
CNDA Continuing Competence Program Rules

Introduction

The *Health Professions Act* requires that all regulated health professions have a responsible, accountable and formal means of assessing and reporting on the continuing competence of their members. All health professions are required to establish a continuing competence program. The CNDA continuing competence program is an important component in ensuring that naturopathic doctors provide care that is safe, competent and ethical.

Naturopathic doctors must maintain competence through professional activities. The continuing competence requirements apply to members of the general and provisional registers. Failure to comply with the CNDA continuing competence program is considered unprofessional conduct for naturopathic doctors.

The Continuing Competence Program Cycle will run from November 1 of an even year to October 31 of the next even year (ex. November 1, 2020 to October 31, 2022).

To maintain professional competence, naturopathic doctors must:

- complete an annual self-assessment;
- create and submit an annual learning plan;
- submit a list of completed continuing competence activities annually;
- complete required certifications and examinations;
- complete at least 40 continuing competence program credits every competence cycle; and
- successfully complete ongoing practice visits.

Definitions

Activities requiring authorization: specified activities that require authorization from the Registrar in order for a naturopathic doctor to practice them as per CNDA Standards of Practice and the *Naturopaths Profession Regulation*.

Category A program credits: earned for attending meetings, events and activities of major associations and regulatory bodies in support of the CNDA Code of Ethics section “Responsibilities to the profession” section 2.

Category B program credits: earned from professional courses, seminars and conferences as outlined in the CNDA Continuing Competence Program Rules, including webinars.

Category C program credits: earned from research and self-directed study as outlined in the CNDA Continuing Competence Program Rules.

Competence: the combined knowledge, skills, attitudes and judgement required to provide professional services, defined in the *Health Professions Act*.

Continuing competence cycle: a two-year cycle that begins on November 1 of an even year and ends on October 31 of an even year (e.g. November 1, 2020 to October 31, 2022).

Continuing competence program credit: one program credit is earned for every hour spent completing a continuing competence activity. Continuing competence program credits do not need to be pre-approved by the Registrar.

Emergency Medical Refresher course: An emergency medical refresher course as defined by the CNDA Approved Course List for Activities Requiring Authorization.

Restricted activities: specified activities performed as part of providing a health service that require indicated competencies and skills to be carried out safely. Restricted activities are not linked to any particular health profession and a number of regulated health professionals may perform a particular restricted activity. A complete list of restricted activities is found in the *Government Organization Act S.7.1*. Restricted activities authorized for naturopathic doctors are listed in the *Naturopaths Profession Regulation*.

A. Self-Assessment, Learning Plans, and Jurisprudence Exam

The self-assessment is accomplished through the self-assessment tool on the CNDA online members' portal. The goal is to determine areas of learning opportunities for naturopathic doctors. Naturopathic doctors must complete a self-assessment annually.

Naturopathic doctors develop learning plans using the learning plan tool on the CNDA online members' portal. The learning plans sets goals and learning objectives for naturopathic doctors. Naturopathic doctors complete and submit a learning plan annually.

Naturopathic doctors must complete an online multiple-choice jurisprudence exam to assess their familiarity and understanding of the legislation, regulations, Code of Ethics, and Standards of Practice.

B. Required Certifications, Examinations, and Courses

Naturopathic doctors must:

1. recertify **CPR (HCP or BLS) with automated external defibrillation (AED)** a minimum of once every two years or prior to the expiry of the CPR certificate, whichever comes first. A CPR certificate must list an issue date and expiry date to be accepted by the CNDA. CPR (HCP or BLS) may be taken in person or online;
2. successfully pass (a passing grade is 70% or more) the **CNDA Jurisprudence Examination** once every continuing competence cycle;
3. complete an **emergency medical refresher course** once every four years if practicing the following activities requiring authorization: acupuncture, colon hydrotherapy, intravenous chelation therapy, hyperbaric oxygen therapy, intravenous therapy, manipulation, minor surgery, naturopathic injection therapies, ozone therapy, and prolotherapy;

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4. complete the **Canadian Therapeutics and Prescribing Course for Naturopathic Doctors**, as defined in the **CNDA Administrative Policy: Pharmacy Therapeutics Course and Exam Requirement**, by the naturopathic doctor's first registration renewal occurring after December 2014; and
 5. successfully pass the oral and written components of the **Canadian Therapeutics and Prescribing Exam for Naturopathic Doctors** if practicing the following activities requiring authorization: colon hydrotherapy, hyperbaric oxygen therapy, intravenous chelation therapy, intravenous therapy, minor surgery, ozone therapy, and prolotherapy, as described in the **CNDA Administrative Policy: Pharmacy Therapeutics Course and Exam Requirement**.

C. Continuing Competence Activities

Continuing competence program credits are obtained through continuing competence activities. There are three categories of continuing competence activities. Each has program credit requirements and limits. See Figure 1 for a summary.

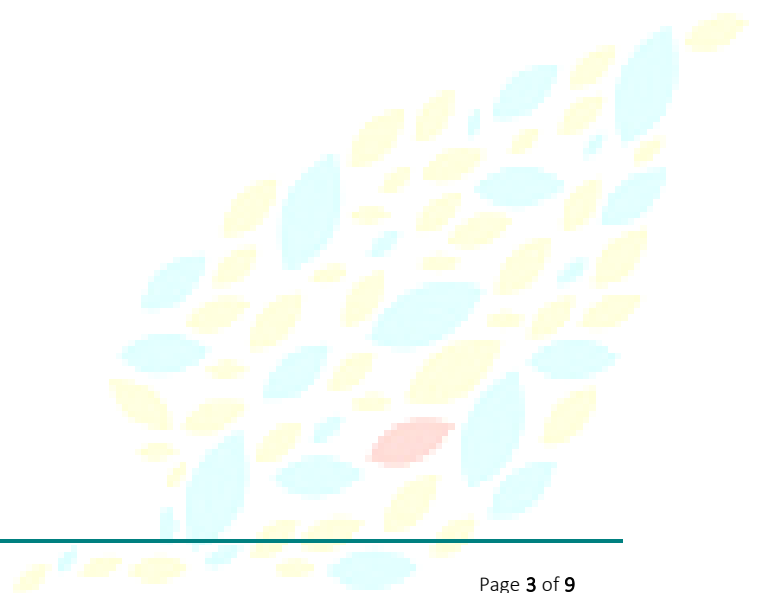


Figure 1: Continuing Competence Activities and Requirements by Category

Naturopathic doctors are required to complete the CNDA Jurisprudence Examination, CPR-HCP + AED, plus 40 program credits minimum every two years (see B.1 for specific CPR requirements) from a combination of A through C.

Category	Required?	Minimum hours	Maximum countable hours	Details	Frequency
CNDA Jurisprudence Examination	Yes	N/A	N/A	In addition to 40-credit requirement	Every continuing competence cycle
CPR(HCP or BLS) + AED	Yes	N/A	N/A	In addition to 40-credit requirement	Every two years or prior to the expiry of the CPR certificate, whichever comes first.
Emergency medical refresher	Per naturopathic doctor	N/A	N/A	Toward 40-credit requirement (including restricted activities requiring authorization)	Every four years
A	Yes	3	10	Toward 40-credit requirement	Every continuing competence cycle
B	Yes	30	N/A	Toward 40-credit requirement *Members with activities requiring authorization listed on their permits require a minimum of four credits per activity	Every continuing competence cycle
C	No	N/A	4	Toward 40-credit requirement *Members with activities requiring authorization listed on their permits require a minimum four credits per activity	Every continuing competence cycle

*the minimum of 4 credits per restricted activity can be obtained through any combination of category B and category C credits.

Naturopathic doctors must:

1. earn all program credits in the continuing competence cycle they are applying them to, unless making up program credits owing from the previous continuing competence cycle (see Failure to Comply section);
2. count hours as they appear on schedules where available. If an event runs overtime, do not count extra hours;
3. keep a detailed description of seminar schedules, including hours and proof of attendance (i.e. a certificate or receipt);
4. if arriving part way through a continuing competence cycle, pro-rate program credits in six-month blocks. For example, a member whose practice permit is commenced in July 2013 needs 75% (30 program credits) by the end of 2014; and
5. annually submit a list of continuing competence activities undertaken, together with supporting documentation, using the CNDA online members' portal.

Category A: Meetings, events and activities of major associations and regulatory bodies

Naturopathic doctors must acquire a minimum of 3 Category A program credits and may apply a maximum of ten Category A program credits per continuing competence cycle. In support of the CNDA Code of Ethics: Responsibility to the Profession section 2 the following are pre-approved for Category A:

- any national, provincial, or territorial regulatory body or association meetings, events or activities.

Category B: Courses from professional seminars and conferences

Naturopathic doctors must acquire a minimum of 30 Category B program credits per continuing competence cycle from courses taught at and accredited within the core curriculum of the naturopathic medical school and that fall within the naturopathic doctor's scope of practice.

These include:

- courses, seminars, and webinars by recognized health care professionals and professional organizations;
- lectures at a professional seminar or conference, or recordings of courses and seminars;
- business or practice management courses; and
- preceptorships with another regulated health professional or preceptorships with naturopathic school students from a CNME approved school with a maximum credit for preceptorship of 10 program credits per continuing competence cycle.

Naturopathic doctors authorized to perform activities requiring authorization on their practice permit must:

- obtain 4 program credits relating to the activity for each activity per continuing competence cycle
- complete an additional emergency medical refresher course every four years.

Category C: Research and self-directed study

Naturopathic doctors may obtain up to four program credits per continuing competence cycle for original published research or self-directed study.

D. Practice Visits

The *Health Professions Act* allows for colleges to carry out practice visits as part of the college's continuing competence program. The CNDA is authorized to carry out these visits by the *Naturopaths Profession Regulation s.24*.

Naturopathic doctors must participate and comply with the continuing competence practice visit program. Failure to participate is considered unprofessional conduct of the naturopathic doctor.

Naturopathic doctors shall receive adequate notice of a scheduled practice visit and a detailed manual/instructions in advance.

During a practice visit, naturopathic doctors will be evaluated against the following standards:

- **CNDA Standard of Practice: Advertising and Marketing**
- **CNDA Standard of Practice: Clean Needle Technique**
- **CNDA Standard of Practice: Collaboration in Patient Care**
- **CNDA Standard of Practice: Consent**
- **CNDA Standard of Practice: Emergency Readiness**
- **CNDA Standard of Practice: General**
- **CNDA Standard of Practice: Infectious Disease Prevention and Control**
- **CNDA Standard of Practice: Records Keeping**
- **CNDA Standard of Practice: Selling**
- **CNDA Standard of Practice: Transfer and Termination of Care**
- **CNDA Guideline: Medical Devices and New Technologies**

As applicable, naturopathic doctors will be evaluated against the following standards:

- **CNDA Standard of Practice: Acupuncture**
- **CNDA Standard of Practice: Intravenous Chelation Therapy**
- **CNDA Standard of Practice: Colon Hydrotherapy**
- **CNDA Standard of Practice: Hyperbaric Oxygen Therapy**
- **CNDA Standard of Practice: Intravenous Therapy**

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- CNDA Standard of Practice: Manipulation
 - CNDA Standard of Practice: Minor Surgery
 - CNDA Standard of Practice: Naturopathic Injection Therapies
 - CNDA Standard of Practice: Ozone Therapy
 - CNDA Standard of Practice: Prolotherapy

E. Failure to Comply

Self-Assessment, Learning Plan, and Jurisprudence Exam

Naturopathic doctors that fail to complete their self-assessment, learning plan and/or jurisprudence exam prior to the end of the continuing competence program cycle must:

- pay a fee after the continuing competence cycle ends and before their practice permit is renewed, as outlined in the **CNDA Bylaws**; and
- complete the outstanding items in order to renew their practice permit.

Continuing Competence Program Credits

Naturopathic doctors that fail to fulfill their continuing competence program credit requirements and log the completed credits in their member portal by the end of the continuing competence program cycle must:

- pay a fee after the continuing competence cycle ends and before their practice permit is renewed, as outlined in the **CNDA Bylaws**; and
- complete the outstanding program credits within the first six months of the next continuing competence cycle. These credits do not count towards the next continuing competence cycle's requirements.

If a naturopathic doctor does not comply with these requirements, the Registrar will take further action which includes, but is not limited to:

- removing activities requiring authorization from a practice permit;
- suspending a practice permit;
- cancelling a practice permit.

CPR and EMR Requirements

The CNDA Administrative Policy: EMR Requirements and the CNDA Administrative Policy: Maintaining Good Standing outline the penalties for failure to meet the CPR and/or EMR requirements as provided by the Continuing Competence Program Rules.

Pharmacy Course and Exam Requirements

The CNDA Administrative Policy: Pharmacy Therapeutics Course and Exam Requirement outlines the penalties for failure to meet the pharmacy course and/or exam requirements as provided by the Continuing Competence Program Rules.

Practice Visit Program

Naturopathic doctors who fail to comply with the practice visit program:

- will be referred to the Complaints Director on grounds of unprofessional conduct.

Related Documents

Government Organization Act

Health Professions Act

Naturopaths Profession Regulation

CNDA Code of Ethics

CNDA Bylaws

CNDA Standard of Practice: Acupuncture

CNDA Standard of Practice: Advertising and Marketing

CNDA Standard of Practice: Clean Needle Technique

CNDA Standard of Practice: Collaboration in Patient Care

CNDA Standard of Practice: Colon Hydrotherapy

CNDA Standard of Practice: Consent

CNDA Standard of Practice: Emergency Readiness

CNDA Standard of Practice: General

CNDA Standard of Practice: Hyperbaric Oxygen Therapy

CNDA Standard of Practice: Infectious Disease Prevention and Control

CNDA Standard of Practice: Intravenous Chelation Therapy

CNDA Standard of Practice: Intravenous Therapy

CNDA Standard of Practice: Manipulation

CNDA Standard of Practice: Minor Surgery

CNDA Standard of Practice: Naturopathic Injection Therapies

CNDA Standard of Practice: Ozone Therapy

CNDA Standard of Practice: Records Keeping

CNDA Standard of Practice: Prolotherapy

CNDA Standard of Practice: Selling

CNDA Standard of Practice: Transfer and Termination of Care

CNDA Guideline: Medical Devices and New Technologies

CNDA Approved Course List for Activities Requiring Authorization

CNDA Administrative Policy: EMR Requirements

CNDA Administrative Policy: Maintaining Good Standing

CNDA Administrative Policy: Pharmacy Therapeutics Course and Exam Requirement

