



# CTCMA

College of Traditional Chinese Medicine  
Practitioners and Acupuncturists of British Columbia

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Minutes of the Annual General Meeting 2009 on January 31<sup>st</sup>, 2010, at the Radisson Hotel Vancouver Airport, 8181 Cambie Road, Richmond, BC, V6X 3X9.

Board Members Present:

Arden Henley (Board Chair), John BLAZEVIC (Board Member), David Huanwei CHEN (Board Member), Michael CHUNG (Board Member), Harvey HU (Board Member), Fang LIU (Board Member), William D. MACLEOD (Board Member), Vivienne STEWART (Board Member), Ann YUAN (Board Member), Mary Watterson (Registrar).

Also Present:

4 staff of CTCMA, 1 interpreter, 152 registrants and 2 proxies

Meeting began at 10:10 a.m. with Arden Henley in the Chair.

**1) Call to Order**

Chair Arden Henley confirmed the presence of the quorum and called the meeting to order at 10:10 a.m.

**2) Confirm Quorum**

152 registrants in attendance and 2 proxies presented at the Annual General Meeting.

**3) Introduce Guests**

Arden Henley, on behalf of the Board, welcomed everyone to the 2009 Annual General Meeting of the College and introduced the Board Members.

**4) Adoption of the Agenda**

Agenda approved.

**5) Approval of the Minutes of last Board Meeting on December 5th, 2009**

Minutes adopted.

All in favour, no contrary.

**6) Convention Standing Rules**

Convention standing rules were circulated when registrants came to the meeting. Approved by majority.

**7) Chairman's Report**

As the year of the Ox slowly disappears and the Year of the Tiger appears on the horizon, allow me to take a moment to express my gratitude for the opportunity to have served as the Chair of the Board this year. It has once again proven to be a pleasure and a significant learning. When encountering the Tiger, I have heard, it is important to notice whether the Tiger is coming down the mountain or going up its steep slope.

I would also like to take this occasion to express my gratitude to all the founders and developers of Traditional Chinese Medicine, past and present, named and unnamed, known and unknown. Over thousands of years this treasure of traditional Chinese culture has contributed immeasurably to humankind. In addition, may I express my appreciation of you, the registrants of the College of Traditional Chinese Medicine Practitioners and Acupuncturists for your care and treatment of countless citizens of British Columbia and your pioneering efforts in establishing a foundation for Traditional Chinese Medicine in Canada.

The College has accomplished several major objectives this year. A number of proposed amendments to CTCMA bylaws have been submitted to the Legislative Branch of the government of BC for approval. For example, the terms of elected members of the Board of Directors of the College have been changed to (a) two years for three positions, and (b) three years for three positions. This will enable overlapping membership of elected registrants on the Board. Also of note, students who complete training in British Columbia will only receive recognition for programs offered by training institutions that are currently registered or accredited with the Private Career Training Institutions Agency ("PCTIA"). As of March 31, 2012, recognition will only be given for completion of programs offered by training institutions in British Columbia that are accredited by PCTIA.

With the implementation of the **Health Professions Review Board** by the government of B.C. in the spring the regulatory environment in BC changed. The Review Board is an administrative tribunal created under the [Health Professions Act](#) to provide an independent review of decisions made by the [self-governing colleges](#) of designated [health professions](#) regarding the registration of their members and the timeliness and disposition of complaints made against their registrants. Through its reviews, early resolution processes and hearings, the Review Board monitors the activities of the colleges' complaints inquiry committees and registration committees, in order to ensure they fulfill their duties in the public interest and as mandated by legislation. The Review Board provides a neutral forum for members of the public as well as for health professionals to resolve issues or seek review of the colleges' decisions. The CTCMA Board met with the Chair and Administrator of the Review Board and the Registrar has adapted our procedures to accommodate the engagement required of the College by this new legislation. The intent of the legislation is to provide a higher degree of public accountability for the colleges. This is welcome, though it does require increased staff time and substantial funds for legal costs. Three CTCMA cases have been reviewed.

Over the past year the College (CTCMA) has taken a number of steps to achieve the necessary clarity education and training requirements and safety precautions necessary for the regulation of Point Injection. Based on the work of the Standards of Education committee the College has been developing a policy framework to ensure that registrants practicing point injection are adequately trained and competent and that the parameters of the practice are clearly defined.

The first step was the formation of a registrant Task Force. The Task Force document and recommendations is informative and constructive. The second step was the commissioning of a review of existing scientific literature performed by the Child and Family Research Institute under the direction of Dr. Jean Paul Collet. This research study clearly demonstrated the efficacy of direct needling of trigger points with or without medicinal substances and pointed to the need for further research in relation to the trigger point injection of local anesthetics. The third step was the retention of a consultant to consolidate existing information; consult with relevant stakeholders, especially Health Regulatory Organizations; and make strategic recommendations to the College about implementing educational standards and clarifying College regulations.

As an interim step in order to clarify the College's current position to the public, interested stakeholders and registrants, the Standards of Education Committee developed an interim policy statement that was subsequently ratified by the Board of Directors. This policy statement clearly identifies a number of practices such as *intra-articular injection* that clearly do not fall within the current list of 'Restricted Activities' in the Traditional Chinese Medicine Practitioners and Acupuncturists Regulations. The final outcome of this process will be a policy framework that clearly defines the parameters of TCM Point Injection as a Restricted Activity, including the range of needling sites involved; the types of substances appropriate to the practice; educational standards; and safety requirements. An initial meeting has been held with the government's legislative team.

The Government of Canada's Human Resources Skills and Development Canada (HRSDC) department has approved funding for a CTCMA proposal to accomplish the next steps in establishing Pan-Canadian standards of competency assessment and examination. The project follows the work accomplished by the Canadian Alliance of Regulatory Bodies for TCM/A (CARB) with CTCMA leadership in validating occupational competencies for the Acupuncturist and TCM Practitioner. The registrar will provide more detailed information about College initiatives in this area.

In the late spring and early summer, several universities in China and the State Administration of Traditional Chinese Medicine, People's Republic of China kindly extended an invitation to the Chair to lead a visiting delegation. Though I was very appreciative of this invitation a combination of the H1NI situation and funding limitations resulted in my declining these kind invitations, for the time being.

## **8) Financial Report**

### Finance Committee

The Registrar presented a summary of the financial report to the AGM.

## **9) Committee Chairs Introduction**

### Discipline Committee – Bill Macleod

The Discipline Committee is mandated to:

1. Deal with matters related to the Professional Medical Code of Ethics and Code of Conduct;
2. Conduct evaluation of investigation results handed over by the Inquiry Committee;
3. Issue citation for and conduct hearing session(s); and,
4. Consider and take action if necessary as follows:
  - a) dismiss the matter
  - b) reprimand the respondent
  - c) impose limits or conditions
  - d) suspend respondent's registration
  - e) cancel respondent's registration
  - f) fine the respondent
  - g) assess costs (or part of them) of the hearing against the respondent

The Committee shall function in accordance with the relevant provisions set out in the Health Professions Act and the College Bylaws. The Committee meets as required and shall report its findings and issue recommendations to the Board through the Chair or Registrar.

*Actions in 2008-2009:*

1. 16 representatives of five HPA regulatory colleges attended the first Discipline Committee Workshop organized by CTCMA and COTBC on October 4, 2008. Lawyers Jerry Ziskrout and Gerald Fahey lead the participants through a thorough consideration of the underlying principles to be considered when conducting a disciplinary hearing. All participants viewed a simulated hearing video and received a 46 page resource manual.
2. A Discipline Hearing on "Unauthorized use of Title" was held in Victoria, Nov 25/08 and concluded on January 23, 2009.

Respectfully submitted by William D. MacLeod, Chair

Examination Committee – Harvey Hu

The Examination Committee is responsible for advising the Registrar with regard to registration examinations, and acts as a consulting body to the Registrar in the appropriate testing of applicants' knowledge and skills. Since this Committee should be the policy making body for examinations, the determination of passing grades in licensing examinations is logically transferred to this Committee from the Registration Committee.

*Actions in 2008-2009:*

1. The Herbology 2008 Examination Development Team (EDT) held a workshop on February 26<sup>th</sup> and was followed by a teleconference on March 25. The EDT was working on updating and expanding the item bank for Herbology.
2. The Acupuncture 2008 Practical EDT held a workshop on March 31<sup>st</sup>, and the team continues to develop the examination. Further information of the new practical examination format will be issued to schools and posted on the website.

Respectfully submitted by Harvey Hu, Chair

Inquiry Committee – Vivienne Stewart

The Inquiry Committee investigates written complaints made regarding the practice of a College registrant and matters related to professional practice under the *Health Professions Act*. It also investigates matters involving unauthorized practice by non-registrants and can also initiate an investigation on its own motion.

*Actions in 2008-2009:*

1. On Oct. 18, 2008, the Inquiry Committee recommended that the Board pass a resolution to enable the disclosure of inquiry committee decisions to law enforcement agencies.
2. Inter-professional Collaboration: The CTCMA Inquiry Committee is working with other health regulatory organizations and legal counsel in developing policies and procedures in response to recent amendments in the *Health Professions Act*.
3. In response to increased requirements under HPA Regulatory Reform the Committee recommended that the Board pass a resolution to amend the bylaws by increasing Committee membership.

Respectfully submitted by Vivienne Stewart, Chair

### Patient Relations Committee – David Chen

The Committee's mandate is to deal with complaints of professional misconduct of a sexual nature by:

1. establishing and maintain procedures to deal with such complaints;
2. developing and coordinating educational programs for professionals and the public;
3. developing guidelines for professional conduct; and,
4. providing information to the Public re the College's complaint and disciplinary process.

The Committee shall function in accordance with the relevant provisions set out in the *Health Professions Act* and the College Bylaws, and shall report its findings and recommendations to the Board.

#### *Actions in 2008-2009:*

Committee developed three Practice Standards:

1. Practice Standard #1 – Consent to Treatment
2. Practice Standard #2 – Sexual Misconduct
3. Practice Standard #3 – Draping for Patient

In accordance with CTCMA bylaws section 18(e), these documents provide guidelines for the conduct of registrants with their patients. The Practice Standards were inserted in the June Newsletter and posted on the website.

A survey of HROs was undertaken by the College of Occupational Therapists (COTBC) on Communication Strategies and Tools to Inform the General Public on Sexual Misconduct. Six HROs have expressed an interest in working together on public information. The COTBC sponsored a facilitated workshop.

Respectfully submitted by David Chen, Chair

### Quality Assurance Committee – Michael Chung

The Quality Assurance Committee is mandated to review the Standards of Practice and to enhance the Quality of Practice by reducing incompetent, impaired or unethical Practice among Registrants. The Committee establishes and maintains a continuing Competency Program to promote high Standards of Practice among Registrants and recommends and monitors Continuing Education required for Registration renewal.

#### *Actions in 2008-2009:*

CTCMA staff members, along with staff from other regulatory colleges attended a one-day spring workshop offered by the Colleges of Physical Therapists and Occupational Therapists. Resources from this workshop on continuing competency and quality assurance were distributed to RC and QAC members.

Respectfully submitted by Michael Chung, Chair

### Registration Committee – Ann Yuan

The Registration Committee (RC) is "responsible for granting registration ... of a person as a member of its college" (*Health Professions Act S20.1*) in accordance with relevant provisions of the *Health Professions Act* and the College Bylaws.

CTCMA had 1,683 registrants as of April 1, 2008 in the following categories:

- 700 Registered Acupuncturists
- 302 Doctor of Traditional Chinese Medicine
- 313 Registered Traditional Chinese Medicine Practitioners
- 58 Registered Traditional Chinese Medicine Herbalists
- 310 Registered Students

*Actions in 2008-2009:*

In addition to reviewing applications/renewals requiring committee decisions, committee work included the following special tasks:

1. Committee held a half-day workshop in June 2008 to address the implementation of criminal record re-check of all registrants. Amendments to the *Criminal Record Review Act* require the College to check each registrant every 5 years. The *Act* permits CTCMA to phase-in retroactive checks of existing registrants, covering approximately 320 per year. The committee referred registrants who did not complete the check to the Inquiry Committee for investigation.
2. The committee approved revisions to renewal and application forms including a new section requiring applicants to list previous registrations/licenses from other jurisdiction.

Respectfully submitted by Ann Yuan, Chair

Standards and Education Committee – Arden Henley

The Education Committee's mandate is to advise the Board of the College in establishing Standards of academic achievement and the qualifications required for registration a member of the College.

*Actions in 2008-2009:*

The Committee submitted recommendations to the Board on the following matters:

1. that BC training institutions must be accredited by the Private Career Training Institutions Agency (PCTIA)
2. that the two-year pre-requisite requirement be removed from Schedule E and be placed as a stand-alone clause under CTCMA bylaw

The Committee clarified examination candidate status of regulated provinces by approving a policy that examination applicants who complete a training program in a regulated province must successfully pass the examination in that jurisdiction before being eligible for CTCMA registration. Such an applicant will not be eligible to write the CTCMA examinations.

Respectfully submitted by Arden Henley, Chair

**10) CTCMA Registrar Report**

The College has had a full year of activities and accomplishments during 2008-2009.

A newly elected Board of Directors took office for the 2009-2011 term. The College had bylaw amendments approved and a schedule of Chinese Herbs has been drafted. Point injection therapy is currently under review. The College continues to respond to legislated reforms to the health professions regulatory framework.

Examinations continue to be a focus of College activity. In 2008 there were 560 examination papers processed. The examination team includes registrant volunteers, a consultant psychometrician, staff members, temporary staff and models. The registrant volunteers perform a variety of tasks on the team, including examination committee members, three examination development teams, translators, examiners and markers, pre-testers and reliability testers. These registrants are vital to the production of competency examinations that are reliable, valid and fair.

The development of a schedule of Chinese Herbs is another busy area as TCM moves into the mainstream of health care. The original task force developed a 2003 schedule. In 2009 a second task force updated the previous document in consultation with stakeholders, including practitioners, educators, academics, Government and the herbal industry.

The provincial Government brought in a number of significant amendments in 2008, referred to as Regulatory Reform which promotes the concept of overlapping scopes of practice and shared restricted activities. The regulatory colleges have a duty and responsibility to work together.

CTCMA continues to work with other colleges. Collaboration includes Inquiry and Discipline procedures, Patient Relations program development, Quality Assurance development and exploring the areas in which the colleges are able to work together as one voice in communication with government.

The newly established Health Professions Review Board has had a significant impact on College activities. The Inquiry Committee is now required to give public notification when a serious matter has occurred, including the offending registrant's name and a description of the action taken and reason.

Changes in federal legislation include the Agreement on Internal Trade (AIT). The AIT gives full mobility for all Canadians. Regulated provinces of BC, Alberta, Ontario and Quebec have joined together along with Newfoundland/Labrador, soon to be regulated. These provinces have formed the Canadian Alliance of TCM Practitioners and Acupuncturist (CARB-ACOR). The group has been working together since 2007. CARB-ACOR is currently working on the Entry-level Competencies for the Practice of TCM in Canada.

That concludes a brief look at the activities of the college and some of the people involved.

The College has a strong and vibrant team to strategize and coordinate its activities which are based on enhancing the quality of care provided to the public, and in particular the most vulnerable part of the public—the patient. The Board of Directors sets the direction and monitors activities including financial, risk management, statutory requirements/college programs and legal obligations/issues. The Board governs, and most importantly gives direction...

*"If you don't know where you are going, any road will take you there"  
...Lewis Carroll*

The College is indeed fortunate to have a Board that knows exactly where we are going, and we have a Staff who will get us there. Our staff members are dedicated both as individuals and as a team working together to meet the operational goals of the College.

The CTCMA team includes the hard working behind-the-scenes people who sit on committees. There are other volunteers who join in various college activities throughout the year. I would like to take this opportunity to thank the Competency Project Experts who worked on a regular basis for over eighteen solid months—true Canadian pioneers in our profession.

The committees are required to have a membership with one-third public representatives. These public representatives are people who are not involved in the practice of our profession, but whose professionalism, expertise and experience enables the College to move from its formative stage to one of true professionalism.

People are the College's number one resource.

Thank you all for another successful year.

**11) Date of next meeting**

The meeting adjourned at 12:03 p.m.