

# Glossary of Terms (Renewal)

## **Member**

Member of CCO.

## **Business Address**

A member registered in the General class of registration is required to have a business address, including address, telephone number, and email address on the public register. Up to 3 business addresses can be displayed on the public register.

## **Mailing Address**

This is the address which will be used for all communication from CCO, which must include an address, telephone number and confidential email address.

## **Residential Address**

This is the residential address of the member which will not be on the public register.

## **Certificate Number**

CCO Registration Number.

## **Class of Registration**

Eligibility to practise chiropractic in Ontario.

## **Electoral District**

The district in which the member is eligible to vote in CCO elections.

## **General**

The member is eligible to practise chiropractic, perform controlled acts, and/or bill third-party payors in Ontario.

## **Inactive**

The member may not practise chiropractic, perform controlled acts, and/or bill third-party payors in Ontario.

## **Retired**

The member may not practise chiropractic, perform controlled acts, and/or bill third-party payors in Ontario.

### Health Profession Corporation

All chiropractic professional corporations where the member is a shareholder or director. Only members may own shares or be a director of a chiropractic professional corporation. This is a distinct type of corporation defined in legislation.

### Radiographic Information

Information related to a member's use of x-ray facilities in accordance with the *Healing Arts Radiation Protection Act, 1990*.

### Professional Conduct and Self-Reporting

- A finding of regulatory proceeding of professional misconduct, incompetence or incapacity from a regulatory body,
- A finding of guilt related to an offence made by a court, and/or
- A finding of professional negligence or malpractice made by a court.

### Level of Education Outside of Chiropractic Profession

- **“Diploma”** - Diploma or equivalent conferred by a community college, university or comparable institution.
- **“Baccalaureate”** - An undergraduate degree conferred by a university or comparable institution.
- **“Master”** - A graduate level university degree.
- **“Professional Doctorate”** - A first professional degree conferred by a university or comparable institution.
- **“Doctorate”** - A post-graduate level university degree.
- **“Entry to Practice Post Diploma Certificate/Courses”** – A university level certificate or collection of university level courses obtained after completion of (at minimum) an undergraduate degree. This certificate/these courses is/are a mandatory entry to practice requirement into the profession. Continuing education certificates and courses are not included within this definition.
- **“None of the Above”** - The individual has completed a level of education in the profession that is not listed above.

### Field of Study for Highest Education Outside of Chiropractic Profession

- **“General Rehabilitation Science”** - Comprises of any program that includes a systematic study of the physical and psychosocial dimensions of human function throughout the lifespan of individuals with impairments, disabilities and/or handicaps.
- **“Medical Laboratory Science”** - Comprises of any program that prepares individuals to conduct and supervise complex medical tests, clinical trials and research experiments; manage clinical laboratories; and consult with physicians and clinical researchers on diagnoses, disease causation and spread, and research outcomes.

- **“Mathematics, Computer Information Sciences”** - Comprises of any general program that focuses on the analysis of quantities, magnitudes, forms and their relationships, using symbolic logic and language or any general program that focuses on computing, computer science and information science and systems as part of a broad and/or interdisciplinary program.
- **“Health Administration/Management”** - Comprises of any program that prepares individuals to develop, plan, and manage health care operations and services within health care facilities and across health care systems.
- **“Public Administration”** - Comprises of instructional programs that prepare individuals to analyze, manage and deliver public programs and services.
- **“Public Health”** - Comprises of any program that generally prepares individuals to plan, manage and evaluate public health care services and to function as public health officers.
- **“Kinesiology and Exercise Science”** - Comprises of any scientific program that focuses on the anatomy, physiology, biochemistry and biophysics of human movement, and applications to exercise and therapeutic rehabilitation.
- **“Gerontology”** - Comprises of any program that focuses on the human aging process and aged human populations, using the knowledge and methodologies of the social sciences, psychology and the biological and health sciences.
- **“Psychology”** - Comprises of any instructional programs that focus on the scientific study of the behaviour of individuals, independently or collectively, and the physical and environmental bases of mental, emotional and neurological activity.
- **“Health Professions and Related Clinical Sciences”** - Comprises of any instructional programs that prepare individuals to practise as licensed professionals and assistants in the health care professions and focus on the study of related clinical sciences.
- **“Biological and Biomedical Sciences”** - Comprises of any instructional programs that focus on the biological sciences and the non-clinical biomedical sciences, and that prepare individuals for research and professional careers as biologists and biomedical scientists.
- **“Physical Sciences”** - Comprises of any instructional programs that focus on the scientific study of inanimate objects, processes of matter and energy, and associated phenomena.
- **“Social Sciences, Arts and Humanities”** - Comprises of any instructional programs that focus on the systematic study of social systems, social institutions, and social behaviour or independent or individualized studies in the liberal arts subjects, the humanities disciplines, literature, history and the general curriculum.
- **“Education”** - Comprises of any instructional programs that focus on the theory and practice of learning and teaching, and related research, administrative and support services.
- **“Law”** - Comprises of any instructional programs that prepare individuals for the legal profession, for related support professions and professional legal research, and focus on the study of legal issues in non-professional programs.

- **“Business, Management, Marketing and Related”** - Comprises of any instructional programs that prepare individuals to perform managerial, technical support, and applied research functions related to the operation of commercial and non-profit enterprises and the buying and selling of goods and services.
- **“Engineering”** - Comprises of any instructional programs that prepare individuals to apply mathematical and scientific principles to the solution of practical problems.
- **“Other Field of Study”** - Any program not mentioned above.

## Employment Category

- **“Permanent”** - Status with employer is permanent with an indeterminate duration (no specified end date) of employment and guaranteed or fixed practice hours per week.
- **“Temporary”** - Status with employer is temporary with fixed duration of employment, based on a defined start and end date, and guaranteed or fixed practice hours per week.
- **“Casual”** - Status with employer is on an as-needed basis, with employment that is not characterized by a guaranteed or fixed number of hours per week. There is no arrangement between employer and employee that the employee will be called to work on a regular basis.
- **“Self-Employed”** - A person who operates his or her own economic enterprise in the profession. The individual may be the owner of a business or professional practice, or an individual in a business relationship in which he or she agrees to perform specific work for a payer in return for payment.

## Full time/Part Time Status

- **“Full-Time”** - Official status with employer is full-time or equivalent, or usual hours of practice are equal to or greater than 30 hours per week.
- **“Part-Time”** - Official status with employer is part-time, or usual hours of practice are less than 30 hours per week.
- **“Casual”** - Status with employer is on an as-needed basis, with employment that is not characterized by a guaranteed or fixed number of hours per week. There is no arrangement between employer and employee that the employee will be called to work on a regular basis.

## Practice Setting

- **“Hospital”** - A health care facility that offers a range of in-patient and out-patient health care services (e.g. medical, surgical, psychiatry etc.) available to the target population. Includes specialty and complex continuing care hospitals not otherwise classified.

- **“Rehabilitation Facility”** - A health care facility that has as its primary focus the post-acute, inpatient and outpatient rehabilitation of individuals.
- **“Mental Health and Addiction Facility”** - A health care facility that has as its primary focus the acute or post-acute, inpatient and/or outpatient care of individuals with mental health issues and illness and/or addictions.
- **“Residential/Long-Term Care Facility”** - A long-term care facility designed for people who require the availability of 24-hour nursing care and supervision within a secure setting. In general, long-term care facilities offer high levels of personal care and support. These facilities include nursing homes, municipal homes and charitable homes.
- **“Assisted Living Residence/Supportive Housing”** - A retirement home or supportive housing that provides varying degrees of care to assist individuals/couples to live independently. Services include home making, meal preparation, low to daily personal care and availability of a personal support worker or staff on a 24-hour basis. These facilities include group homes, retirement homes, community care homes, lodges, supportive housing and congregate living setting.
- **“Community Health Centre (CHC)”** - A CHC employs physicians and other interdisciplinary providers, such as nurse practitioners, nurses, mental health counsellors, chiropractors, community workers and dietitians to serve high-risk communities and populations who may have trouble accessing health services because of language, culture, physical disabilities, socioeconomic status or geographic isolation. CHCs emphasize health promotion, disease prevention and chronic disease management based on local population health needs. The organization must be recognized as a CHC and there are 54 CHCs throughout Ontario (May 2008).  
[http://www.health.gov.on.ca/english/public/contact/chc/chc\\_mn.html](http://www.health.gov.on.ca/english/public/contact/chc/chc_mn.html)
- **“Family Health Teams (FHTs)” \*\*** - A Family Health Team is a group that includes physicians and other interdisciplinary providers, such as nurse practitioners, nurses, pharmacists, mental health workers, and dietitians. The FHT provides comprehensive primary health care (PHC) services. The FHT provides services on a 24/7 basis through a combination of regular office hours, after-hours services, and access to a registered nurse through the Telephone Health Advisory Service (THAS). The FHT emphasizes health promotion, disease prevention and chronic disease management based on local population health needs. The FHT must enrol patients. The group must be recognized as a FHT and there are 150 FHTs in Ontario (2008).  
[http://www.health.gov.on.ca/transformation/fht/fht\\_mn.html](http://www.health.gov.on.ca/transformation/fht/fht_mn.html)
- **“Group Health Centre (Sault Ste. Marie)”** - An interdisciplinary practice in Sault Ste. Marie that includes physicians, nurse practitioners, dietitians, pharmacists, physiotherapists, and many other providers. The group provides comprehensive primary health care (PHC) services. The services are provided on a 24/7 basis through a combination of regular office hours, after-hours services,

and access to a registered nurse through the Telephone Health Advisory Service (THAS). The group emphasizes health promotion, disease prevention and chronic disease management based on local population health needs. The group must enroll patients.

- **“Nurse Practitioner Led Clinic”** - This clinic is led by a nurse practitioner and provides primary health care in collaboration with family physicians, and other interdisciplinary health care providers. The focus of the clinic is on comprehensive primary health care services in areas where access to family health care is limited.
- **“Other Group Practice Office”** - A community based group (not already noted) professional practice or clinic that is composed of two or more health professionals working together to deliver health services. Clients typically come to the professionals’ location to receive services. Other administrative support staff may also be involved; however, the health professionals are the focus of service provision.
- **“Solo Practice Office”** - A community-based professional practice/business composed of a single practitioner who delivers health services. Clients typically come to the professional’s location to receive services. Administrative support staff may also be involved; however, the health professional is the focus of service provision. **Client’s Environment** - The professional travels to one or more sites that may be the client’s home, school and/or workplace environment to provide services (e.g. Homecare or CCAC contracts).
- **“Client’s Environment”** – The professional travels to one or more sites that may be the client’s home, school and/or workplace environment to provide services (e.g. Homecare or CCAC contracts).
- **“Post-Secondary Educational Institution”** - A post-secondary institution, either a university or equivalent institution or a college or equivalent institution, with a primary focus on the delivery of education.
- **“Preschool/School System/Board of Education”** - A preschool or elementary or secondary school (or equivalent institution), or the associated school board (or equivalent entity) that has responsibility for the governance and management of education funding issued by provincial governments.
- **“Children Treatment Centres (CTC)”** - This centre is a community-based organization that serves children with physical disabilities and multiple special needs. The centre provides physiotherapy, occupational therapy and speech therapy along with other additional services. There are 19 CTCs in Ontario. [http://www.health.gov.on.ca/english/public/program/ltc/21\\_other.html](http://www.health.gov.on.ca/english/public/program/ltc/21_other.html)
- **“Association/Government/ Regulatory Organization/Non-Government Organization (e.g. Diabetes Association)”** - An organization or government that deals with regulation, advocacy, policy development, program development, research and/or the protection of the public, at a national, provincial/territorial, regional or municipal level.

- **“Board of Health or Public Health Laboratory or Public Health Unit”** - A public health laboratory or official health unit that administers health promotion and disease prevention programs to inform the public about healthy life-styles, communicable disease control including education in STDs/AIDS, immunization, food premises inspection, healthy growth and development including parenting education, health education for all age groups and selected screening services.
- **“Community Care Access Centre (CCACs)”** - A local organization that assists its clients to access government-funded home care services and long-term care homes. The organization helps people to navigate the array of community support and health agencies in their communities.
- **“Community Pharmacy”** - A retail setting where drugs and related products are distributed primarily through direct face-to-face client contact (e.g. Shoppers Drug Mart).
- **“Other Community-Based Pharmacist Practice”** - Pharmacist practice, not otherwise classified, that delivers onsite or offsite community-based, direct-client-care, pharmacy services.
- **“Cancer Centre”** - A facility that specializes in services related to the treatment, prevention and research of cancer.
- **“Independent Health Facility”** - Refers to a stand-alone facility or clinic offering specialized or broadly based imaging services.
- **“Mobile Imaging Unit”** - Refers to a facility that is transported to various sites and offers specialized or broadly based imaging services.
- **“Centralized Diagnostic Laboratory Facility”** - A laboratory (public or community) that serves as the centralized focus of specialized or broadly based human health related diagnostic laboratory services, as part of a distributed system that includes collection, transportation, testing and results reporting. Excludes any public health or blood transfusion service laboratory.
- **“Freestanding Diagnostic Laboratory”** - A stand-alone laboratory providing specialized or broadly based human health related diagnostic laboratory services including collection, testing and results reporting. Excludes any public health or blood transfusion service laboratory.
- **“Specimen Collection Centre”** - A site providing human health related testing and/or specimen procurement (e.g. specimen collection station, patient service centre, or any laboratory focused on specimen procurement only). Excludes any public health or blood transfusion service procurement sites.
- **“Blood Transfusion Centre”** - Refers to a facility that collects, screens, tests, processes, stores and/or supplies blood, blood products, or its alternatives for the purposes of transfusion (e.g. Canadian Blood Services).
- **“Dental Laboratory”** – An independent dental laboratory that specializes in the design, construction, repair or alteration of a dental prosthetic, restorative or orthodontic device.
- **“Dental Practice Laboratory”** – A dental laboratory within an established dental practice that specializes in the design, construction, repair or alteration of a dental prosthetic, restorative or orthodontic device.

- **“Other Laboratory Facility”** - Other laboratory not otherwise listed.
- **“TeleHealth Ontario and Telephone Health Advisory Services”** - A program that provides free, confidential 24/7 service that provides Ontario residents with easy access to health information.
- **“Spa”** - A facility that focuses on providing services related to health, fitness, beauty and relaxation.
- **“Health Related Business/Industry”** - A business or industry whose focus of activities is not in the direct delivery of health care services, but rather the health of workers, health-related product development or the selling of health-related products (e.g. medical device companies, pharmaceutical companies).
- **“Other Place of Work”** - Place of work is none of the above.
- **“Diabetes Education Centre (DEC)”** – A DEC, usually staffed by nurses and dietitians, provides education and support to people with diabetes, their families, friends and community agencies.
- **“Correctional Facility”** – A stand-alone organization/facility that has as its primary focus the treatment and rehabilitation of persons detained or on probation due to a criminal act.
- **“Remote Nursing Station”** – A remote and or rural stand-alone centre that has nurses as the on-site managers and practitioners.

## Primary Role

- **“Manager”** - Major role is in the management of a particular team/group that delivers services.
- **“Owner/Operator” \*** - An individual who is the owner of a practice site and who may or may not manage or supervise the operation at that site.
- **“Service Provider”** - Major role is in the delivery of professional services specific to the profession.
- **“Consultant”** - Major role is the provision of expert guidance and consultation, without direct patientcare, to a third-party.
- **“Administrator”** – A person whose primary role is involved in administration, planning and organizing.
- **“Instructor/Educator”** - Major role is as an educator for a particular target group.
- **“Researcher”** - Major role is in knowledge development and dissemination of research.
- **“Quality Management Specialist”** - Major role is the assurance and control of the quality of procedures and/or equipment.
- **“Sales Person”** – Major role is in the sales of health related services and products.

## Area of Practice Activity

Areas of Service Provision - Services provided for a client(s) primarily within the areas of:

- **“General Service Provision” \*** - Services provided primarily to clients across a range of service and/or consultation areas specific to the profession (e.g. general rehabilitation, laboratory work etc.).



- **“Critical Care”** \* - Services provided primarily to clients dealing with serious life-threatening and/or medically complex conditions who require constant care, observation and specialized monitoring and therapies.
- **“Acute Care”** \* - Services provided primarily to clients who have an acute medical condition or injury that is generally of a short duration. This includes surgical and peri-operative care.
- **“Continuing Care”** \* – Services provided primarily to clients with continuing health conditions for extended periods of time (e.g. long-term care or home care).
- **“Comprehensive Primary Care”** \* – Services provided primarily to a range of clients, possibly at first contact, to identify, prevent, diagnose and/or treat health conditions (e.g. oral care, foot care, etc.).
- **“Chronic Disease Prevention and Management”** \* – Services are provided primarily to address chronic diseases early in the disease cycle to prevent disease progression and reduce potential health complications. Diseases can include diabetes, hypertension, congestive heart failure, asthma, chronic lung disease, renal failure, liver disease and rheumatoid and osteoarthritis.
- **“Public Health”** - Services are provided primarily with the purpose of improving the health of populations through the functions of health promotion, health protection, health surveillance and population health assessment.
- **“Mental Health and Addiction”** - Services provided primarily to clients with a variety of mental health and addiction conditions.
- **“Primary Maternity Care”** \*\* - Services provided primarily to assess and monitor women during pregnancy, labour, and the post-partum period and of their newborn babies, the provision of care during normal pregnancy, labour, and post-partum period, and to conduct spontaneous normal vaginal deliveries.
- **“Cancer Care”** - Services provided primarily to clients with a variety of cancer and cancer related illnesses.
- **“Geriatric Care”** - Services provided primarily to care for elderly persons and to treat diseases associated with aging through short-term, intermediate or long-term treatment/interventions.
- **“Palliative Care”** - Services provided primarily to clients with the aim of relieving suffering and improving the quality of life for persons who are living with or dying from advanced illness or who are bereaved.
- **“Other Area of Service/Consultation”** - Other area of service/consultation not otherwise listed.
- **“Areas of Consultation”** - Expert consultation is provided on the profession related to medical and/or legal matters.
- **“Areas of Administration”** - Focus of activities is management or administration.
- **“Areas of Quality Management”** - Focus of activities is on the assurance of the operational integrity, based on compliance with staffing, technical and organizational requirements.
- **“Areas of Post-Secondary Education”** - Focus of activities is directed at providing post-secondary teaching to individuals registered in formal education programs.

- **“Areas of Research”** - Focus of activities is in knowledge development and dissemination of research including clinical and non-clinical.
- **“Areas of Sales”** - Focus of activities is in the sales and/or service of health related apparatuses or equipment.
- **“Other Areas”** - Other area of activity not otherwise listed.
- **“Emergency”** – Care provided to patients who have immediate medical problems, frequently before complete clinical or diagnostic information is available, in a comprehensive emergency department or an urgent care centre.
- **“Infectious Disease Prevention and Control”** – Services are provided to primarily prevent and control health-care associated infections and other epidemiological significant organisms. This includes providing services to reduce the risk, spread and incidence of infections in populations. This includes pandemic planning.

### Client Age Range

- **“Paediatrics”** - Paediatric clients that are between the ages of 0 to 17 years.
- **“Adults”** - Adult clients that are between the ages of 18 and 64 years inclusive.
- **“Seniors”** - Adult clients that are 65 years of age and older.
- **All Ages”** - Clients across all age ranges.

### Description of Practice

- **“Practice”** – Has met basic requirements of the profession and is able to practise in the profession in Ontario.
- **“Academic Practice”** - Appointed as a faculty member in an approved university/college program in the profession and able to practise the profession.
- **“Non-Practising”** – Member of the College who may be using knowledge in the profession in research, teaching etc. but cannot perform any of the controlled acts.
- **“Educational”** – Practising under supervision and working towards meeting basic requirements of profession while
  - Enrolled in an education program
  - Waiting to write professional exam or,
  - Obtaining clinical experience.

### Number of Practice Weeks in the Past 12 Months

Number of practice weeks in the past 12 months across all practice settings excluding vacation, on-call time and sick and leave time greater than one week. Note that at least 1 practice day in a week constitutes a week of practice.

### Average Number of Weekly Practice Hours in the Past 12 Months

Average number of practice hours per week across all practice sites. Hours indicated are inclusive of all practice hours (eg. travel time to various settings, preparation and service provision, time spent working during on-call hours). Hours should exclude any volunteer, extra-curricular time outside of the profession or any on-call hours where the individual was not working.

### **Proportion of Average Weekly Practice Hours on Direct Professional Services**

Proportion of the average practice hours spent per week on direct health professional services across all practice sites (eg. conducting tests, patient care, health promotion, dispensing/building/repairing health apparatuses). This excludes clinical education hours (providing professional services while teaching).

### **Proportion of Average Weekly Practice Hours on Teaching**

Proportion of the average practice hours spent per week across all practice sites on teaching to prepare students for a health profession (eg. post-secondary) excluding clinical education (providing professional services while teaching).

### **Proportion of Average Weekly Practice Hours on Clinical Education**

Proportion of the average practice hours spent per week on clinical education only (eg. providing direct professional services while teaching) across all practice sites.

### **Proportion of Average Weekly Practice Hours on Research**

Proportion of the average practice hours spent per week across all practice sites conducting research in profession.

### **Proportion of Average Weekly Practice Hours on Administration**

Proportion of the average practice hours spent per week across all practice sites on administration in profession.

### **Proportion of Average Weekly Practice Hours on All Other Activities**

Proportion of the average practice hours spent per week across all practice sites on all other activities in profession excluding direct professional services, teaching, research and administration.