

# Quality Assurance Program

Naturopathic Physician's Quality Assurance Program is made up of 3 parts:

1. [Continuing Education](#)
2. [Self and Peer Reviews](#)
3. [Practice Assessments](#)

## 1. Continuing Education

The continuing education (CE) requirement exists to ensure that naturopathic physicians in practice continually maintain their competency in all related areas necessary to the practice of naturopathic medicine in British Columbia. This enables naturopathic physicians to provide their patients with current professional naturopathic healthcare, and also serves to protect the public. It is also mandated under the College's Bylaws.

Evidence-based measurement should be used where possible to assure desired competencies have been assimilated. This is consistent with the direction of health professions across North America focusing on Continuous Quality Improvement initiatives.

### **Requirements:**

Registrants must complete a minimum of 40 hours of continuing education over each two (2) year CE period. The breakdown of the 40 hrs is as follows:

## Current CE Period: January 1, 2024 to December 31, 2025

Category C	
Category D	Maximum of 10 hours
Category E (Certification holders only, except Prescriptive Authority)	Minimum 2 hours per certification
Category F (Prescriptive Authority Certification holders only)	Minimum 10 approved hours from courses approved by the College
Category G	Minimum 3 approved hours from courses approved by the College
Total Required Number of CE Hours	Minimum 40 hours

### CE Requirements for New Registrants

If your registration came into effect after the start of the CE period, your continuing education requirements will be prorated based on your initial registration date. The prorated requirement will be reflected on your [ROSS](#) account.

Please email [registration@cchpbc.ca](mailto:registration@cchpbc.ca) if your requirements have not been prorated.

### Reporting CE Activities

To report your CE activities, log in to your [ROSS](#) account and click on Continuing Education > Activities. The page will display a breakdown of the required CE hours and a summary of the hours you have entered during the current CE period. To enter CE hours, click on "Add New"

At the end of the CE period, registrants must submit their CE entries to the College. This can be done on [ROSS](#) > "Continuing Education (CE)" tab > "Submit to College"

### Continuing Education Categories:

## **Category C – Educational Conferences, Courses or Seminars**

CE hours are available by attending the following conferences, courses, or seminars:

- Conferences or seminars offered directly by an official provincial or state association in a regulated jurisdiction, such as the British Columbia Naturopathic Doctors (BCND), the Ontario Association of Naturopathic Doctors (OAND), or one of the following national naturopathic organizations: the Canadian Association of Naturopathic Doctors (CAND), American Association of Naturopathic Physicians (AANP) or the Northwest Naturopathic Physicians Association (NWNPA).
- Seminars sponsored by any other medical and professional organizations such as chiropractic, medical, nursing, psychology, acupuncture, etcetera.
- Nutraceutical and pharmaceutical company sponsored educational seminars;
- Teleconference, web-conference, video and audio recordings of seminars, computer-based learning programs and all other distant-learning programs; and
- Life support training and advanced life support training (CPR/BLS, and NALS).

Registrants may claim Category C CE hours for these conferences, courses or seminars provided they meet the following requirements:

- No commercial bias or product placement;
- Every product mentioned is referred to in a similar manner throughout the presentation;
- Generic names are used in presentations whenever possible for all devices, laboratory tests, natural health products, etcetera;
- If a brand name is used, it is to appear after the generic name (e.g. in parenthesis).

### **Approval**

You can claim Category C hours for time attended without pre-approval from the College by using your professional judgement to select CE activities that meet this category's criteria.

### **Proof of Completion**

Please upload a certificate of course completion on [ROSS](#). The certificate should indicate:

- the provider's name;
- the name of the course, conference or seminar;

- the participant's name;
- the total number of hours attended;
- the date of successful completion; and

where possible, the name of the course instructor(s)..

### **Category D – Education, Service & Professional Development**

The College accepts up to a maximum of 10 hours per CE period for the following Category D activities:

- **Teaching**: Offering courses or workshops to either the public or other professionals.
- **Service**: Serving on Committees or Boards of the College or the BCNA.
- **Professional Development**: Attending courses related to personal and professional development including accounting, business, communication skills, financial management, leadership development, office management, public speaking, and related topics.
- **Preceptoring, Supervising and Mentoring (CNPBC-PreceptorshipPolicy-10012023.pdf)**: Review the College's ***Continuing Education (CE) Policy: Supervised practice/Preceptorship (CNPBC-CEPolicySupervisedPractice-08312023.pdf)*** for important information regarding these arrangements and the allocation of CE hours for both the mentor/preceptor and mentee/preceptee.

### **Approval**

Registrants can claim 1 Category D hour for every two (2) hours of activity, unless otherwise noted. Submissions for this category do not require pre-approval from the College. You may use your best professional judgement to seek Continuing Education (CE) that meets this category's criteria.

### **Proof of Completion**

Please upload a summary of the activity on [ROSS](#) as follows:

- **Teaching**: include the course name, date, and location.
- **Service**: indicate which Committee or Board.
- **Professional Development**: include the course name, date, and location.
- **Preceptoring and Mentoring**: include dates and timing, the general nature of the supervision or practice observation, and the names of both the mentor/preceptor and mentee/preceptee.

### **Category E – Certifications**

For each CNPBC certification, except Prescriptive Authority, registrants must successfully complete at least two (2) hours, of **relevant CE in the specified aspect of practice covered by the certification**, per two (2) year CE period.

If you have obtained a new certification after the start of the CE period, the two (2) hour requirement will automatically be prorated for you on the [ROSS](#).

Category E CE hours may be obtained through:

- **Courses or conferences** relevant to the specified aspect of practice;
- **Supervised practice and/or practice observation.** (Review the College's *Continuing Education (CE) Policy: Supervised practice/Preceptorship (CNPBC-CEPolicySupervisedPractice-08312023.pdf)* for important information regarding these arrangements and the allocation of CE hours for both the mentor/preceptor and mentee/preceptee.)
- **Currency:** Registrants can meet the above-noted CE requirements upon providing evidence of currency in a specified aspect of practice. Two (2) hours of Category E CE may be claimed for every fifty (50) treatments performed in an area of practice corresponding to the registrant's certification.

## Approval

As a registrant, you can claim Category E hours for time attended or treatments completed. Submissions for this category do not require pre-approval from the College. You may use their best professional judgement to seek continuing education (CE) that meets this category's criteria and is relevant to your certifications.

## Proof of Completion

### CE Courses:

Please upload a certificate of course completion on [ROSS](#). The certificate should indicate:

- the provider's name;
- the name of the course, conference or seminar;
- the participant's name;
- the total number of hours attended;
- the date of successful completion; and
- where possible, the name of the course instructor(s).

**Currency Model:** Upload your treatment tracking log on [ROSS](#). You can choose one of the tracking logs found on [ROSS](#) “Forms & Resources” tab > “Continuing Education” folder.

**Preceptoring (Practice Observation):** Upload a preceptorship summary on [ROSS](#) which includes dates and timing, the general nature of the preceptorship, and the names of both the preceptor and the preceptee.

**Supervised Practice:** Complete and upload the Supervised Practice Tracking from on [ROSS](#). The form can be found on [ROSS](#) > “Forms & Resources” tab > “Quality Assurance” folder.

### Category F – Prescribing Authority

Registrants who hold CNPBC certification in **Prescriptive Authority (link to the “*Prescriptive Authority Certification*” page)**, are required to obtain ten (10) hours in approved courses per two-year CE period.

Registrants taking the ten (10) hours in a single prescribing topic (e.g. bioidentical hormones) may only use that topic once and need to take other topics in the future. It is permissible to take the same topic again if it is part of a multi-topic prescribing review.

If you have acquired certification in Prescriptive Authority during a CE period, say from January 2024 to December 2025, you are not required to fulfill the ten (10) hour requirement until the end of the following two-year CE period, that is, from 2026-2027.

### **Approval**

Category F hours can only be claimed from hours that the College has approved. A list of the approved Category F course options can be found on [ROSS](#) > Forms & Resources tab > Continuing Education. The approved courses document indicates the maximum number of hours that can be claimed for an approved course.

Those wishing to have the College review a course not included on the approved list may contact the course provider and refer them to the section below: “*Information for CE Course Providers.*”

### **Proof of Completion**

Upload a certificate of course completion on [ROSS](#). The certificate should indicate:

- the provider’s name;
- the name of the course, conference or seminar;
- the participant’s name;

- the total number of hours attended;
- the date of successful completion; and
- where possible, the name of the course instructor(s).

### **Category G – Ethics, Professionalism & Cultural Safety**

The College has established this category to encourage professional development in the areas of cultural safety, cultural humility, ethics, and jurisprudence. Registrants are required to complete three (3) hours in approved courses per two-year CE period.

#### **Approval**

Category G hours can only be claimed from courses approved College.

A list of the approved Category G course options can be found on [ROSS](#), under the Forms & Resources tab > Continuing Education. The approved courses document indicates the maximum number of hours that can be claimed for an approved course.

If you wish to have the College review a course not included on the approved list, you may contact the course provider and refer them to the section below: "*Information for CE Course Providers.*"

#### **Proof of Completion:**

Please upload a certificate of course completion [ROSS](#). The certificate should indicate:

- the provider's name;
- the name of the course, conference or seminar;
- the participant's name;
- the total number of hours attended;
- the date of successful completion; and
- where possible, the name of the course instructor(s).

### **Information for CE Course Providers**

#### **Eligible Categories**

Please note that the College only reviews and approves Category F & G courses. Registrants may use their best professional judgement and the criteria provided in the above sections when submitting CE hours for the remaining categories.

#### **Application Process**

Course providers may fill out and submit the **Continuing Education Courses Application (CNPBC-CECourseApp-03172021)** form to the College to have their content considered for approval for these CE categories.

Once approved, courses will be added to the list of approved courses posted in the [ROSS](#) in the Forms & Resources folder.

## 2. Self and Peer Reviews

The use of a self and peer reviews as part of the Quality Assurance program will give NDs the opportunity to reflect on their individual practices.

### Requirements:

All full (practising) registrants are expected to complete both a self-review and a peer review every two years (coinciding with each two (2) year continuing education period).

The self and peer review forms are available for registrants on [ROSS](#) > “Forms & Resources” tab > Quality Assurance Program.

Registrants are required to retain copies of the completed forms but are not required to submit them. The College reserves the right to request the completed forms at any time.

## 3. Practice Reviews

Practice reviews are an important and integral part of the College’s Quality Assurance Program. The practice review process includes a number of procedures:

Each year, at least 15-20 full (practising) registrants are selected for a practice review. When a selected registrant works in a place of practice with other registrants, all the registrants working at that place of practice will be reviewed.

The purpose of the practice review process is to ensure that all registrants and clinics are operating at the standard expected of naturopathic physicians in British Columbia. The practice review is an opportunity for the college to engage in a dialogue with registrants at their place of practice and help them identify areas of strength and opportunities for improvement.

The assessors conducting practice reviews will reference the College’s **Standards of Practice found on the professions Standards of Practice page** and several key checklists, including the *Naturopathic*



***Clinical Office Checklist*** and the ***Emergency Medical Kits***.

Registrants can review the Practice Review Checklist on [ROSS](#) > “Forms & Resources” tab > Quality Assurance Program.