

INTERACTIVE SAFETY COURSE APPLICATION GUIDE

中醫針灸執業互動安全課程申請指引



The College of Traditional Chinese Medicine Practitioners
and Acupuncturists of British Columbia (CTCMA)
卑詩省中醫針灸管理局

Version 1 (Sept 2022)

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Introduction

This application guide includes the policies and procedures for the Interactive Safety Course (“the Course”). The regulatory body for Traditional Chinese Medicine (TCM) Practitioners and Acupuncturists in British Columbia is the College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA). CTCMA will be referred to as “the College” in this handbook. The College is responsible for governing TCM Practitioners and Acupuncturists in accordance with the *Health Professions Act (BC)* and the Traditional Chinese Medicine Practitioners and Acupuncturists Regulation of British Columbia.

Although accurate at the time of publication, changes may take place without prior notice. While the College will try to advise Course takers, current or future, of important changes, the College reserves the right to make changes in fees, examinations, policies and procedures at any time without advance notice.

Purpose of the Course

The College is mandated by the provincial government to protect the public’s right to safe, effective and ethical TCM services by regulating the practice of TCM.

The purpose of the Course is to determine if Course takers have acquired the minimum entry-level competency in safety for practicing as an Acupuncturist, Herbalist, TCM Practitioner, or Dr.TCM to be considered for registration by the provincial regulatory body. The public is thus protected when receiving treatment from registered professionals. The Course must be successfully completed by all Course takers, including graduates from Canada and those completing their education outside of Canada.

Contact Information

College of Traditional Chinese Medicine Practitioners & Acupuncturists of British Columbia (CTCMA)
900-200 Granville St
Vancouver, British Columbia,
Canada, V6C 1S4
Phone: 604-742-6563
Toll-Free: 1-855-742-6563
Fax: 604-357-1963
www.ctcma.bc.ca
info@ctcma.bc.ca



About the Course

General Information

The Course is designed for learners to acquire safety knowledge in infection and prevention control, risk management, procedures and processes in acupuncture and herbology for practice. The content of the Course is based on the Safety Program Handbook.

The Course is scenario-based and uses real-life situations to explain and demonstrate the content of the Safety Program Handbook. It consists of the following four (4) modules:

- Module 1 - Infection and Prevention Control
- Module 2 - Risk Management of TCM Practice
- Module 3 - Safe Procedures and Practices Acupuncture
- Module 4 - Safe Procedures and Practices Herbology

Each module will include videos, audios and texts related to clinical scenarios in a simulated practice setting with situations a TCM professional can be expected to face and need to resolve on a daily basis. It aims to be engaging, fun and interactive to enable a potential practitioner to gain the necessary knowledge and its practical application for safe practice.

The modules required to satisfy the registration requirements are as follows:

	MODULES REQUIRED			
	1. Infection and Prevention Control	2. Risk Management of TCM Practice	3. Safe Procedures and Practices - Acupuncture	4. Safe Procedures and Practices – Herbology
To become R.Ac.	X	X	X	
To become R.TCM.H.	X	X		X
To become R.TCM.P. ***	X	X	X	X
To become Dr.TCM ***	X	X	X	X

*** Required modules for R.TCM.P and Dr.TCM are the same. If the Course taker has completed the Course when applying for R.TCM.P, then they don't need to repeat the Course when applying for Dr.TCM later.

After you apply and grant access to the Course, you will be allotted with 60 days to complete all the modules required for your registration purpose. If you need longer time to complete all the required modules, you may apply for and purchase an extension of additional 30 days **before** your current session expires.

You will be required to complete Module 1 course material and successfully get all questions in the quiz for the module correctly before allowed to proceed to Module 2. Then, depending on your area of practice, you will need to take either Module 3 or Module 4. If you are practicing both acupuncture and herbology, you will need to take both Modules 3 and 4.

Successful completion of the modules of the Course AND the quizzes indicates that the Course taker has demonstrated the minimal standard of competence for safe practice*. Failure to complete the course indicates that the Course taker has not yet demonstrated the minimal standard of competence.



*As of August 2022, both the Course and the safety exam can fulfill the registration application requirement for passing the “CTCMA Safety Examination”. Course takers have the choice to use one of the 2 ways to fulfill this requirement when both the Course and the safety exam are offered. When the safety exam is retired in the future, valid exam result (i.e. within 3 years from the exam date) continues to be recognized. Course takers do not need to do both the Course and the safety exam when they are applying for registration with a title; only 1 of the 2 ways should be selected. If you previously successfully completed the safety exam to apply for registration with one title, and would like to pick the Course for another title, you will require to complete the common sections (Modules 1 & 2) and then the required module specified for the next title (e.g. Module 4 if you are a current R.Ac. applying for registration to become a R.TCM.P.).

More Information about the Module Quizzes

The quiz for each module, consisting of 5 questions, assesses your knowledge and understanding of the course materials at the end of each module. You will need to answer them ALL correctly in order to successfully complete each module. There is no time limit and you have unlimited number of attempts to do the quiz, but you need to successfully complete the quiz to be marked as completion of a module, and grant access to the next module.

The multiple-choice questions are presented as independent questions. Every question will consist of a stem (question) and four possible options. There is only ONE correct or best answer for each question.

Unlike a typical examination which assesses a Course taker's ability to memorize facts and figures, the quizzes are open book. The open book quiz assesses a Course taker's ability to understand, analyze and apply existing knowledge to clinical situations.

A Course taker may have access to the Safety Program Handbook through the College's website at any time when watching the video by clicking “Resources” at the right above corner of the screen. Prior reading of the Safety Program Handbook before enrolling in the Interactive Safety Course and referring to the Handbook throughout the Interactive Safety Course is strongly encouraged and recommended.

Technical Specifications

Quizzes

The following table summarizes the topic areas of the modules. The topics correspond directly to the four sections of the Safety Program Handbook, which is the study guide to accompany the Course.

Topic Area	Module Passing Requirement
Infection Prevention and Control	5 questions in the quiz, and answer all 5 questions correctly to pass the module
Risk Management of TCM Practice	5 questions in the quiz, and answer all 5 questions correctly to pass the module
Safe Procedures & Processes: Acupuncture	5 questions in the quiz, and answer all 5 questions correctly to pass the module
Safe Procedures & Processes: Herbology	5 questions in the quiz, and answer all 5 questions correctly to pass the module



Languages

The Course is offered in both English and Chinese (Mandarin / Simplified Chinese). The Course taker may choose the language for the Course at the time of application. The language chosen cannot be switched during the Course. The English version is the only definitive and official version. If there are any discrepancies between the information provided in English and the translation of that information, the English version shall prevail. Any such discrepancies are not binding and are of no legal effect.

Acupuncture Points

Acupuncture points are listed by their names in Appendix 1 (Table of Points: CTCMA-BC Dangerous/Cautious Points) of the Safety Program Handbook for reference. Acupuncture points that are not listed in Appendix 1 of the Safety Program Handbook will be referred to in Pinyin names and WHO standard nomenclature.

Traditional Chinese Medicine Herbs

Traditional Chinese Medicine herbs are listed by the names in Appendix 2 (Index of Materia Medica) of the Safety Program Handbook for reference.

Procedure

Enrollment Application for the Course

Applicants may apply for the Course through Registrant Portal. Please note that only the applicants or registrants that are already in the CTCMA examination/registration system will have access to Registrant Portal and be able to apply for the Course.

Step 1: Log in the Registrant Portal, go to the “Course” section, and select the type of Safety Course intend to study. Make sure you select the correct course that is required for the title(s) you intend to apply with the College in future. and the language of the course you prefer. Please note that selecting the full Course at one time is the most economical and course results are valid for 3 years from the course completion date.

Step 2: Add the course to the shopping cart; and then complete fee payment. A payment receipt will be sent to your email address immediately.

Step 3: After your application has been processed successfully, you will **receive a confirmation email** for the course enrollment from CTCMA. You are granted access to the purchased course’s safety modules to study and complete the required quizzes for **sixty (60) days from the date the confirmation email is sent.**

In the email, account setup for the Course Portal is provided to you. The access to the Course Portal is for the intended applicant ONLY to study on the course material and complete the required quizzes. The College reserves the right to immediately stop any access to the Course Portal if any irregularity is detected or reported. Please review the “Confidentiality and Security of Course Materials” section for detailed information.

Course Duration

Access to the Course is for sixty (60) days from the enrollment confirmation email.

A reminder email will be sent to applicants when there are thirty (30) days left.



A course learner may apply for an extension of thirty (30) days **before the current session expires** through the Registrant Portal. Please see the “Applying for Extension” Section for information and procedure.

Course Enrollment Fees

Applicants will be granted access to the Course for sixty (60) days right after fee payment are confirmed by CTCMA.

Safety Course Required for	Examination Fee
R.Ac. – Modules 1, 2, 3	\$75
R.TCM.H – Modules 1, 2, 4	\$75
R.TCM.P / Dr.TCM – Modules 1, 2,3, 4	\$120

Refund

The Course fee is non-refundable. Please only purchase the course modules in the chosen language.

Completion of the Course

The completion of the Course will be confirmed via email to the Course taker once it is successfully completed. Results will also be recorded in the Registrant Portal after your successful completion of the Course.

Retaking the Course

A Course taker will be deemed as failing the Course if they cannot complete all the required modules during the Course enrollment period. They may repeat the Course by submitting a new application through Registrant Portal.

Applying for Extension

A Course taker who predicts to need extra time to complete all the required modules may apply for an extension for thirty (30) days by submitting an application for extension through Registrant Portal **before the current Course enrollment expires**; otherwise, a new course application and enrollment is required.

The Extension Fee for the Safety Course is the same for each type of the Course:

Extension of 30 days	\$25
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Step 1: Log in the Registrant Portal, go to the “Course” section, and select the “Extension” option for the Safety Course you are currently enrolled in. Make sure you select the correct course extension. The extension option is the same one for both languages of the same course.

Add the extension option to the shopping cart; and then complete fee payment. A payment receipt will be sent to your email address immediately.

Step 2: After your application has been processed successfully, you will notice that your access to the Course Portal will extend 30 days from the previous course expiry date. Because the extension is always added to the expiry date, you should purchase the Extension option early to ensure you have sufficient and uninterrupted access to the Course.



Confidentiality and Security of Course Materials

All the Course and quizzes materials are protected by copyright. The College takes strict security measures to protect the Course and quiz materials during all phases of development and administration including during development and review of material; reproduction, transportation and disposal of materials; and delivery of material to Course takers.

Security precautions eliminate unfair advantages among the Course takers and avoid the high human/financial costs of replacing the Course and/or quiz materials.

Code of Conduct

Course takers are subject to the Code of Conduct as described below. Course takers who contravene the Code of Conduct may be denied continued access to the Course, may have results invalidated and/or may be denied registration. Each Course taker, by the act of participating in the Course, agrees to the following Code of Conduct:

1. Course takers acknowledge that the Course and quizzes therein are the exclusive property of the College. No content of the Course can be copied partially or wholly without prior permission of the College.
2. Course takers acknowledge that they CANNOT share the information in the quizzes, nor can they give or receive assistance from another person during the quizzes.
3. Course takers acknowledge that when they discuss the content of the Course (except the quizzes) with fellow Course takers or other registrants of the College for the purpose of pursuing better understanding of the Course material only, they do so without direct copying any Course materials, but referring to the published information in the Safety Program Handbook.
4. Course takers acknowledge that their participation in any act of cheating, as described below, may be sufficient cause for the College to terminate their access to the Course, to invalidate the results of their Course, or to take any other necessary action.
5. Cheating refers to any act or omission by a Course taker that could affect the result of that Course taker, another Course taker, or a potential future Course taker. These acts include:
 - a) allowing non-eligible individuals posing as eligible Course takers;
 - b) allowing a person other than themselves to access the Course;
 - c) giving or receiving assistance to or from another Course taker to complete the quizzes.
 - d) copying the course and quizzes material by any means, electronic or otherwise (i.e., screen shooting, taking photos, writing down quiz questions, etc.), during the Course and quizzes;
 - e) receiving or giving information about the quizzes either BEFORE OR AFTER the Course participation. For example, releasing information about quiz items in the Course. Note: this includes discussing quiz items or other information about the quizzes with others.