



PLEASE POST AND DISTRIBUTE TO INTERESTED PARTIES

Call for Interest Peer Mentors Wanted for Quality Assurance Program

Non-Council Volunteer Positions – Peer Mentor, QA Program

Position Description Posted:

Thursday, May 23, 2019

Call for Interested Parties Sent:

Thursday, May 23, 2019

Application Return Date:

Monday, June 10, 2019

Positions Available: Peer Mentor, Quality Assurance Program

The College of Homeopaths of Ontario (CHO) is recruiting registrants interested in becoming a Peer Mentor to assist in the rollout and knowledge transfer of the Quality Assurance Program. This is a volunteer position. Multiple individuals will be selected to participate in this initiative. Activities undertaken in the Peer Mentor role are eligible for CEPD and non-clinical practice hours.

Distinct roles of a Peer Mentor

1. Understand how to complete QA requirements including self-assessment, learning plan, and peer-to-peer feedback loop of self-assessment:
 - i. Must be willing to participate in pilot testing the self-assessment learning plan process in a relatively short timeframe and provide constructive feedback.
 - ii. Assist in outreach to an assigned list of registrants over a four to five month period to answer questions and gauge individual registrant understanding of and participation in the conscious competency self-assessment, learning plan and goal setting requirements.
2. Understand featured standards and guidelines as the Colleges rolls out QA education and to:
 - i. Participate in the pilot testing of QAP learning modules.
 - ii. Be able to answer questions about professional practice standards and guidelines within general and broad terms. Understand when questions and matters should be referred to the College.
 - iii. Help registrants understand what it means to appropriately incorporate professional practice standards and guidelines into their practice. As required, foster and mentor the fellow registrant mentee on practice excellence.
3. Be available, if directed, to provide peer-to-peer feedback to fellow registrants to identify through co-discovery the needs of the mentee as they pertain to the quality assurance self-assessment process.
4. Understand the interpretation of the CHO Entry-to-Practice Competence Profile for Practising Homeopathy in Ontario.
5. Understand the homeopathy scope of practice in Ontario.
6. If called upon, by the CHO or QA committee, provide insight, advice, encouragement and support to fellow registrants who have identified deficiencies in one or more of their assessments to help the registrant improve their competence in practice.
7. Peer Mentors may be candidates to act as QA Assessors at a later date.
8. Participate collaboratively in two one-day workshops and other meetings as required to be trained.
9. Collaborate with CHO Staff in a professional, productive and solutions-based manner.
10. Applicants must be willing to abide by the policies and procedures of the College of Homeopaths of Ontario, specifically the Confidentiality Policy, the Privacy Policy, the Code of Conduct, the Conflict of Interest provisions, Communications Policy and security procedures.

Position Profile

Peer Mentors will be impartial and objective. Peer Mentors must have no vested interest in the outcome.

Peer Mentors will be provided with tools, forms and training to guide them through the mentoring process and to help them increase their knowledge about the regulatory framework, as well as the details of the College's professional practice standards and guidelines. The primary role of the Peer Mentor is to act as a knowledgeable and reliable resource for the CHO and its Registrants.

Time Commitment

Interested homeopaths must be willing to complete approximately 25 hours of learning through a combination of on-line modules, self-reflective assignments and two one-day workshops in Toronto. In addition a Peer Mentor would be required to attend regular webinar based education sessions with CHO (approximately two hours every 8 weeks).

The ongoing time commitment is anticipated to be approximately 15 to 20 hours per month from June to November 2019. Time commitment beyond this timeframe may vary and will be re-examined in Fall 2019.

The time required to assist each assigned registrant will vary; however, it is expected that over a six (6) month period each mentorship exchange will take 10 to 12 hours. The number of registrants assigned to each Peer Mentor will depend on a variety of factors, including availability and number of participating peer mentors.

Selection Factors

Peer Mentors will be retained according to the needs identified in the distinct roles of a Peer Mentor, position profile and based on the skills, experience and judgment required to complete the work in a professional and timely manner.

Skills

- Must be able to speak, read and write in English and/or French with reasonable fluency and have demonstrated oral communication skills; this position will also benefit from willing participants who are multi-lingual and comfortable conducting a conversation at a professional level;
- Must have basic computer skills, including the use of basic word processing and email;
- Must have excellent interpersonal skills, be resourceful, and have a strong ability to lead and direct adults in self-reflection and goal setting.

Experience

- Willing to successfully go through the QAP self-assessment process prior assuming the role of Peer Mentor.

Judgment

- Must have a strong and demonstrated sense of professional responsibility and commitment to peer support;
- Must be able to provide constructive/honest written and verbal feedback;
- Must be committed to self-regulation.

Exclusions

Current Members of CHO Council and the CHO Quality Assurance Committee.

Reports

Peer Mentors report to the CHO Senior Manager, Quality Assurance, Patient Relations and Communications.

Term

The term of office of a Peer Mentor shall commence immediately after the appointment and shall continue for approximately one year with the possibility of renewal.

Frequency and Location of Meetings

Applicants will be required to attend in-person in Toronto on Thursday, June 20 and Monday, July 8 for training. In-person training will occur from 10 am – 4:30 pm each day. Location TBD.

In addition, applicants will be required to participate in one 75-minute telephone meeting on the evening of Wednesday, June 26. Additional meetings or teleconferences will be scheduled as needed.

Thank you in advance to all who express an interest in this opportunity. All applicants will be invited to participate in the training session. During training applicants will be assessed on their aptitude to fulfill the role of Peer Mentor. Only individuals who demonstrate an ability to effectively mentor peers within a regulatory environment will be invited to take on the role of peer mentor. The role will be open to multiple individuals. The selection of Peer Mentors is solely at the discretion of the CHO.

TIME FRAME: SUMMARY

May 23:	Posting of job description
May 23:	Distribution of call for interested parties
June 10:	Closing date for submission of completed
June 20 and July 8:	Full day in-person training days in Toronto (location TBD)
June 26:	90-minute evening training session by telephone

If you are interested in applying to be a Peer Mentor, please complete and email to programs@collegeofhomeopaths.on.ca **by end of day Monday, June 10, 2019:**

- a. A SIGNED, completed CHO Peer Mentor Application Package including the application form and skills matrix and inventory form.
- b. If available, provide a current resume demonstrating why you would be effective in the role of Peer Mentor.

For more information on these positions, please contact:
Janet Blanchard, Senior Manager, Quality Assurance, Patient Relations & Communications
Email: programs@collegeofhomeopaths.on.ca
If you have questions please call 416-862-4775.

General Roles and Responsibilities for Participation in the Work of the College:

Every member of Council and every non-Council committee or panel member, staff member or volunteer shall, in the performance of his or her duties:

- a) familiarize himself or herself with the *Homeopathy Act, 2007* ("the Act"), the *Regulated Health Professions Act, 1991* ("RHPA"), the bylaws and any policies of the College;
- b) familiarize himself or herself with any other records, documents and guidelines that may be necessary for the performance of his or her duties;
- c) comply with the provisions of the Act, the RHPA, the bylaws, any policies of the College and rules that are adopted by Council, from time to time;
- d) regularly attend meetings on time and participate constructively in discussions;
- e) ensure that confidential matters coming to his or her attention in their involvement with the CHO are not disclosed by him or her, except as required for the performance of his or her duties or as permitted by the RHPA;
- f) conduct himself or herself in an appropriate manner with College staff, members of Council or members of the committees, panels or working group, future members and members of the public;
- g) comply with the College's Code of Conduct, which is attached as Schedule 4 to the Bylaws and forms part of the bylaws;
- h) avoid, or where that is not possible, declare all conflicts of interest in the manner set out in Section 16 of the Bylaws;
- i) step down from his or her position in the event that allegations regarding his or her conduct, competence or capacity are referred to the Registrar until such time as the matter has been finally disposed of; and perform the duties associated with his or her position conscientiously and with due care and diligence in a manner that serves and protects the public interest.

Conflict of Interest

All Council and non-Council committee / panel members and volunteers (including peer mentors) have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Council and non-Council committee / panel members, peer mentors and volunteers have a duty to uphold and further the intent of the Act to regulate the practice and profession of homeopathy in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in section 16 of the CHO Bylaws available under the resources section of the College website at www.collegeofhomeopaths.on.ca.

College of Homeopaths of Ontario

Application for Volunteers – Peer Mentors, Quality Assurance Program

Name: _____ CHO Registration #: _____

Address: _____

Phone numbers: Business _____ Home _____ Cell _____

Email address: Primary _____

Alternate _____

Why do you believe you would be an effective Peer Mentor?

What skills and experience would you bring to the role of Peer Mentor?

Please summarize your experience:

EXPERIENCE			
	Area	# of Years	Notes or General Detail
Years of Experience	Mentor/Coach/Clinical Supervisor		
	Administration		
	Educator		
	Researcher		
	Other		
Years of Experience as a Homeopath	Part-time Practice		
	Full-time Practice		
Other Professions	e.g., TCM, Naturopathy, Chiropractic		

Describe your background as it relates to the role of Peer Mentor.

Please list current or prior committee/board experience (use an additional page if necessary):

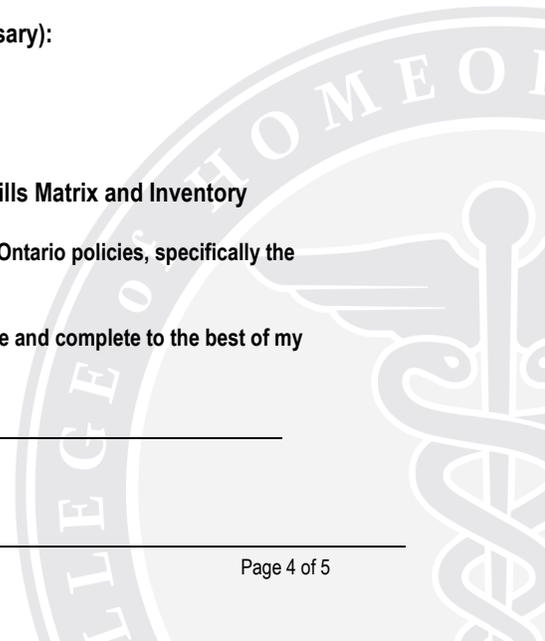
Before submitting, please:

- Attach your current resume
 Sign your application form
 Skills Matrix and Inventory

By signing this application you acknowledge that you will abide by the College of Homeopaths of Ontario policies, specifically the Confidentiality Policy, the Privacy Policy and the Code of Conduct.

I hereby certify that the information contained in this application and outlined on my resume is true and complete to the best of my knowledge and belief.

Date: _____ Signature: _____



**College of Homeopaths of Ontario
VOLUNTEER – QA Peer Mentors
Skills Matrix and Inventory**

Instructions: Dear Interested Volunteer, please complete the skills matrix and inventory list provided below. Return with your application.

Name: _____ CHO Registration No.: _____ Date: _____

Knowledge, Skills and Experience																		
Please indicate your knowledge, skills and experience for each category.																		
Advance = 3				Good = 2				Fair = 1				None = 0						
Leadership	Mentoring/Coaching	Teaching	Clinical Supervision	Adult Education	Homeopathy Education	Marking and evaluation	Quality & Performance Management	Practice management	Marketing and advertising	Patient Communication	Interprofessional Collaboration	Code of Conduct & Professional Ethics	HealthCare Environment	Health Regulatory Environment	CHO Regulations	CHO Standards & Guidelines	Information Technology	Risk Management

Language(s) Proficiency								
Indicate all languages with which you are comfortable conducting conversation at a professional level.								
Advance = 3			Good = 2			Fair = 1		None = 0
Language	Spoken				Written			
	Advance	Good	Fair	None	Advance	Good	Fair	None