



## PLEASE POST AND DISTRIBUTE TO INTERESTED PARTIES

the College of Homeopaths of Ontario (CHO) is seeking

### Subject Matter Experts for Leading Practice Resources

### as part of the QUALITY ASSURANCE PROGRAM

**Voluntary Non-Paid, Non-Council Positions  
as at November 10, 2020**

**Date Posted:** November 10, 2020  
**Call for Interested Parties Sent:** November 10, 2020  
**Application Return Date:** November 23, 2020

The College of Homeopaths of Ontario (CHO) is recruiting highly talented and skilled individuals to act as Lead Practice Subject Matter Experts as part of the Quality Assurance Program.

This is an occasional **voluntary, non-paid position**, for a period of approximately four (4) months.

#### Position Profile

Lead Practice Subject Matter Experts are appointed by the Quality Assurance Committee (QAC) and are responsible to the QAC for the development and delivery of the identified tools and resources and specific deliverables identified with the applicable leading practice subject(s).

- Lead Practice Subject Matter Expert – Remote Patient Screening and Clinical Assessment**
- Lead Practice Subject Matter Expert – Virtual Practice Administration & Patient Outreach**
- Lead Practice Subject Matter Expert – Essential Service – Researcher**

#### Position Terms

Lead Practice Subject Matter Experts report to the Registrar. Each subject matter expert will work closely with CHO staff to complete the necessary work but is expected to contribute to and create the tools identified in the project profile specific deliverables. CHO will provide editorial and regulatory expertise and input as well as logistic support for meetings and workshops.

Applicants must abide by the policies and procedures of the Council and Committees of the College of Homeopaths of Ontario, specifically the Confidentiality Policy, the Privacy Policy, the Code of Conduct, and the Conflict of Interest<sup>1</sup> provisions.

Work will be done remotely. Meetings and presentations will be held by Zoom and telephone.

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<sup>1</sup> **Conflict of Interest:** All Council and non-Council committee / panel members and volunteers 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 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. For more information on Conflict of Interest see the CHO Bylaws at [www.collegeofhomeopaths.com](http://www.collegeofhomeopaths.com).

## Time Commitment

The time required to achieve each project profile will vary. Time commitment is estimated at eight to fifteen days depending on the project.

Hours involved in the work of a Lead Practice Subject Matter Expert qualify as non-clinical practice hours.

## Selection Factors

Lead Practice Subject Matter Experts will be retained according to the needs identified in the position profile and based on the criteria outlined below.

Except where explicitly noted, to be eligible to serve the applicant must:

- be a registrant in good standing with a Full Class certificate of registration;
- be an excellent communicator, fluent in English with a high level of diplomacy and sensitivity to individual differences and homeopathic practice styles;
- possess clear and comprehensive presentation skills and have demonstrated teaching and/or facilitation skills;
- be comfortable presenting detailed information to a professional audience and answering questions;
- be able to effectively engage with an audience in a friendly and professional manner and be a pragmatic and objective facilitator;
- act with a high level of ethics, openness and professionalism;
- be free of bias and conflict of interest;
- have an understanding of the CHO Professional Practice Standards and Guidelines and the regulatory requirements to practice health care in the Province of Ontario;
- be willing and able to prepare written documents in English.

In order to qualify as a leading practice expert, the following criteria apply. The applicant:

- must not be in default of payment of any fees prescribed by the College or court of law;
- must not be in default in completing and returning any form required by CHO;
- must not be the subject of any disciplinary or incapacity proceeding;
- must not have had a finding of professional misconduct, incompetence or incapacity against him/her in the preceding three (3) years;
- must not have had his/her certificate of registration revoked or suspended in the preceding six (6) years for any reason;
- must have a certificate of registration that is not subject to a term, condition, or limitation imposed by the Discipline Committee or the Fitness to Practice Committee;
- has not been disqualified from Council or a Committee within the preceding three (3) years;
- is not a member of a council of any other college regulated under the RHPA;
- is not currently and has not been for the previous two years an employee of the College;
- does not have a conflict of interest to serve as a volunteer with CHO or has agreed to remove any such conflict of interest before becoming a volunteer.

Individuals who participate as Lead Practice Subject Matter Experts will undergo evaluation of their knowledge and understanding of CHO Professional Practice Standards and Guidelines prior to being invited to become a CHO Subject Matter Expert. The selection of Subject Matter Experts is solely at the discretion of the College of Homeopaths of Ontario.

## TIME FRAME: SUMMARY

<b>November 10, 2020</b>	Distribution of call for interested parties
<b>November 23, 2020</b>	Closing date for submissions/applications
<b>November 24, 2020</b>	Selected applicants invited to interview
<b>November 26, 2020</b>	Zoom interviews in Toronto
<b>December 1, 2020</b>	Final selection decisions to be ratified by CHO Quality Assurance Committee

## Interested in Applying?

If you are interested in applying to be a subject matter expert, please send:

- a. a letter of interest detailing why you believe you would be effective as a CHO Leading Practice Subject Matter Expert. **Be sure to indicate which of the three lead practices you are applying for.**  
**PLUS**
- b. a resume and/or curriculum vitae

TO: [janet.blanchard@collegeofhomeopaths.com](mailto:janet.blanchard@collegeofhomeopaths.com)

DEADLINE: November 23, 2020

If you have questions drop us an email or call 647-749-4956.

Thank you in advance to all who express an interest in these opportunities. Due to limited resources, we will only be contacting those who will be invited for an interview. All applications and resumes will be kept on file for future reference.

## PROJECT PROFILES

### Leading Practice: Remote Patient Screening & Clinical Assessment

#### Description of Objective:

- This leading practice utilizes current CHO professional practice standards, advice/resources from the Ontario Ministry of Health and its agencies, and other leading experts/organizations to provide a workshop which offers practical guidance on patient screening and clinical assessment for remote practice.
- This workshop will:
  - Assist registrants in increasing their comfort level and professionalism with remote practice;
  - Increase registrant understanding of the government directives and how they apply to everyday practice;
  - Help create a consistent patient experience;
  - Increase uptake of safety protocols with a focus on patient/public protection and safety;
  - Provide practice tips and guidance which can be quickly and easily be integrated into everyday practice.

This leading practice will cover a variety of topics including: pre-visit communications; COVID-19 screening; informed consent; differences in clinical intake considerations for telephone versus video conferencing visits; determining when it is necessary to see a patient in person; how to help patients become more comfortable with remote practice; how to manage physical examinations; and how to handle difficult patient experiences in a remote practice environment.

#### Specific Deliverables:

1. Work with CHO staff to develop content, including reference tools and PowerPoint for registrants, and address frequently asked questions.
2. Present a one-hour practitioner-focused workshop in two time slots. [Workshop will be captured on video for the CHO Quality Assurance Program resource library.]
3. Prepare a summary article to be published in a CHO publication.

**CHO will consider working teams for the development and delivery of this leading practice. Interested individual(s) must be registered with the CHO and have successfully transitioned to a remote practice environment.**

## **Leading Practice: Virtual Practice Administration and Patient Outreach**

### **Description of Objective:**

This workshop is intended to assist registrants with tips on how to successfully maintain a remote practice. This workshop will:

- Assist registrants getting started with remote practice;
- Help registrants embrace remote practice including the advantages and disadvantages of virtual care and how to mitigate disadvantages;
- Provide remote practice tips and guidance which can be quickly and easily integrated into everyday practice;
- Share pointers on community-based resources for technical assistance to make the transition to remote worry-free;
- Help guide registrants on staying connected with patients during COVID while adhering to CHO professional practice standards and guidelines and the dos and don'ts of social media, communication, advertising, and treatment claims.
- Explain the rules and guidelines for patients outside of Ontario;
- Create consistent patient experiences by providing tips to help patients transition to remote care and put their worries at ease.

This leading practice will cover a variety of topics including: record keeping, online patient confidentiality and security, time management, and handling technology pitfalls.

### **Specific Deliverables:**

1. Work with CHO staff to develop content, including reference tools and PowerPoint for registrants, and address frequently asked questions.
2. Present a one-hour practitioner-focused workshop in two time slots. [Workshop will be captured on video for the CHO Quality Assurance Program resource library.]
3. Write a summary article to be published in a CHO publication.

**CHO will consider a working team and/or non-CHO registrants for the development and delivery of this leading practice. Interested individual(s) should have expertise in setting up or supporting remote practice, practice administration and patient outreach with a good understanding of the Ontario regulatory framework. The successful candidate(s) need not be a CHO registrant.**

## Leading Practice: Definition of Essential Services - Researcher

### Description of Project:

This project will help to provide clarity and understanding of the definition of essential services as they exist today within the current homeopathic scope of practice and across the continuum of patient care. Its objective is to assist registrants in understanding how to provide care in a pandemic environment, while creating a clear understanding of how homeopaths may best serve patients within the Ontario health-care system. This project will seek to enhance patient care and protection. A primary goal is to engage the registrant base through dialogue and the validation process, while providing valuable information and education to help registrants navigate the current health-care climate.

This project will:

- Assist in defining essential services provided by Ontario homeopaths;
- Clearly identify how and/or what components of the practice of homeopathy fit into the definition of essential services as defined by the Ontario Ministry of Health;
- Clarify how and through which delivery mechanism (i.e. urgent care, primary care, walk-in clinics, etc.) homeopaths may provide care in the Ontario health-care system.

While this project is about more than just a pandemic environment, it will result in helping registrants to understand:

- What services can most effectively be provided to patients in a pandemic environment via in-person or remote means.
- How to screen patients to minimize risk of COVID-19 exposure.

### Specific Deliverables:

1. A document outlining research findings and recommendations to formulate a definition of essential services provided by homeopaths. The research will be based on a pre-existing white paper, a survey of other regulatory health colleges, and other relevant findings. This background information will be presented to the Quality Assurance Committee (QAC) and/or Council for decision-making purposes.
2. Based on the research findings, draft a document for review by the QAC which may result in a CHO professional practice standard, guideline, or appendix to an existing standard (final form will be decided at the direction of QAC). The outcome may also include supportive practice tools (i.e. decision tree and practice advice).
3. Participate in two team-based validation workshops to present the research findings and professional practice tools for feedback from the profession at large. [Captured on video for the CHO Quality Assurance Program (QAP) resource library.]
4. Plan and deliver an information video on the finalized professional practice tools. This video will become part of the College's QAP resource library.
5. Write a summary article to be published in a CHO publication.

**Interested individuals must be knowledgeable about Ontario health care system.**



**Questions and expressions of interest should be sent to:**

**[janet.blanchard@collegeofhomeopaths.com](mailto:janet.blanchard@collegeofhomeopaths.com)**