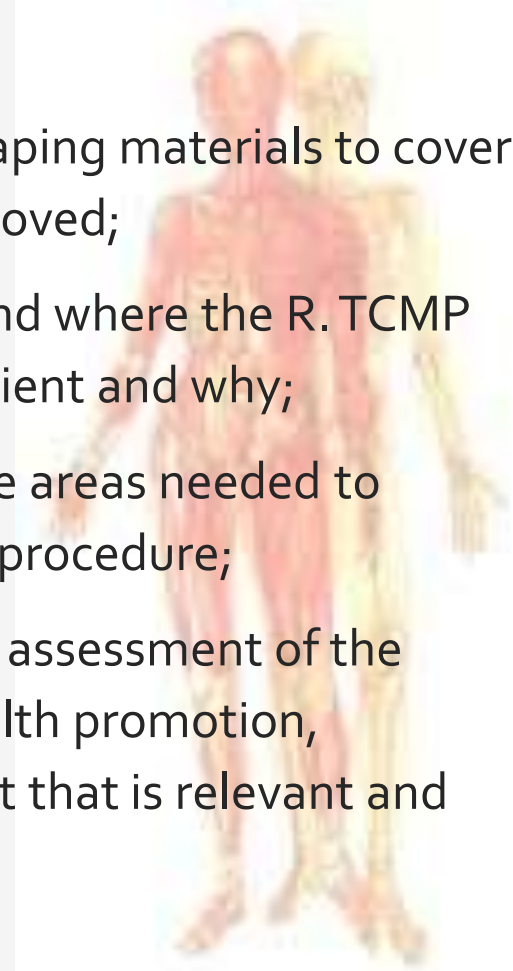
1. perform only those **controlled acts** that have been authorized, under the legislation;
2. not perform any procedure which may result in serious physical harm, unless that procedure is within the scope of practice of the profession or the R. TCMP and R. Ac is authorized or permitted to do so by legislation;
3. carry out assessment and treatment only with the informed consent of the patient, or the patient's substitute decision maker;
4. use appropriate aseptic techniques and infection control procedures in the course of examinations and treatment;





2. *Diagnosis and Treatment*

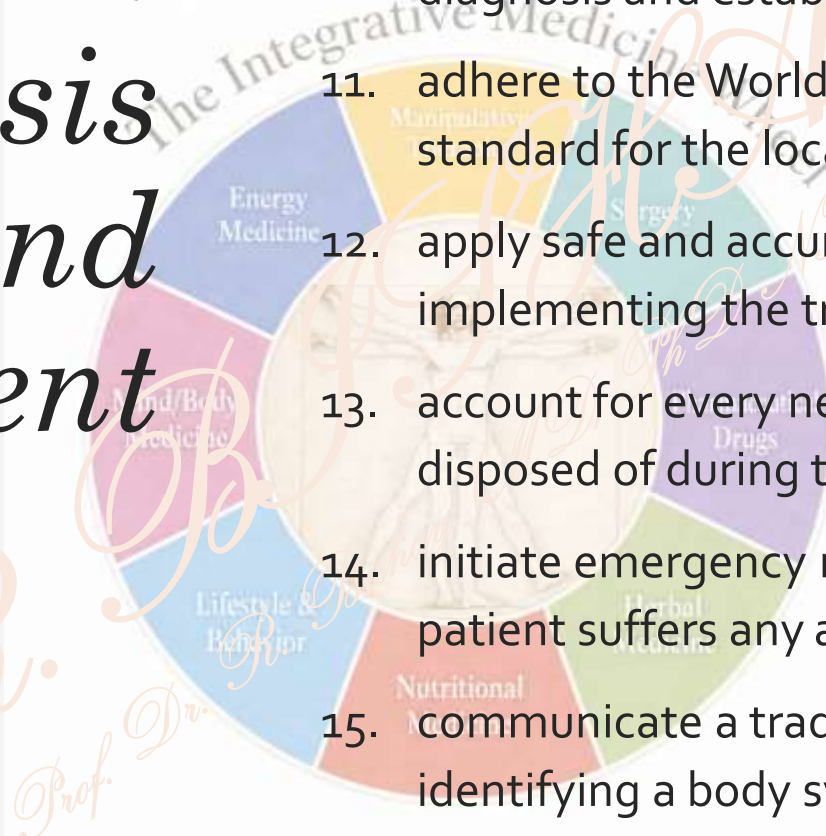
5. instruct the patient to remove only the clothing and items that would interfere with the examination or treatment procedures;
6. provide use of appropriate draping materials to cover areas where clothing was removed;
7. explain to the patient when and where the R. TCMP and R. Ac might touch the patient and why;
8. touch the patient in only those areas needed to facilitate the carrying out the procedure;
9. effectively perform a physical assessment of the patient for the purpose of health promotion, diagnosis and/or management that is relevant and accurate





2. *Diagnosis and Treatment*

10. effectively analyse the information to determine a diagnosis and establish an effective treatment plan;
11. adhere to the World Health Organization (WHO) standard for the location of acupuncture points;
12. apply safe and accurate procedures and processes in implementing the treatment plan;
13. account for every needle that is inserted, removed, and disposed of during treatment;
14. initiate emergency response procedures as required if a patient suffers any adverse reaction to a treatment;
15. communicate a traditional Chinese medicine diagnosis identifying a body system disorder as the cause of a person's symptoms;
16. assess the patient's condition during the course of the treatment or procedures and respond accordingly;

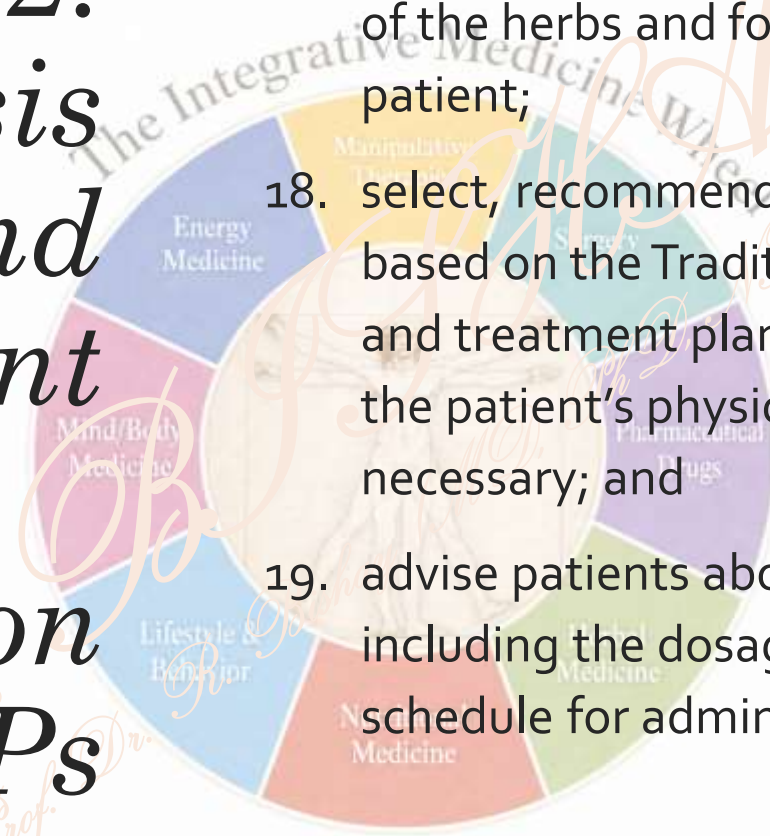
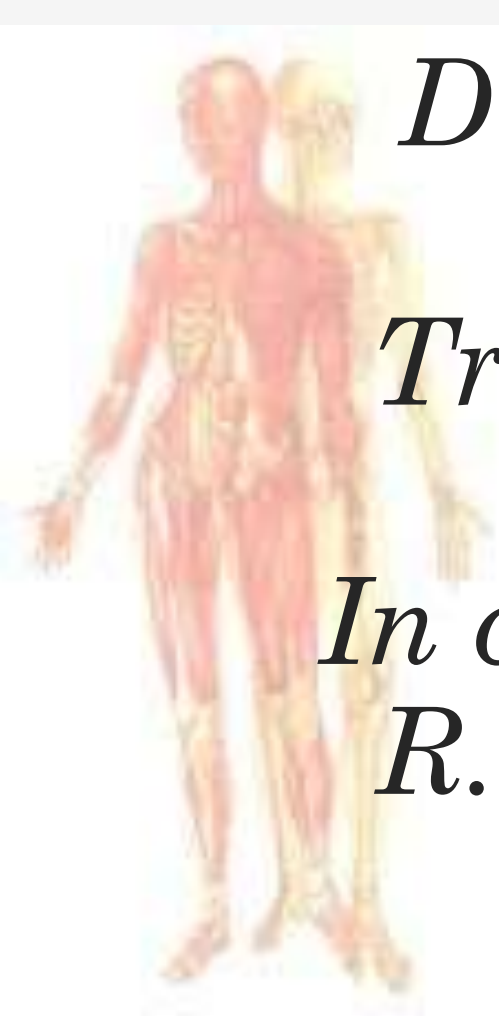
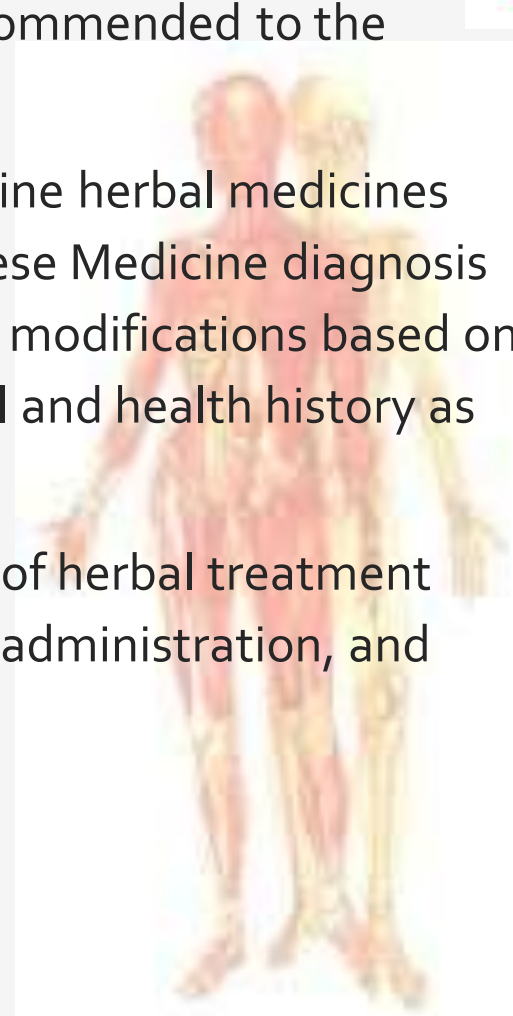




2. *Diagnosis and Treatment*

*In addition
R. TCMPs
must:*

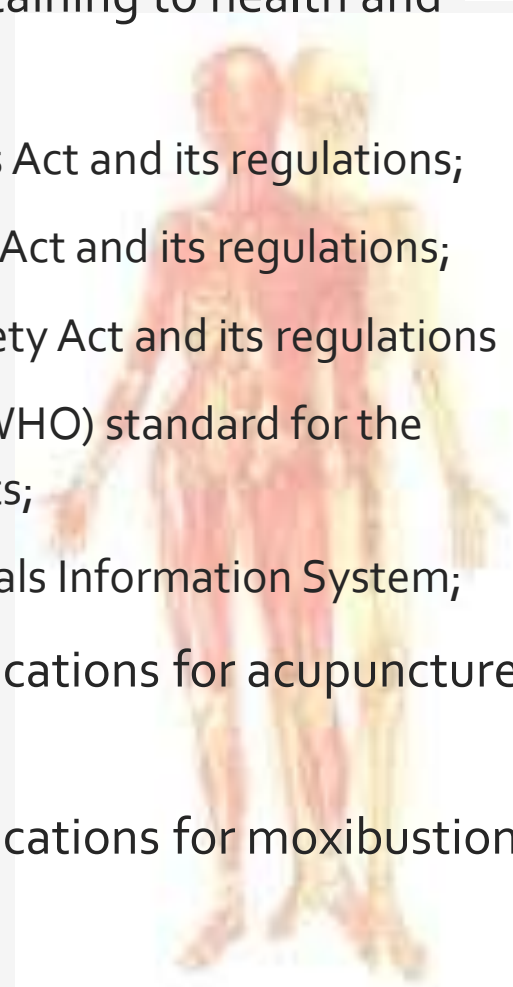
17. take into account all precautions and contradictions of the herbs and formulas recommended to the patient;
18. select, recommend and combine herbal medicines based on the Traditional Chinese Medicine diagnosis and treatment plan and make modifications based on the patient's physical, medical and health history as necessary; and
19. advise patients about the use of herbal treatment including the dosage route of administration, and schedule for administration.





3. Safe Practice

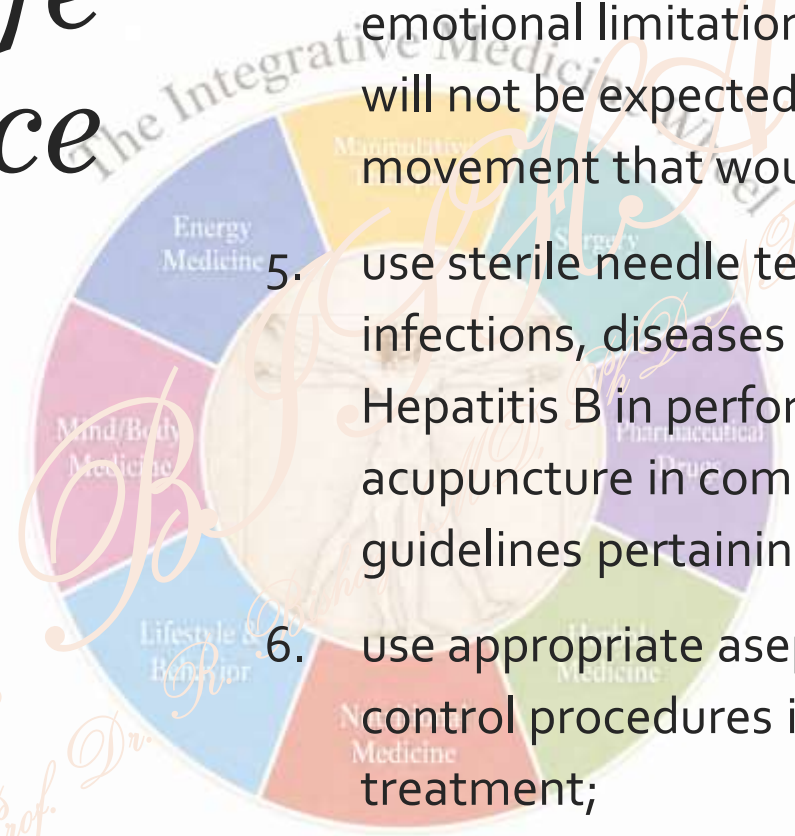
1. observe all relevant municipal, provincial and federal legislation and guidelines pertaining to health and safety, such as the:
 - I. Regulated Health Professions Act and its regulations;
 - II. Traditional Chinese Medicine Act and its regulations;
 - III. Occupational Health and Safety Act and its regulations
 - IV. World Health Organization (WHO) standard for the location of acupuncture points;
 - V. Workplace Hazardous Materials Information System;
2. determine risks and contraindications for acupuncture treatment;
3. determine risks and contraindications for moxibustion treatment;



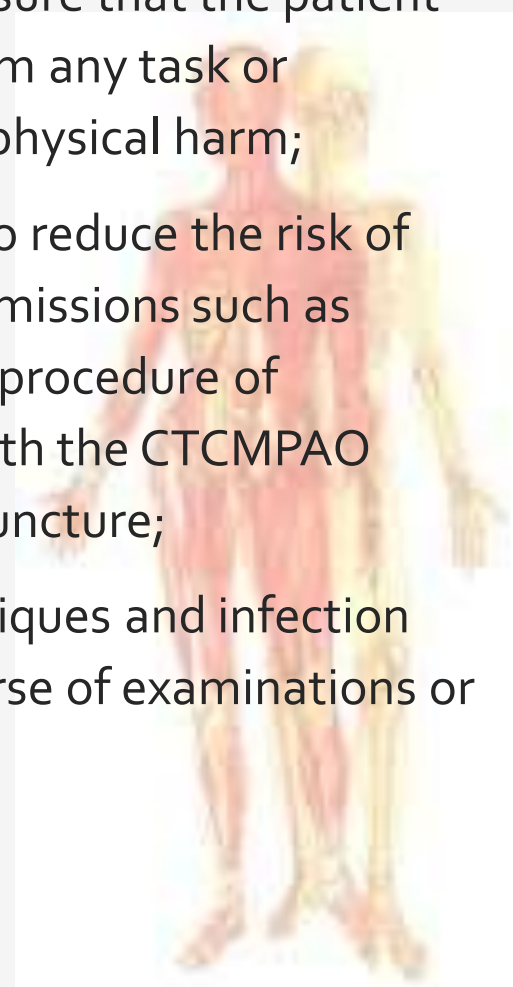


3. *Safe Practice*

4. take into account the patient's physical and emotional limitations, and ensure that the patient will not be expected to perform any task or movement that would cause physical harm;
5. use sterile needle technique to reduce the risk of infections, diseases and transmissions such as Hepatitis B in performing the procedure of acupuncture in compliance with the CTCMPAO guidelines pertaining to acupuncture;
6. use appropriate aseptic techniques and infection control procedures in the course of examinations or treatment;



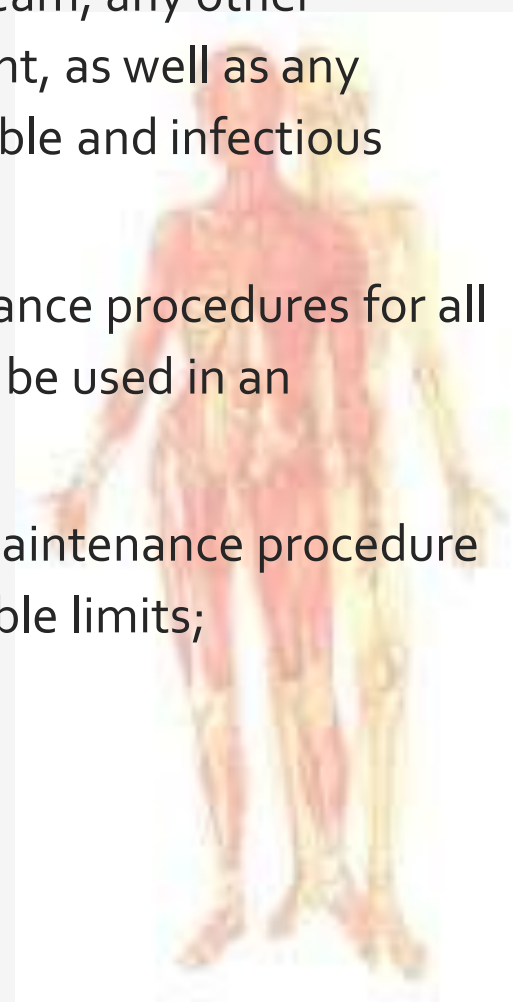
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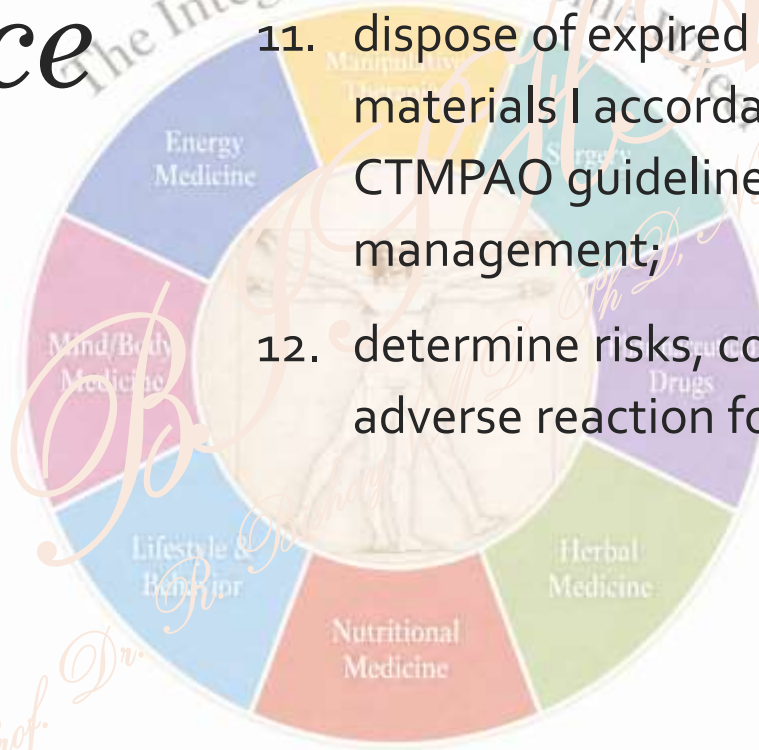
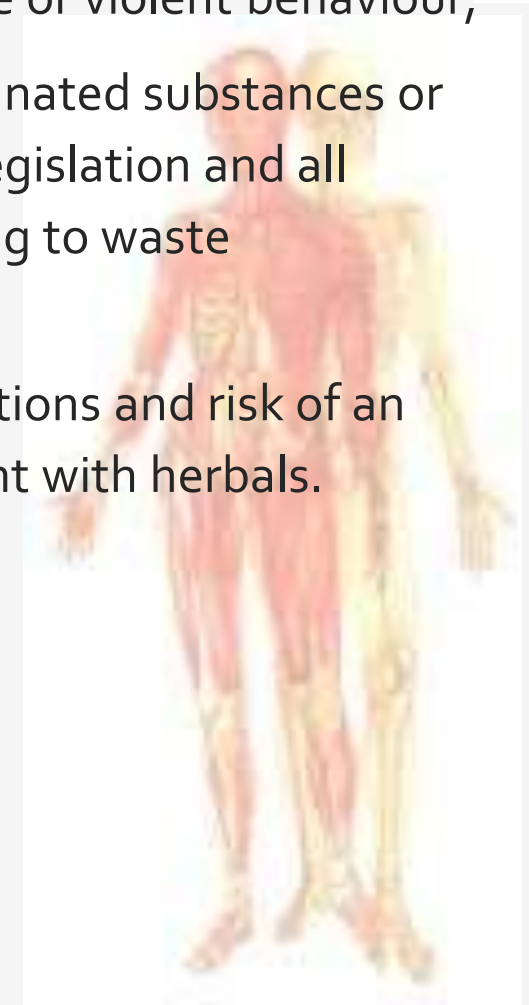
3. Safe Practice

7. protect themselves, their colleagues, staff, other members of the health care team, any other individuals who may be present, as well as any patient, from any communicable and infectious diseases;
8. conduct appropriate maintenance procedures for all equipment and substances to be used in an examination or treatment;
9. take corrective action if the maintenance procedure results are not within acceptable limits;



3. Safe Practice

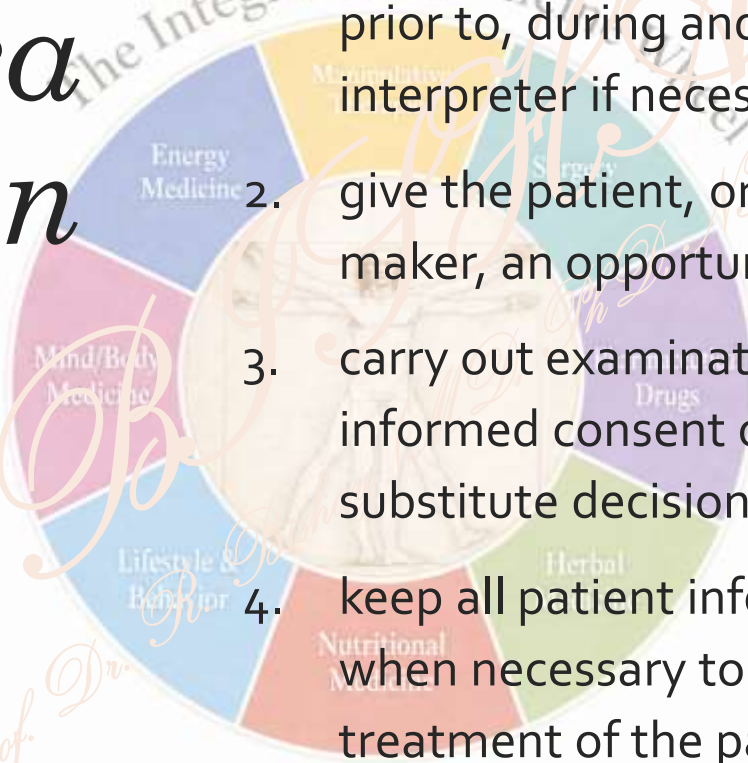
10. initiate emergency response procedures in the event that a patient exhibits abusive or violent behaviour;
11. dispose of expired or contaminated substances or materials in accordance with legislation and all CTMPAO guidelines pertaining to waste management;
12. determine risks, contraindications and risk of an adverse reaction for treatment with herbals.





4. *Communication*

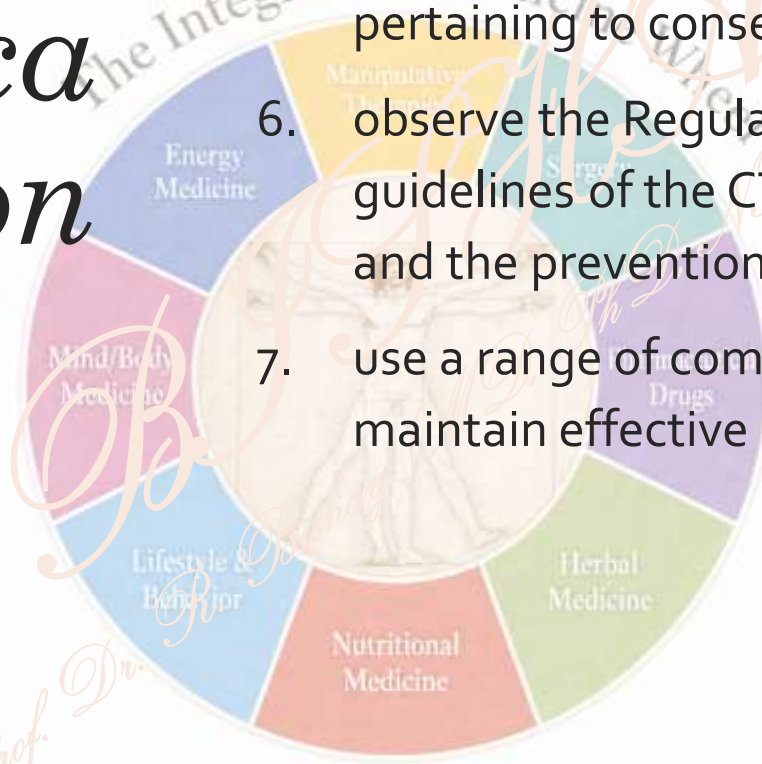
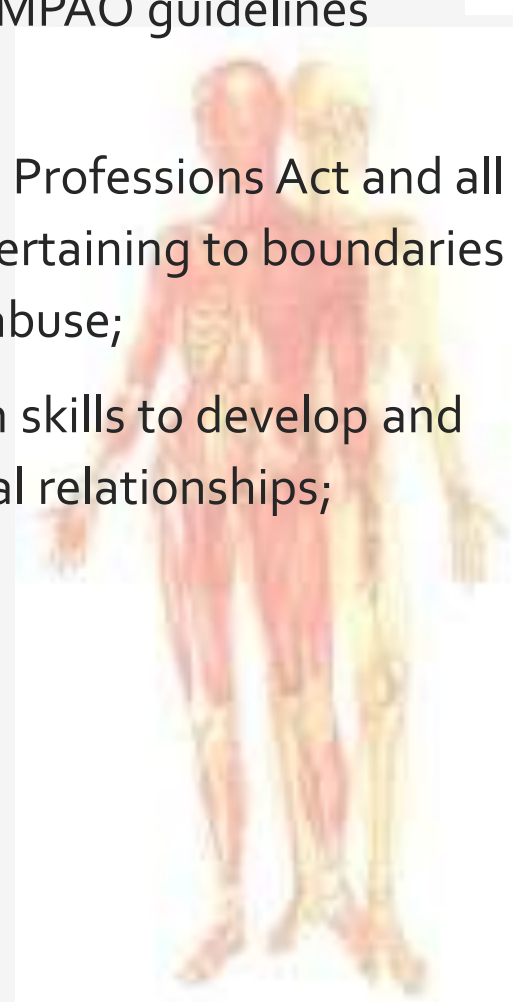
1. provide clear and understandable information to the patient, or the patients substitute decision maker, prior to, during and after treatment, using an interpreter if necessary;
2. give the patient, or the patient's substitute decision maker, an opportunity to ask questions;
3. carry out examinations or treatment only with the informed consent of the patient, or the patients substitute decision maker;
4. keep all patient information confidential, except when necessary to facilitate an assessment or treatment of the patient or when legally obliged or allowed to disclose such information;





4. *Communication*

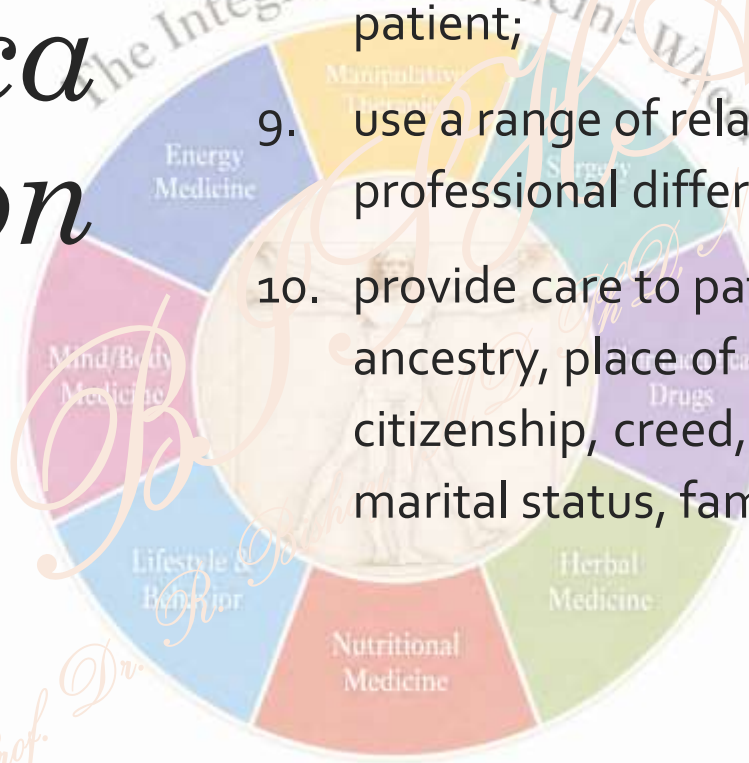
5. observe all relevant legislation, such as the Health Care Consent Act, and all CTCMPAO guidelines pertaining to consent;
6. observe the Regulated Health Professions Act and all guidelines of the CTCMPAO pertaining to boundaries and the prevention of sexual abuse;
7. use a range of communication skills to develop and maintain effective professional relationships;





4. *Communication*

8. collaborate with other members of the health care team to promote the best possible outcomes for the patient;
9. use a range of relationship skills to address professional differences that may lead to conflict;
10. provide care to patients regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability



R. Prof. Dr. Ragy Bishay



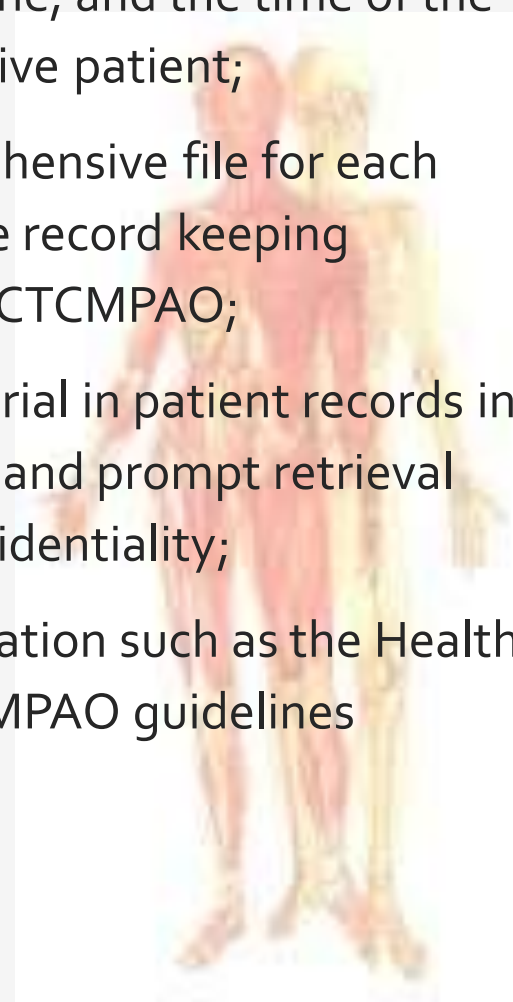


5. *Record Keeping*

1. maintain a written or electronic daily appointment log that outlines the date, name, and the time of the appointment for each respective patient;
2. create and maintain a comprehensive file for each patient in accordance with the record keeping guidelines established by the CTCMPAO;
3. arrange and organize all material in patient records in a manner that allows for easy and prompt retrieval and ensures security and confidentiality;
4. comply with all relevant legislation such as the Health Care Consent Act and all CTCMPAO guidelines pertaining to consent;



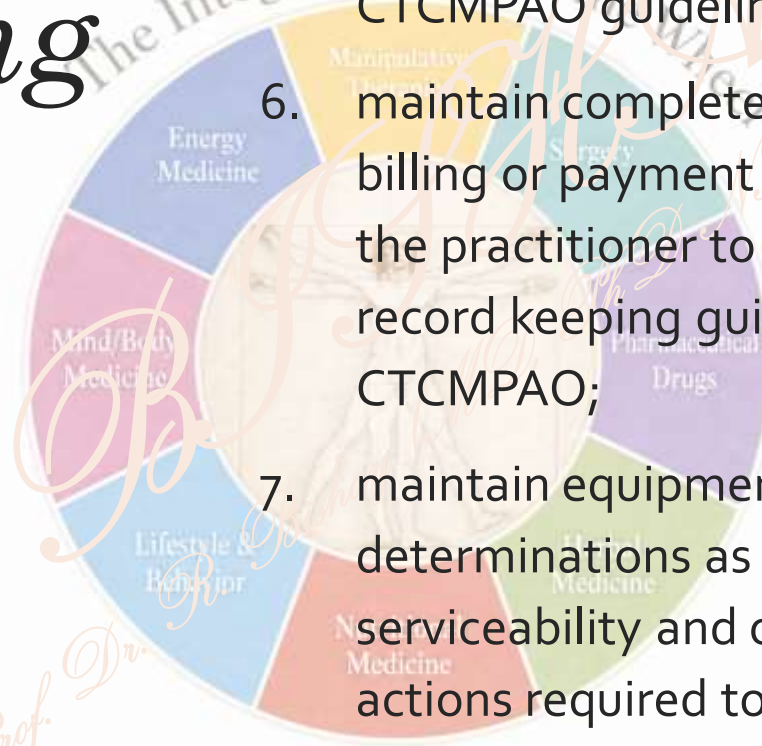
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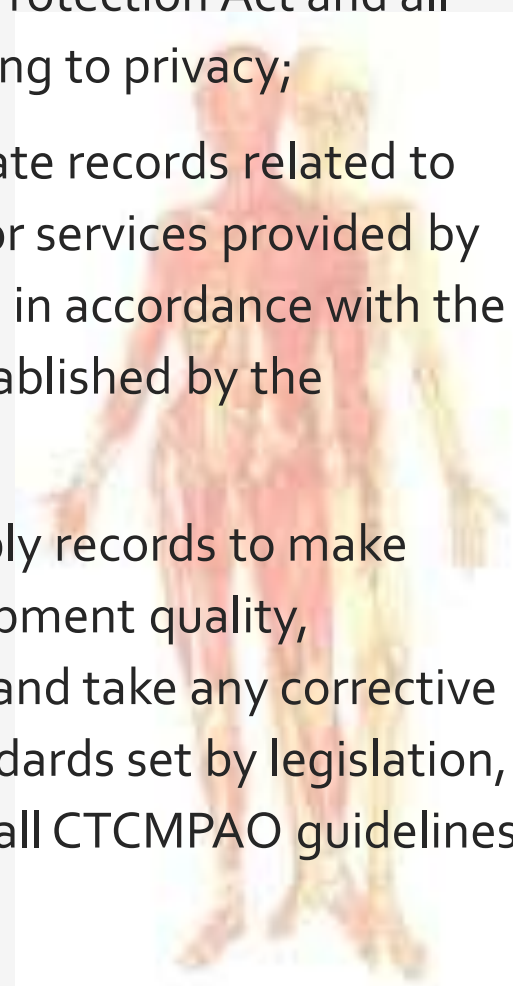


5. *Record Keeping*

5. comply with any privacy legislation such as the Personal Health Information Protection Act and all CTCMPAO guidelines pertaining to privacy;
6. maintain complete and accurate records related to billing or payment for goods or services provided by the practitioner to the patient in accordance with the record keeping guidelines established by the CTCMPAO;
7. maintain equipment and supply records to make determinations as to the equipment quality, serviceability and operability and take any corrective actions required to meet standards set by legislation, manufactures guidelines and all CTCMPAO guidelines pertaining to equipment;



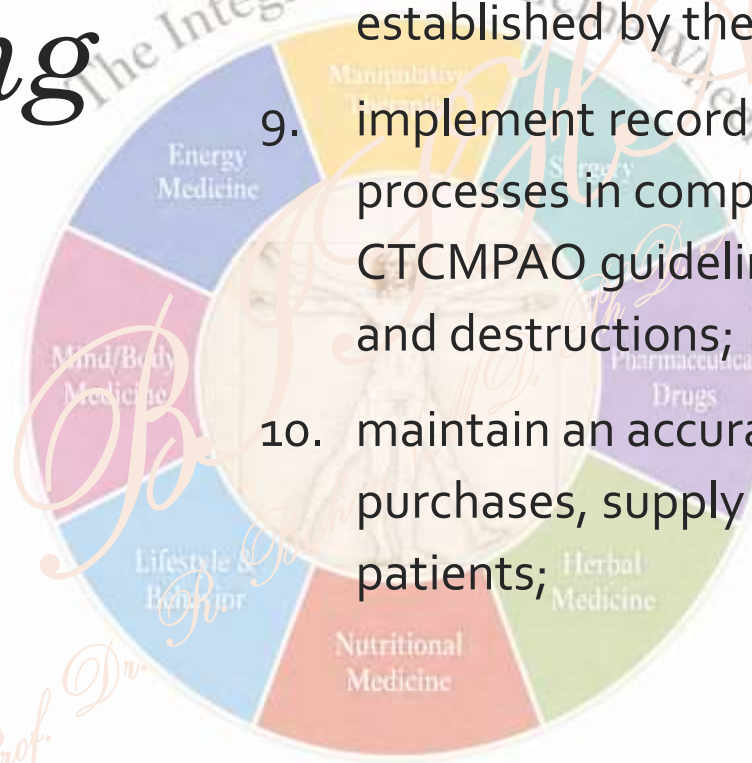
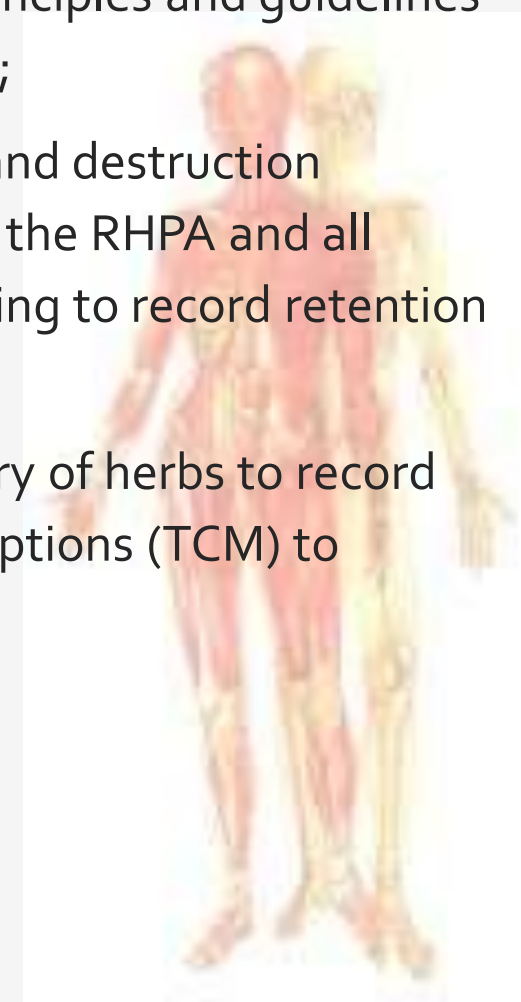
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5. *Record Keeping*

8. ensure that all electronic and written records are managed according to the principles and guidelines established by the CTCMPAO;
9. implement record retention and destruction processes in compliance with the RHPA and all CTCMPAO guidelines pertaining to record retention and destructions;
10. maintain an accurate inventory of herbs to record purchases, supply and prescriptions (TCM) to patients;

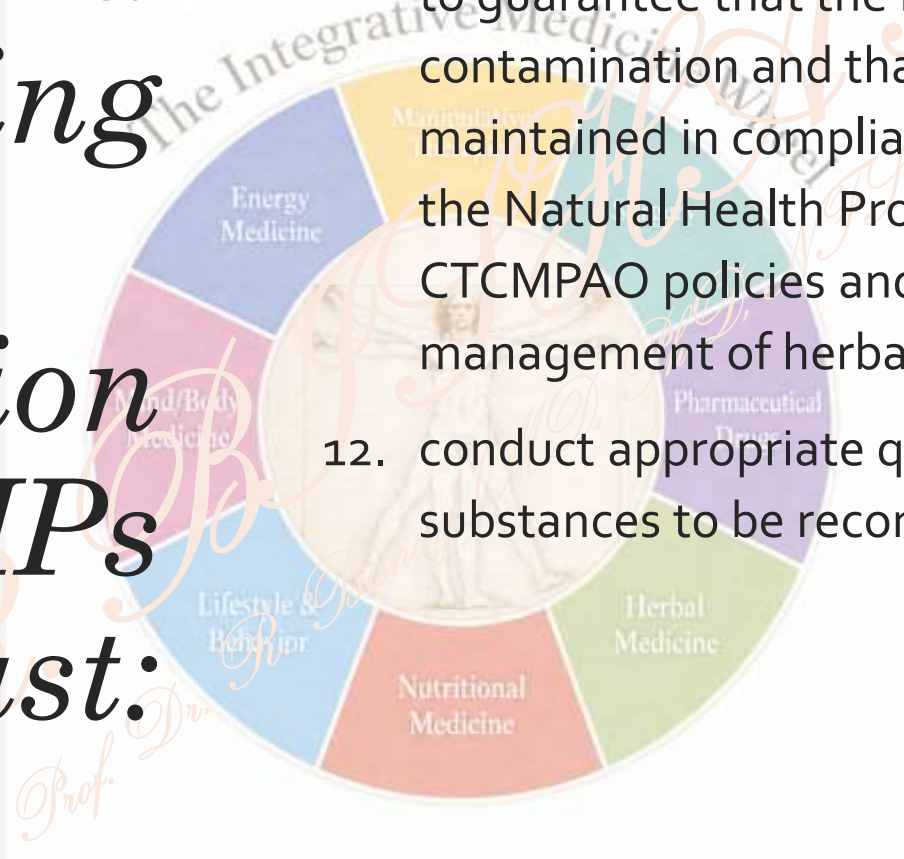




5. *Record Keeping*

*In addition
R. TCMPs
must:*

11. ensure safe storage, labelling and handling of herbs to guarantee that the herbs will be kept free from contamination and that the herb quality is maintained in compliance with a legislation such as the Natural Health Products Directorate and the CTCMPAO policies and guidelines related to the safe management of herbal products;
12. conduct appropriate quality control tests for all substances to be recommended in a treatment plan;





5. *Record Keeping*

*In addition
R. TCMPs
must:*

13. take corrective action if the quality control tests are not within acceptable limits;
14. only use herbs before their expiry time or date;
15. ensure that all herbal prescriptions (TCM) are legible, and contain all of the necessary information to allow the prescription (TCM) to be accurately and safely dispensed (TCM), used and tracked.

