



# College of Homeopaths of Ontario Registration Policies

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Title:	Full Class, Breakdown of 750-Hours
Category:	Class Specific Requirement
Policy Type:	Internal / External
Policy Number:	REG CS 04
Status:	Council Approved June 23, 2014 Revision Approved by Council August 10, 2015

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*Note to Readers: In the event of any inconsistency between this document and the legislation that affects homeopathy practice, the legislation governs. The College has the power and authority to implement the applicable acts and regulations under the Regulated Health Professions Act, 1991. The factors outlined in this policy will be considered and every application will be reviewed on a case by case basis. If you have a question on how this policy affects your individual situation please contact the College directly.*

*It is important to note that College publications may be used by the College or other bodies in determining the interpretation of the provisions within the Homeopathy Act, 2007, its regulations and the College's Bylaws.*

**Applicable to (unless otherwise noted):**

1. Applicant Full Certificate of Registration
2. Registrant Full Certificate of Registration

**Type of Requirement:** Non-Exemptible for Applicants. Term, Condition and/or Limitation on Certificates of Registration

**Applicable CHO Registration Regulation:** Section 1

***Note on Hours Requirement:***

*An Applicant applying for Full Certificate of Registration must have practised the profession of homeopathy at least 750-hours in the three (3) years immediately before the date of the Applicant's application (O. Reg. 18/14 s. 6. (4) (a).), or successfully completed a Refresher Program approved by Registration Committee within the twelve (12) months immediately before the date of the Applicant's application (O. Reg. 18/14 s. 6. (4) (b).), if they have not successfully completed a post-secondary program in homeopathy in Ontario or a program considered to be substantially equivalent that is approved by the College, or successfully completed a program of clinical education in the profession as laid out in O. Reg. 18/14 s. 6(1) within the twelve (12) month period immediately before the date on which the Applicant submitted his or her completed application.*

*Registrants require currency on an ongoing basis of 750-hours over a three (3) year period beginning with the day that the Registrant is issued a Certificate of Registration, and for each subsequent three (3) year period beginning on the first anniversary of the commencement of the previous period (s. 7.(1) 1 and 10.(1)3.)*

## Policy

The proof of currency through hours of practice within the profession may be a requirement of registration. Within specific circumstances, outlined in the Registration Regulation, an Applicant must demonstrate hours practiced prior to entering the College, as well as ongoing maintenance of hours. Demonstration of hours practiced and the ongoing proof of currency hour requirements are based on 750-hours over a three (3) year period.

The purpose of hour tracking validates an Applicant/Registrant's involvement in the profession. The related provision with the Registration Regulation (O.Reg. 18/14) clarifies that hours of practise include clinical care of patients, which can be augmented by non-clinical practice hours.

It is required that 750-hours over a three (3) year period include a minimum of 500-hours calculated utilizing direct patient contact in the practice of homeopathy. Please note that it is acceptable to have more than 500 clinical practice hours.

Up to one-third or 250 of the 750-hours may come from non-clinical practice. However, it is not necessary to include non-clinical practice hours when calculating the 750 hour requirement.

Clinical practice hours may be calculated as follows:

- A maximum of two hours for any initial intake visit case-work assessment. An initial intake visit may be a new patient or a new chief complaint from an existing patient requiring a new full case-work assessment.
- A maximum of one hour for any follow-up visit.

Non-clinical practice hours must consist of formal professional development, academic research or employment related administration, employment related supervision or employment related teaching. Hours must not include time spent on general preparation<sup>1</sup>. Employment related administration hours may be paid or unpaid<sup>2</sup>.

Eligible hours may be earned in any jurisdiction. The hour tracking is reported by a general declaration to the College. The declaration of hours ought to include the total number of eligible hours over the three (3) year period, regardless of whether the Applicant falls below, meets or exceeds the hour requirement.

The Applicant/Registrant must provide a general declaration of hours to the College and keep on record the original supporting documentation. The College may conduct an annual audit calling on up to 10% (ten per cent) of Applicants/Registrants to provide copies of such original documentation. The selection of Registrants called to provide their supporting documentation will be based on random stratified sampling, as outlined in Policy REG AD 07 Audit Process. Please note that Applicants should maintain their documentation supporting their declared hours for registration (i.e. when they applied for registration) for a period of 10 years<sup>3</sup>.

## Description of Hours

The assignment of hours for initial and follow-up visits have been provided so that Applicants/Registrants may have a clear and consistent definition and understanding of hours calculated. While the College recognizes there may be a variation in practice styles and levels of experience, it applies fair, transparent, objective and consistent measures to all.

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<sup>1</sup> *Homeopathy Act, 2007*, Registration Regulation, O. Reg 18/14, section 1 (b).

<sup>2</sup> In accordance with Policy REG AD07 Audit Process.

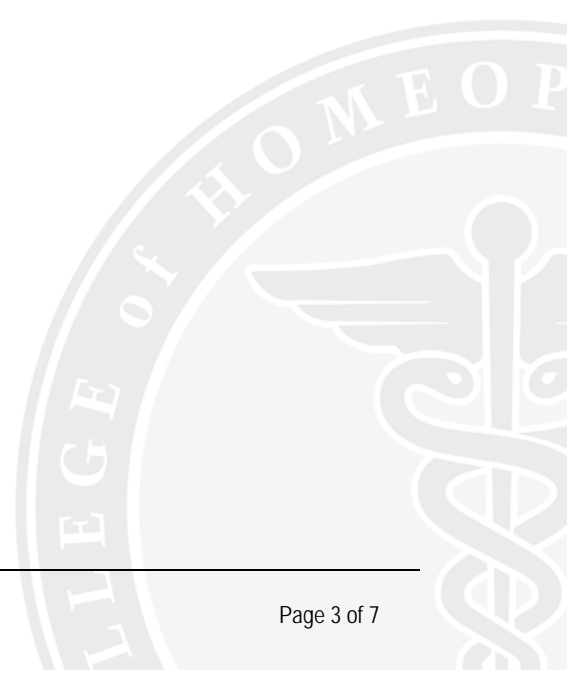
<sup>3</sup> In accordance with Policy REG AD07 Audit Process.

## Clinical Practice Hours

It is required that the 750-hours over a three (3) year period include a minimum of 500-hours calculated utilizing direct patient contact in the practice of homeopathy. It is acceptable to have more than 500 clinical practice hours.

The clinical practice hours are calculated on a consistent manner as follows:

1. Initial intake visit of a new patient or a new chief complaint from an existing patient, requiring a new full case-work assessment. Visit may be done in-person, online, by phone or other real-time live and interactive means, and may include case specific email exchanged resulting in patient case management:
  - a. One (1) initial visit equals two (2) hours of clinical practice time
  - b. Examples of suitable proof:
    - i. Appointment book
    - ii. Patient file or chart
    - iii. Billing statements
  - c. Excluded:
    - i. Pre-consultation
2. Follow-up visit of an existing patient. Visit may be done in-person, online, by phone or other real-time live and interactive means, and may include case specific email exchanged resulting in patient case management, remedy recommendation and a homeopathic prescription. A follow-up visit means:
  - a. One (1) follow-up visit equals one (1) hour of clinical practice time
  - b. Examples of suitable proof:
    - i. Appointment book
    - ii. Patient file or chart
    - iii. Billing statements
3. The following are **not** considered as eligible clinical practice hours:
  - a. General preparation hours including remedy research and anything outside of patient care
  - b. Administrative practice hours for the management or promotion of the practice (information sessions)
  - c. Writing patient charts
  - d. Remedy research
  - e. Responding to general emails, online inquiries, or phone calls which are not considered a separate appointment
  - f. Reflection hours
  - g. Supervision of staff, interns or junior homeopaths



## Non-Clinical Practice Hours

A maximum of 250 non-clinical practice hours can be used to calculate the 750-hours practice requirement. Non-clinical hours are not mandatory.

Non-clinical practice hours are calculated in a consistent manner with eligible hours as follows:

1. **Formal Professional development** applicable to homeopathy practice:
  - a. Attendance at profession related conferences, seminars, workshops, training sessions
    - i. One (1) hour of course content equals one (1) hour of non-clinical practice time, excluding lunch and breaks.
    - ii. Examples of suitable proof:
      1. Certificate of attendance.
      2. Receipt of payment.
      3. Course booklet.
  - b. Enrolling in education in post-graduate homeopathy.
    - i. Break down for lectures, coursework and case taking.
      1. One (1) hour of course content equals one (1) hour of non-clinical practice time, excluding lunch and breaks.
    - ii. Examples of suitable proof:
      1. Certificate of attendance or grade transcript.
      2. Receipt of payment.
      3. Course booklet.
  - c. CHO endorsed **regulatory related** courses.
    - i. Break down for lectures, coursework and case taking.
      1. One (1) hour of course content equals one (1) hour of non-clinical practice time, excluding lunch and breaks.
    - ii. Examples of suitable proof:
      1. Certificate of attendance or grade transcript.
      2. Receipt of payment.
      3. Course booklet.
  - d. Writing articles for professional publications, published text books or manual, documented provings, etc. related to the subject of homeopathy.
    - i. Published review of a homeopathic book/seminar or published article in a professional journal 400 words equals one (1) hour of non-clinical practice time.
    - ii. One (1) chapter in text book/manual equals six (6) hours of non-clinical practice time.
    - iii. One (1) text book/manual, sole author equals fifty (50) hours of non-clinical practice time.
    - iv. One (1) text book/manual, co-author equals twenty-five (25) hours of non-clinical practice time.
    - v. One (1) text book/manual, contributing author equals twelve (12) hours of non-clinical practice time.
    - vi. Proofreader of a book chapter two (2) hours non-clinical practice time.
    - vii. Reviewer of a peer-reviewed publication two (2) hours non-clinical practice time for each article.
    - viii. Examples of suitable proof:
      1. Publication.
      2. Letter from publisher.

2. **Academic Research** - includes paid or unpaid and published scholarly or scientific investigation or inquiry.
  - a. One (1) hour of research time equals one (1) hour of non-clinical practice time.
  - b. Examples of suitable proof:
    - i. Letter from an employer.
    - ii. Publication.
    - iii. Presentation of research by professional conference.
3. **Employment related teaching** within a post-secondary homeopathic academic setting, and professional workshops and conferences.
  - a. One (1) hour of lecture/teaching time in **academic setting** equals one (1) hour of non-clinical practice time, excluding lunch and breaks.
  - b. One (1) hour of lecture/teaching time in **professional conference** equals one (1) hour of non-clinical practice time, excluding lunch and breaks.
  - c. Examples of suitable proof:
    - i. Letter from an employer.
    - ii. T4 slip.
    - iii. Course booklet/outline.
    - iv. Workshop or conference program.
    - v. Letter of acknowledgement from conference organizer.
4. **Employment related supervision** of clinical practice of an employee(s) or provings supervisor.
  - a. One (1) hour of supervision equals one (1) hour of non-clinical practice time, excluding lunch and breaks.
  - b. Conducting or supervising a homeopathic proving equals twelve (12) hours of non-clinical practice time, excluding lunch and breaks.
  - c. Examples of suitable proof:
    - i. Letter from an employer.
    - ii. T4 slip.
    - iii. Initialized log of supervision hours.
    - iv. Documentation of proving.
5. **Employment related administration** within
  - a. a clinic or healthcare setting, in a position such as a clinic director or office type work utilizing skills as a homeopath.
    - i. One (1) hour of administration equals one (1) hour of non-clinical practice time, excluding lunch and breaks.
  - b. a paid or unpaid role on a board of directors of a homeopathy related professional association/institution or educational institution.
    - i. One (1) hour of work as member of a professional association/institution or educational institution board of directors of meeting time equals one (1) hour of non-clinical practice time, excluding lunch, breaks and preparation time;
  - c. a paid or unpaid role with the College of Homeopaths of Ontario as a Council member, non-Council committee member, peer assessor, investigator, inspector, examiner, a subcontractor or sub-consultant acting for the College.
    - i. One (1) hour of meeting or contact time on behalf of the College of Homeopaths of Ontario equals one (1) hour of non-clinical practice, excluding lunch, breaks, and preparation time.
  - d. Examples of suitable proof:
    - i. Letter from an employer.
    - ii. T4, T4A or other similar document.
    - iii. Letter from the College, association/institution, or educational institution.

6. The following are **not** considered as eligible hours:
  - a. General preparation hours.
  - b. Administrative practice hours for the management or promotion of the practice (i.e. information sessions, public/consumer articles, publications or promotional talks).
  - c. Reflection hours.
  - d. Education hours applied toward a requirement for initial registration and study hours for completing a requirement for initial registration (i.e., post-secondary program in homeopathy as set out in *Ont. Reg. 18/14*, Section 6.(1.)1.; study hours for certification training in Standard First Aid & Healthcare Provider CPR; and study hours for completion of the Jurisprudence Program).
  - e. Lunch or rest breaks.

## Definitions

### Clinical Practice Hours

Clinical Practice hours mean providing homeopathic service and treatment to a patient in the form of initial intake visit of a new patient or a new chief complaint from an existing patient requiring a new full case-work assessment, or a follow-up visit of an existing patient. Clinical practice may be done in-person, online, by phone or other real-time live and interactive means.

### Direct Patient Contract

(Also referred to as Direct Client Contact in the *CHO Registration Regulation O.Reg. 18/14*)

Direct Patient Contract indicates when a Homeopath is acting as the primary case-taker, not as a secondary case-taker or an observer.

### Follow-up Visit

Subsequent consultations are often shorter in duration and will involve discussing the changes that have occurred, so that the homeopath can understand how the patient has responded to the remedy and what the next step of treatment will be.<sup>4</sup>

### Information Session

An information session is an education session by invitation or public access which may be attended by more than one person. The session may be at a trade show, public talk, clinic open house or any other similar event. The session provides the audience with information on homeopathy in a general manner, which may include, but is not limited to, how homeopathy works, what to expect from a homeopathic visit, or the types of conditions homeopathy may help.

### Initial Consultation

At the first consultation a homeopath will spend at least one to two (1 to 2) hours, sometimes longer, asking detailed questions about the health, medical history, and lifestyle. The homeopath is seeking to understand how the patient experiences their symptoms and how they affect the patient's life, so that s/he can assess and prescribe the most appropriate remedy to match the patient's symptoms.<sup>5</sup>

### Initial Intake Visit

Initial Intake Visit means an initial intake visit of a new patient or a new chief complaint from an existing patient, requiring a new full case-work assessment.

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<sup>4</sup> TC-CHO What is Homeopathy Fact Sheet, June 2010

<sup>5</sup> Ibid.

## Non-Clinical Practice Hours

Non-clinical practice hours must consist of formal professional development, academic research or paid or unpaid employment related administration, supervision or teaching. Hours must not include time spent on general preparation.

## Online

Online means communication mechanisms such as Skype, Webconferencing with audio and/or video capabilities, and other emerging mechanisms which allow for real-time, live and interactive communication. It does not include email or electronic messaging.

## Pre-Consultation

A brief meeting to introduce homeopathy to an individual patient, and their representative, to assist the patient in deciding if homeopathy is right for them. A pre-consultation does not include an in-depth initial assessment or treatment services. This does not meet the definition of an initial or follow-up visit as defined in the *CHO Registration Regulation O.Reg. 18/14*.

## Stratified Random Sampling

Means a sampling where groups of members are,

- (a) removed from the pool of members to be sampled, or
- (b) weighted to increase or decrease the likelihood of their being selected. (O. Reg. 32/13, s. 1.<sup>6</sup>)

## Related Policies, Standards, Guidelines and Regulations

CHO Registration Policy REG AD 04 Exemptions – 750-Hours Requirement

CHO Registration Policy REG AD 05 Requesting an Exemption

CHO Registration Policy REG AD 07 Audit Process

## *Homeopathy Act, 2007, Ontario Regulation 18/14 Registration*

### Interpretation

1. In this Regulation, where there is a requirement that an applicant or member have practised the profession of homeopathy for a certain number of hours,

- (a) the applicant or member may only count a maximum of one-third of the total hours as coming from non-clinical practice with the remainder coming from clinical practice;
- (b) the hours of non-clinical practice must consist of formal professional development, academic research or employment related administration, supervision or teaching and must not include time spent on general preparation; and
- (c) in calculating the hours of clinical practice the member or applicant may only attribute a maximum of two hours to any initial visit case-work assessment and a maximum of one hour to any follow-up visit.

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<sup>6</sup> *Homeopathy Act, 2007, Ontario Regulation 32/12, Quality Assurance Program*