

Workbook

Scope of Practice

Module 2



College of
**COMPLEMENTARY HEALTH
PROFESSIONALS OF BC**

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Introduction

As a licensee of the College of Complementary Health Care Professionals of BC (CCHPBC), you are responsible for providing safe and competent care, maintaining current knowledge and skills, and ensuring that all activities and practices are performed within scope of practice in accordance with the [Complementary Health Professionals Regulation](#) and [Professional Standard: Scope of Practice](#).

This workbook is designed to help you understand and apply the Professional Standard: Scope of Practice in your day-to-day practice.

HOW TO USE THIS WORKBOOK

This workbook has been designed to review one Principle at a time. Make sure you have a copy of the professional standard open as you go through the workbook and reflect on how you meet the professional standard in your day-to-day practice.

Please download and save the workbook to your device. Alternatively, you may print the workbook. Be sure to use the fillable text boxes throughout the workbook to record your answers and reflections. As you complete the questions, save your work to avoid losing your progress. Answers to the “Apply to Practice” questions can be found in the Answer Key at the end of the workbook. There is **no** requirement to submit the workbook or report completion to the College.

Resources are available to support you. See the [orientation video](#) and the resources at the end of the workbook for more information.

Professional Standard

Scope of Practice



Learning Outcomes

After reviewing the [Professional Standard: Scope of Practice](#) and engaging with the workbook, licensees will demonstrate practical understanding of the legal and ethical requirements for practising within their defined scope of practice.

Specifically, licensees will be able to:



- List the resources available to help licensees maintain current and accurate awareness of their scope of practice.
- Describe the requirements for maintaining clear separation of regulated and unregulated services.
- Describe the requirements for determining if a service or technique should be incorporated into practice.
- Identify the requirements for acquiring and maintaining current knowledge and skills in practice.
- Understand the importance of applying an evidence-based approach to care.

Principle 1 and Outcome Statement

Principle 1	Outcome Statement
CCHPBC licensees must provide safe and competent care.	People receiving health care services from a CCHPBC licensee expect that their health care practitioner will apply the appropriate knowledge, skills, and judgement to provide care that is safe.

Why is providing safe and competent care important?

Providing safe and competent care is essential to public protection. When licensees work within their education, training, and ability, it helps prevent harm. This approach builds trust, demonstrates accountability, and supports ethical, reliable, and evidence-based care.

As you review Principle 1, think through and respond to the following questions. Answers to the questions with a  (key icon) can be found in the Answer Key, while questions with a  (light bulb icon) are for your own reflection.

1

You want to make sure that your understanding of your scope of practice is current.



CHECK YOUR UNDERSTANDING

For information about scope of practice, what resources should you refer to?

- A.** The Complementary Health Professionals Regulation
- B.** CCHPBC Professional and Clinical Practice Standards
- C.** CCHPBC directives
- D.** CCHPBC guidance documents



IN YOUR PRACTICE...

...how often do you review the details of your scope of practice?

2

Principle 1.7 provides the requirements for maintaining clear separation between regulated and unregulated services.

 CHECK YOUR UNDERSTANDING

According to Principle 1.7, which of the following is **incorrect** about clear separation of services that fall outside of one's scope of practice:

- A.** Ensuring that the service that falls outside scope of practice is not linked to or associated with your practice or professional status.
- B.** Not discuss services that fall outside scope of practice when providing care as a licensee and vice versa.
- C.** May promote services that fall outside their scope of practice while using a reserved title.
- D.** Maintaining separate health care and financial records.

 IN YOUR PRACTICE...

...which reserved titles are you allowed to use? If you are trained to provide an unregulated service, how do you clearly separate the services you provide?

3

Some licensees are dually-licensed, meaning they are licensed to provide health care services in more than one health profession.

 CHECK YOUR UNDERSTANDING

Which three (3) requirements must be met when providing health care services to the public when dually-licensed? Select all that apply:

- A.** Clearly communicate in which profession you are acting when providing care.
- B.** Practice only within the scope of practice of the profession in which you are acting to provide care.
- C.** Maintain separate health care and billing records for each health profession in which you are licensed.
- D.** Provide combined health care services with patient consent.

 IN YOUR PRACTICE...

... how might dual-licensing affect patient care if no clear separation between health professions is made?

4

Principle 1.4 states that you must incorporate an evidence-based practice approach to clinical decision making and treatment planning.

 CHECK YOUR UNDERSTANDING

Using the definition in the Professional Standard: Scope of Practice, what are four (4) components of evidence-based practice? Select all that apply:

- A.** Research evidence
- B.** Practice context
- C.** Patient values
- D.** Clinical expertise
- E.** Anecdotal evidence
- F.** Treatment techniques

 IN YOUR PRACTICE...

... how do you incorporate the components of evidence-based practice into the treatments you provide?

5

You are learning a new treatment technique that requires specific tools or supports within the practice environment.

 CHECK YOUR UNDERSTANDING

What must be considered before incorporating a new service or technique into practice?

 IN YOUR PRACTICE...



... how do you determine whether you meet the requirements to incorporate a new technique or service?

Principle 2 and Outcome Statement

Principle 2	Outcome Statement
<p>CCHPBC licensees must maintain current knowledge and skills.</p>	<p>People receiving health care services from a CCHPBC licensee expect that their health care practitioner will stay current with their knowledge and skills to ensure they deliver safe, effective, and high-quality care.</p>

Why is maintaining current knowledge and skills important?

Maintaining currency of knowledge and skill relevant to one's scope of practice through continuing professional development supports safe, effective, and competent care.

As you review Principle 2, think through and respond to the following questions. Answers to the questions with a  (key icon) can be found in the Answer Key, while questions with a  (light bulb icon) are for your own reflection.

1

You want to ensure that your practice is supported by an evidence-based approach.

 CHECK YOUR UNDERSTANDING

Evidence-based practice requires staying informed about current research.

- True
- False

 IN YOUR PRACTICE...

... how do you stay current with best available research evidence relevant to your scope of practice?

2

Principle 2.1 states that you must engage with continuing professional development (CPD).

CPD is an activity or program undertaken for which purpose?

- A.** Increase income
- B.** Fulfill required continuing education (CE) hours
- C.** Collaborate with colleagues
- D.** Ensure professional knowledge, skills, and abilities remain current
- E.** Learn the newest trending technique



IN YOUR PRACTICE...

... how do you select CPD activities relevant to your scope of practice? How often do you engage in CPD activities?

3

You want to provide a service using a technique or approach that was not included in your entry to practice education.



CHECK YOUR UNDERSTANDING

You can immediately provide a service using a technique or approach that was not included in your entry to practice education without additional training if you are confident.

- True
- False



IN YOUR PRACTICE...



... how do you critically assess whether additional training meets the requirements of the Professional Standard: Scope of Practice?

Principle 3 and Outcome Statement

Principle 3	Outcome Statement
<p>CCHPBC licensees must not provide false or misleading information to patients or the public.</p>	<p>People receiving health care services from a CCHPBC licensee expect that their health care practitioner will provide truthful, complete, and evidence-based information about the health care services.</p>

Why is not providing false or misleading information important?

Patients and members of the public must receive clear, accurate, and verifiable information to make informed decisions. Providing verifiable, accurate, and complete information within scope of practice upholds professional integrity, maintains public trust, and supports ethical practice.

As you review Principle 3, think through and respond to the following questions. Answers to the questions with a  (key icon) can be found in the Answer Key, while questions with a  (light bulb icon) are for your own reflection.

1

You provide a professional recommendation to a patient about a service or technique that is outside your scope of practice.



CHECK YOUR UNDERSTANDING

Which requirement of the Professional Standard: Scope of Practice addresses this scenario?



IN YOUR PRACTICE...

... how do you ensure that the professional recommendations you make are within your scope of practice?

2

You are providing information about treatment options to a patient.

 CHECK YOUR UNDERSTANDING

Which requirements of the Professional Standard: Scope of Practice address this scenario?

 IN YOUR PRACTICE...

... how do you ensure that the information you share about treatment options meets the requirements of the Professional Standard?

Explore More

Reflection Questions

On your own or with colleagues, complete the following reflection questions to further explore how the Professional Standard: Scope of Practice applies to practice.

- Do you understand the current limits of your scope of practice?
- How do you respond when a patient requests a service that may fall outside your scope of practice?
- How do you ensure the information you share with patients is verifiable, accurate, and based on research evidence?
- Could the information you provide to patients create unrealistic expectations about outcomes or effectiveness?

Support

Have questions or need more support?

- > **[Review Professional Standards and Frequently Asked Questions.](#)**
- > Contact a Practice Advisor at **practicesupport@cchpbc.ca**.
- > Refer to the **[Complementary Health Professionals Regulation](#)** and the **[Scope of Practice Explanatory Statements](#)** for additional information on scope of practice.

Missed a Module? [Click here to view available modules](#)

Feedback Survey

Please take a moment to provide your feedback to improve future learning activities.

[Submit feedback](#)

Apply to Practice

Answer Key



1

QUESTION 1 | PRINCIPLE 1

You must refer to and regularly review the following:

- A.** *The Complementary Health Professionals Regulation*
- B.** CCHPBC Professional and Clinical Practice Standards
- C.** CCHPBC directives
- D.** CCHPBC guidance documents

Professional Standard: Scope of Practice, Principle 1.1 states:

1.1 *Maintain awareness of their scope of practice, including by reviewing and staying current with the Regulation, College standards, directives and guidance documents.*

2

QUESTION 2 | PRINCIPLE 1

- C.** May promote services that fall outside their scope of practice while using a reserved title.

Professional Standard: Scope of Practice, Principle 1.7.2 states:

1.7.2 *not using reserved titles to promote services that fall outside their scope of practice.*

3

QUESTION 3 | PRINCIPLE 1

- A. Clearly communicate in which profession you are acting when providing care.
- B. Practice only within the scope of practice of the profession in which you are acting to provide care.
- C. Maintain separate health care and billing records for each health profession in which you are licenced.

Professional Standard: Scope of Practice, Principle 1.6 states:

1.6 *When dually-licensed ensure there is clear separation between health professions, including:*

- 1.6.1** *clearly communicating to the patient the health profession under which they are providing care;*
- 1.6.2** *practicing within the scope of practice of only one health profession at a time; and*
- 1.6.3** *maintaining separate health care and financial records for each professional practice.*

4

QUESTION 4 | PRINCIPLE 1

- A. Research evidence
- B. Practice context
- C. Patient values
- D. Clinical expertise

Professional Standard: Scope of Practice defines evidence-based practice as:

evidence-based practice: *an approach to professional practice that involves the integration of **research evidence** specific to the condition being treated or approach to treatment; **practice context**, including a licensee's scope of practice; **patient's values** and circumstances; and **clinical expertise**.*

5

QUESTION 5 | PRINCIPLE 1

Professional Standard: Scope of Practice, Principle 1.5 states:

1.5 *Do the following before incorporating a service or technique within their practice:*

1.5.1 *take all reasonable steps to determine that the service is within their scope of practice;*

1.5.2 *ensure they have sufficient training and knowledge to perform the service safely and effectively;*

1.5.3 *ensure adequate resources, staffing and systems are available to safely perform the service and manage any intended and unintended outcomes; and*

1.5.4 *the service or technique can be provided in compliance with all relevant legislation.*

1

QUESTION 1 | PRINCIPLE 2

True.

Professional Standards: Scope of Practice, Principle 2.2 states:

- 2.2** *Take reasonable steps to remain up to date on best available research evidence to support evidence-based practice.*

2

QUESTION 2 | PRINCIPLE 2

D. Ensure professional knowledge, skills, and abilities remain current

Professional Standard: Scope of Practice defines continuing professional development as:

continuing professional development: *an activity or program undertaken for the purpose of ensuring that professional knowledge, skills, and abilities remain current.*

3

QUESTION 3 | PRINCIPLE 2

False.

Professional Standard: Scope of Practice, Principle 2.3 states:

- 2.3** *Undertake additional training before integrating techniques or approaches that extend beyond entry-level practice to develop the necessary knowledge, skills and competence required to safely integrate into practice.*

Professional Standard: Scope of Practice defines additional training as:

additional training: *refers to structured education with an objective assessment of knowledge and skills beyond entry-level competency that includes both theoretical and practical components including:*

- *theory and principles of the technique and/or approach*
- *assessment and diagnosis*
- *treatment*
- *proper handling, including storage and preparation, of substances when applicable*
- *risk, and management as applicable*

1

QUESTION 1 | PRINCIPLE 3

Professional Standards: Scope of Practice, Principle 3.4 states:

- 3.4** *Not provide professional recommendations that are outside the licensee's scope of practice.*


2


QUESTION 2 | PRINCIPLE 3

Professional Standards: Scope of Practice, Principle 3 states:

- 3.1** *Ensure all information communicated to patients or the public about health care services, drugs, devices, and other health products is accurate, verifiable, and based on best available research evidence.*
- 3.2** *Provide all the necessary information for patients to make an informed decision about a proposed health care service, drug, device, or other health product, including information on risks and benefits.*
- 3.3** *Not make claims that create an unjustified expectation or convey misrepresentations or misinformation about a health care service, drug, device, or other health products.*
- 3.4** *Not provide professional recommendations that are outside the licensee's scope of practice.*



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