

## NON-COMPLIANCE WITH CONTINUING EDUCATION



**Policy P-055**  
**Quality Assurance Committee**  
**Approved by Council: September 17, 2015**  
**Amended: September 15, 2016**

---

*Note to readers: In the event of any inconsistency between this document and the legislation that affects chiropractic practice, the legislation governs.*

### INTENT

To clarify the process of the Quality Assurance (QA) Committee in addressing members who are non-compliant with CCO's Continuing Education (CE) program.

### DESCRIPTION OF POLICY

CCO administers the CE program in accordance with sections 80.1, 80.2 and 82 of the Health Professions Procedural Code, Schedule 2 of the *Regulated Health Professions Act, 1991*, and standards of practice S-003: Professional Portfolio and S-020: Cooperation and Communication with CCO.

If a member is non-compliant with the CE requirements, the QA Committee may take any action consistent with its powers under sections 80.1, 80.2 and 82 of the Health Professions Procedural Code, Schedule 2 of the Regulated Health Professions Act, 1991, and standards of practice S-003: Professional Portfolio and S-020: Cooperation and Communication with CCO.

Although the QA Committee may exercise discretion, consistent with its committee powers, the following procedure summarizes the sequence of events of the QA Committee in addressing members are non-complaint with the CE program:

- 1) CCO communicates to members who have not submitted their CE Log by the due date, requiring them to return to CCO, no later than 60 days from the date of the communication:
  - A completed CE log;
  - A copy of their completed professional portfolio;
  - An administrative fee of \$50 for non-compliance with CCO's Quality Assurance program in accordance with By-law 13: Fees (cheque made out to College of Chiropractors of Ontario).
  
- 2) CCO communicates a second time via registered mail to members who have not complied with the above requirement, requiring them to comply with the above requirement, no later than 30 days from the date of the communication, or else the QA Committee will refer the names of those non-compliant members to the Inquiries, Complaints and Reports Committee for non-compliance with the QA Program.

- 3) The QA Committee refers those members are still non-complaint after two communications to the Inquiries, Complaints and Reports Committee.

## LEGISLATIVE CONTEXT

### Health Professions Procedural Code, Schedule 2 of the Regulation Health Professions Act, 1991

The QA program is defined in section 1 (1) of the Code as "a program to assure the quality of the practice of the profession and to promote continuing evaluation, competence and improvement among members."

### Objects and Duties of CCO - Section 3 of the Code

Section 3(1): The College has the following objects:

3. To develop, establish and maintain standards of practice to assure the quality of the practice of the profession
4. to develop, establish and maintain standards of knowledge, skill and programs to promote continuing competence among the members

Section 80.1 of the Code defines the minimum requirements for a quality assurance program as follows:

- (a) "A quality assurance program prescribed under section 80 shall include, continuing education or professional development designed to,
  - (i) promote continuing competence and continuing quality improvement among the members,
  - (ii) address changes in practice environments, and
  - (iii) incorporate standards of practice, advances in technology, changes made to entry to practice competencies and other relevant issues in the discretion of the Council;
- (b) self, peer and practice assessments; and
- (c) a mechanism for the College to monitor members' participation in, and compliance with, the quality assurance program.

Section 80.2 of the Code outlines the powers of the QA Committee as follows:

"The Quality Assurance Committee may do only one or more of the following:

1. Require individual members whose knowledge, skill and judgment have been assessed under section 82 and found to be unsatisfactory to participate in specified continuing education or remediation programs.

Policy P-055: Non-compliance with Continuing Education Requirements

2. Direct the Registrar to impose terms, conditions or limitations for a specified period to be determined by the Committee on the certificate of registration of a member,
  - i. whose knowledge, skill and judgment have been assessed or reassessed under section 82 and have been found to be unsatisfactory, or
  - ii. who has been directed to participate in specified continuing education or remediation programs as required by the Committee under paragraph 1 and has not completed those programs successfully.
3. Direct the Registrar to remove terms, conditions or limitations before the end of the specified period, if the Committee is satisfied that the member's knowledge, skill and judgment are now satisfactory.
4. Disclose the name of the member and allegations against the member to the Inquiries, Complaints and Reports Committee if the Quality Assurance Committee is of the opinion that the member may have committed an act of professional misconduct, or may be incompetent or incapacitated.

