

Perrault, Kevin AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Friday, January 8, 2016 12:36 PM
To: Perrault, Kevin AVED:EX
Subject: RE: KPU Acupuncture - clinical supervision design

Thank you, Kevin.

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | *Strategic Program Management*
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

From: Perrault, Kevin AVED:EX [mailto:Kevin.Perrault@gov.bc.ca]
Sent: January 8, 2016 12:26 PM
To: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Cc: Loughran, Tony D AVED:EX <Tony.Loughran@gov.bc.ca>
Subject: RE: KPU Acupuncture - clinical supervision design

Hi Gabe, KPU is aware of AMBIT involvement. The appropriate contacts for KPU should be: Sal Ferreras (Salvador.Ferreras@kpu.ca) and Valerie St. John Valerie St John [s.22](#)

Thanks.

Kevin Perrault
Director, Health Programs
Research Universities and Health Programs Branch
Ministry of Advanced Education
Province of British Columbia
Victoria, BC
Tel: 250-356-8257
Email: kevin.perrault@gov.bc.ca

From: Gabriel Rose [mailto:gabriel.rose@ambit-consulting.com]
Sent: Thursday, January 7, 2016 12:41 PM
To: Perrault, Kevin AVED:EX
Cc: 'David Snadden (david.snadden@ubc.ca)'; Valensky, Cindi; 'Bill Miller (bill.miller@ubc.ca)'; Gurdeep Parhar (gurdeep.parhar@ubc.ca); Golinski, Jennifer (jennifer.golinski@ubc.ca); Dan Zollmann; Loughran, Tony D AVED:EX
Subject: RE: KPU Acupuncture - clinical supervision design

Thank you, Kevin.

We will work towards that revised start date, and will confirm once we've sorted out the contract details with UBC FOM.

I agree that KPU should be included from the beginning. Please do provide the KPU representatives' contact information so we can be ready to reach out as soon as we start.

At this point, is KPU aware of our involvement and/or the proposed scope and work plan? If not, I'm happy to help craft a message, but would it be best for it to come from you or another Ministry representative?

Many thanks,
Gabe

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From: Perrault, Kevin AVED:EX [<mailto:Kevin.Perrault@gov.bc.ca>]

Sent: January 7, 2016 9:49 AM

To: Gabriel Rose <gabriel.rose@ambit-consulting.com>

Cc: 'David Snadden (david.snadden@ubc.ca)' <david.snadden@ubc.ca>; Valensky, Cindi <Cindi.Valensky@ubc.ca>; 'Bill Miller (bill.miller@ubc.ca)' <bill.miller@ubc.ca>; Gurdeep Parhar (gurdeep.parhar@ubc.ca) <gurdeep.parhar@ubc.ca>; Golinski, Jennifer (jennifer.golinski@ubc.ca) <jennifer.golinski@ubc.ca>; Dan Zollmann <dan.zollmann@ambit-consulting.com>; Loughran, Tony D AVED:EX <Tony.Loughran@gov.bc.ca>

Subject: RE: KPU Acupuncture - clinical supervision design

Hi Gabriel, the earlier start date you propose is good if only as an introductory meeting to establish information requirements, timelines, etc etc. It might be good to include KPU from the get go to ensure they are fully aware of the process and have a degree of ownership over it. We can provide you with the contact information for the KPU reps to the committee.

Thanks.

Kevin Perrault
Director, Health Programs
Research Universities and Health Programs Branch
Ministry of Advanced Education
Province of British Columbia
Victoria, BC
Tel: 250-356-8257
Email: kevin.perrault@gov.bc.ca

From: Gabriel Rose [<mailto:gabriel.rose@ambit-consulting.com>]

Sent: Wednesday, January 6, 2016 4:33 PM

To: Perrault, Kevin AVED:EX

Cc: 'David Snadden (david.snadden@ubc.ca)'; Valensky, Cindi; 'Bill Miller (bill.miller@ubc.ca)'; Gurdeep Parhar (gurdeep.parhar@ubc.ca); Golinski, Jennifer (jennifer.golinski@ubc.ca); Dan Zollmann

Subject: KPU Acupuncture - clinical supervision design

Hi Kevin,

Dave informed us that you'd like to proceed with the clinical supervision design support for KPU's Acupuncture program, and that you would like to get started before February 1. Would January 18 be an appropriate start date from your perspective? The first two weeks of the work plan is focused on assembling the steering committee members and organizing the first meeting.

We are looking forward to working with you. All the best for 2016!

Thank you,
Gabe

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Loughran, Tony D AVED:EX

From: Natalie Walker <Natalie.Walker@kpu.ca>
Sent: Tuesday, January 12, 2016 11:18 AM
To: Mihlar, Fazil AVED:EX; Loughran, Tony D AVED:EX
Cc: Salvador Ferreras; Jon Harding
Subject: Update: Acupuncture costing scenario
Attachments: Acupuncture costing scenario - Practicum Shown Separately_January 12 2016.xlsx

Good morning,

Please find attached an updated costing scenario for the Acupuncture Diploma program.

Regards,
Natalie



Natalie Walker

Confidential Assistant, Office of the Provost & Vice President, Academic
& Executive Secretary to Senate
Kwantlen Polytechnic University
t 604.599.2984 e Natalie.Walker@kpu.ca
www.kpu.ca

This e-mail and any attachments may be confidential or legally privileged. If you received this message in error or are not the intended recipient, please destroy the e-mail message and any attachments or copies.

Please note, all Kwantlen email addresses and url's have been changed recently. Please update your records accordingly.

Purpose: This table provides a comparison overview of the financial outcomes

- Assumption notes to consider are also included.

s.13,s.17

Purpose: This table provides an overview of costs and revenues related to the first and second cohorts of the TCM / AD program.
s.13,s.17

Page 007 to/à Page 008

Withheld pursuant to/removed as

s.13;s.17

Purpose: This table provides an overview of costs and revenues related
s.13,s.17

Page 010 to/à Page 014

Withheld pursuant to/removed as

s.13;s.17

Kwantlen Polytechnic University
Acupuncture Program Costing Scenarios - s.13,s.17
Prepared as at December 18, 2015

Purpose: The two scenarios below illustrate KPU's expectation of the costs associated with delivery of the proposed TCM -Acupuncture Program.
s.13,s.17

Purpose: The two scenarios below illustrate KPU's expectations of the proposed TCM -Acupuncture Program
s.13,s.17

Page 017 to/à Page 019

Withheld pursuant to/removed as

s.13;s.17

Perrault, Kevin AVED:EX

From: Hodges, Nell AVED:EX
Sent: Tuesday, January 12, 2016 3:06 PM
To: Perrault, Kevin AVED:EX
Subject: KPU Profile- TCM

Hi Kevin,

We've been asked for an updated profile for KPU for the Minister's upcoming visit. Can you please review and update the bullets re: TCM by January 28th?

Thanks.
Nell

--

School of Traditional Chinese Medicine (TCM)

- February 2013 Speech from the Throne committed that "government will begin work to create the environment for a School of Traditional Chinese Medicine (TCM) at a British Columbian post-secondary institution"
- KPU announced as the host institution for the School of TCM on January 24, 2014, after Request for Expressions of Interest issued to all 25 public-post secondary institutions
- MLA Richard Lee, Parliamentary Secretary for TCM, submitted a report to the Minister on May 31 2014, outlining the opportunities and challenges associated with the establishment of the School at KPU
- Program Advisory Committee established in Summer 2014 to help guide development and implementation of the School of TCM at KPU
- KPU will welcome its first TCM students during the 2016/17 academic year

Ministry of Advanced Education
30/60/90 Day Issues
(as of January 19, 2016)

30 Day Issue	
1	<p>Specialty Nursing Training at BCIT</p> <ul style="list-style-type: none">Ministry of Health proposed contract agreement with British Columbia Nursing Union includes commitment by government to fund 850 seats in specialty nursing education at BCIT, beginning in 2016/17. AVED currently funds 389 seats through targeted and operating grant funding. <p>s.13</p>
60 Day Issue	
2	<p>Access to English as a Second Language (ESL) classes</p> <ul style="list-style-type: none">There are significant waitlists for federally-funding ESL classes in the Lower Mainland and Victoria. With the influx of Syrian refugees, the governments of Canada and BC will be under pressure to ensure all immigrants have timely access to ESL classes at community organizations and public post-secondary institutions.
90 Day Issue	
4	<p>School of Traditional Chinese Medicine at KPU</p> <ul style="list-style-type: none">KPU announced as the host institution for government commitment to create a public School of TCM on January 24, 2014, and is currently involved in program academic planning and development of required clinical capacity. KPU is intending to welcome its first TCM students during the 2016/17 academic year

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Monday, January 18, 2016 4:19 PM
To: Mihlar, Fazil AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 'David Snadden (david.snadden@ubc.ca); 'Bill Miller (bill.miller@ubc.ca); Gurdeep Parhar (gurdeep.parhar@ubc.ca); Valensky, Cindi; Araz Hamian
Cc: AVED ADM Institutions and Programs AVED:EX; Liscum, Rosemarie AVED:EX; Natalie Walker (natalie.walker@kpu.ca); EAD Assistant (eade.assist@ubc.ca); Cheryl Slevin (cheryl.slevin@ubc.ca); Devon Krahenbil (parhar.assist@ubc.ca)
Subject: KPU acupuncture clinical supervision design - kick-off

Good morning,

We are looking forward to working with you on the design of the clinical supervision component of Kwantlen Polytechnic University's new acupuncture program.

We'd like to schedule an initial meeting to discuss the terms of reference for the steering committee, roles and responsibilities, scope, schedule, and deliverables. We will circulate a more detailed agenda closer to the meeting date.

Please complete the following Doodle poll to indicate your availability for a 2-hour meeting over the next two weeks:
<http://doodle.com/poll/s.21>

The timeframes in the poll are 2.5 hours because we plan to use the first 30 minutes to setup the videoconferencing connection. The formal meeting will start 30 minutes after the start time listed in the Doodle poll. We will follow up with the assistants CCd here to confirm videoconference capabilities and logistics.

In the meantime, please feel free to reach out if you have any questions or if there are others you feel should be included in the first meeting.

Thank you,
Gabe

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Perrault, Kevin AVED:EX

From: Loughran, Tony D AVED:EX
Sent: Wednesday, January 20, 2016 12:40 PM
To: Perrault, Kevin AVED:EX
Subject: Re: KPU acupuncture clinical supervision design

Yes, please go ahead and sent it to them. There's a PDF version which I think you might have.

Sent from my iPhone

On Jan 20, 2016, at 12:09 PM, "Perrault, Kevin AVED:EX" <Kevin.Perrault@gov.bc.ca> wrote:

Can we forward the business plan to AMBit? Or parts thereof?

Kevin Perrault
Director, Health Programs
Research Universities and Health Programs Branch
Ministry of Advanced Education
Province of British Columbia
Victoria, BC
Tel: 250-356-8257
Email: kevin.perrault@gov.bc.ca

From: Gabriel Rose [<mailto:gabriel.rose@ambit-consulting.com>]
Sent: Wednesday, January 20, 2016 12:00 PM
To: Perrault, Kevin AVED:EX
Cc: Araz Hamian
Subject: KPU acupuncture clinical supervision design

Hi Kevin,

Is there any documentation about the KPU acupuncture program design that we can review in advance of the first steering meeting? We reached out to the KPU representatives; Valerie suggested that we request the business case (which contains program requirements) from you. Is it possible for us to review that document, or at least parts related to the clinical education component of the program design?

Any other background documentation that you are able to release would be very helpful as well.

Many thanks,
Gabe

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Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Friday, January 22, 2016 12:29 PM
To: Mihlar, Fazil AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 'David Snadden (david.snadden@ubc.ca)'; 'Bill Miller (bill.miller@ubc.ca)'; Gurdeep Parhar (gurdeep.parhar@ubc.ca); Valensky, Cindi; AVED ADM Institutions and Programs AVED:EX; Liscum, Rosemarie AVED:EX; 'Natalie Walker (natalie.walker@kpu.ca)'; 'EAD Assistant (eade.assist@ubc.ca)'; 'Cheryl Slevin (cheryl.slevin@ubc.ca)'; 'Devon Krahenbil (parhar.assist@ubc.ca)'
Cc: Araz Hamian
Subject: KPU TCM-AD - Clinical Supervision Design Steering Committee Kick-off

Good afternoon,

The first KPU TCM-AD Clinical Supervision Design Steering Committee meeting is scheduled for **Wednesday, January 27 from 11:00-1:00**, with connection **setup from 10:30-11:00**. I will send the agenda in advance of the meeting.

I've included the following connection details in the meeting invitation as well.

We'd like to use Zoom desktop videoconferencing, if possible. For best results, please use a computer with a hard-wired internet connection, a web cam, and earphones with a microphone.

When you're ready to join the meeting, click here: [s.21](#) to join from PC, Mac, Linux, iOS, or Android. This will allow you to join using video and your computer's audio.

If you cannot join by VC on your computer, you can join by phone: 1-647-558-0588 followed by the meeting ID **s.21**

If you or your assistant would like to do a test call in advance, please let me know.

Please call me (604-842-3951) if there is a problem during setup.

Thank you,
Gabe

Gabriel Rose, MA PMP
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604.662.3133 fax

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Tuesday, January 26, 2016 5:21 PM
To: Mihlar, Fazil AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Sai Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 'David Snadden (david.snadden@ubc.ca); 'Bill Miller (bill.miller@ubc.ca); Gurdeep Parhar (gurdeep.parhar@ubc.ca); Valensky, Cindi
Cc: Araz Hamian
Subject: KPU TCM-AD - Clinical Supervision Design Steering Committee Kick-off - agenda and slide deck
Attachments: KPU-TCM-AD Steering Kick-off - 2016-01-27 - distributed.pptx

Hello everyone,

We are looking forward to tomorrow's steering committee meeting.

Please find attached a slide deck that will be used to guide the discussion. The second slide includes the following agenda:

1. Introductions
2. Project overview
 - a. Goal, scope, deliverables
 - b. Timeline
 - c. Key assumptions
3. Steering Committee
 - a. Meetings, membership, decision making, roles and responsibilities
 - b. Committee approach and expectations
4. Discussion, Questions, Next Steps
 - a. Recurring meeting time
 - b. Your feedback

Please let me know if you have any questions in advance of the meeting.

Thank you,
Gabe

Gabriel Rose, MA PMP
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KPU TCM Acupuncture Diploma Program Clinical Supervision Design Steering Committee

Meeting #1: Wednesday January 27, 11am – 1pm



Ministry of
Advanced Education



FACULTY OF MEDICINE

Agenda

1. Introductions
2. Project Overview
 - Goal, scope, & deliverables
 - Timeline
 - Key assumptions
3. Steering Committee
 - Meetings, membership, decision making, roles & responsibilities
 - Committee approach & expectations
4. Discussion, Questions, Next Steps
 - Recurring meeting time
 - Your feedback

Project Overview: Goal

Design a viable clinical supervision approach that ensures patient safety and high-quality training during the clinical education component of the KPU's TCM Acupuncture Diploma (TCM-AD) Program.



Ministry of
Advanced Education



KWANTLEN
POLYTECHNIC
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FACULTY OF MEDICINE

Project Overview: Scope

1. Steering Committee support

- Develop terms of reference
- Schedule meetings & distribute minutes
- Create & distribute documents; incorporate feedback into deliverables
- Facilitate work & decision-making by Steering Committee within this forum

2. Clinical Supervision design

- Gather information from existing docs & by interviewing other programs
- Conduct options analysis; consider regulatory constraints
- For selected option, determine high-level policy for clinical instructor requirements & eligibility; instructor development & delivery approach; high-level recruitment approach & recognition framework

Project Overview: Deliverables

1. Steering Committee terms of reference; meeting notes with decisions & actions
2. Presentation deck: clinical supervision needs of the TCM-AD Program
3. Presentation deck: clinical supervision options with considerations
4. Updated presentation deck: selected option and rationale
5. Briefing notes on high-level:
 - Instructor requirements & eligibility policy
 - Instructor development strategy
 - Instructor recruitment approach & recognition framework



Ministry of
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FACULTY OF MEDICINE

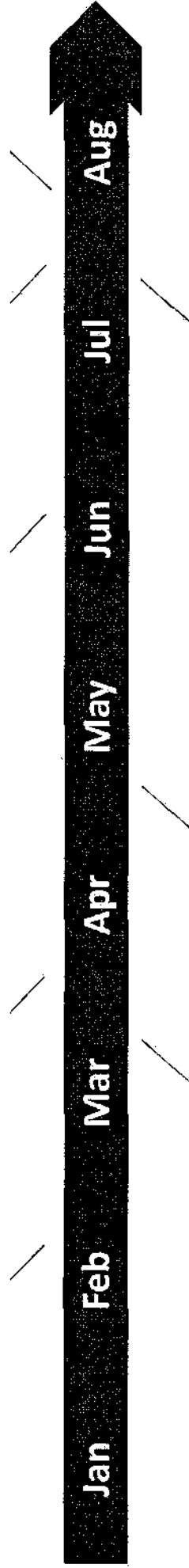
Project Overview: Out of Scope

1. Formal report beyond the presentation decks & briefing notes
2. Detailed development of selected clinical supervision option to create business processes & prepare for implementation
3. Implementation including instructor recruitment, delivering instructor development, matching students with clinical instructor, and monitoring the experience
4. Evaluation & continuous improvement of clinical supervision component

Project Overview: 2016 Timeline



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Project Overview: Assumptions

1. SC members relatively aligned in vision & direction for program
2. SC members available to meet regularly & discuss/review deliverables
3. Deliverables developed collaboratively & have one round of review/edits. Finalized deliverables remain finalized.
4. KPU has sufficient clarity regarding program design to enable this step
5. Discussions with regulatory bodies limited & issues resolved quickly
6. At least one viable clinical supervision design option exists
7. Other HP program reps will advise on their clinical supervision designs

Steering Committee

1. Frequency of meetings
 - Biweekly feasible? Any hard constraints and/or blackout dates?
2. Membership & attendance
 - Anyone else who should be included? Delegation? Quorum?
3. Decision making approach
 - Voting? Consensus? Impact on meeting attendance requirements?
4. Roles & responsibilities
 - Committee chair? Deliverable sign-off?
 - Commitment from each member



Ministry of
Advanced Education



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FACULTY OF MEDICINE

Committee Approach

1. This is primary forum for discussions, collaboration, & decision making
2. We will circulate documents for review in advance of meetings (target 5 business days)
3. Please come ready to give input
4. If you can't attend, please send comments prior to meeting
5. We will circulate minutes not more than 5 business days after each meeting, reflecting proposed changes to deliverables
6. You will have the opportunity to review & provide input at every step, within time windows to allow us to meet overall timelines
7. Other?



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Expectations

- Discussion around expectations for each party to the process

Discussion and Questions

s.13



Next Steps

1. Next meeting / recurring meeting
2. We will distribute draft TOR before next meeting
3. Your feedback? Meeting format; technology; facilitation; other?

Perrault, Kevin AVED:EX

From: Valensky, Cindi <Cindi.Valensky@ubc.ca>
Sent: Thursday, January 28, 2016 3:18 PM
To: Perrault, Kevin AVED:EX
Subject: update

Hi Kevin. I followed up with Gabriel to confirm how the "confidentiality" intent was managed last time:

- confirmed we will have a "non disclosure" clause with the contract
- confirmed the steering committee will sign confidentiality agreements (to be forwarded to Tony)--do you know if the previous agreements were generated by you?
- asked Gabriel how AMBIT handled the interview process (ie was something signed; verbal confirmation?)

Gabriel was not involved in the previous process. He will seek clarification on the final point and get back to me. At that time I will confirm expectations with Tony.

Finally, he will abide by our direction (re: logos) and will test the current videoconferencing process for meetings one more time. If the group isn't satisfied we will move to UBC's videoconferencing system (as long as KPU is able to connect in--I think they would). C

Cindi Valensky
UBC, Faculty of Medicine
Tel: (604 551 8201)

Loughran, Tony D AVED:EX

From: Araz Hamian <araz.hamian@ambit-consulting.com>
Sent: Friday, January 29, 2016 3:42 PM
To: Mihlar, Fazil AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 'David Snadden (david.snadden@ubc.ca); 'Bill Miller (bill.miller@ubc.ca); Gurdeep Parhar (gurdeep.parhar@ubc.ca); Valensky, Cindi
Cc: Gabriel Rose; 'Natalie Walker
Subject: KPU TCM-AD - Clinical Supervision Design Steering Committee Meeting Minutes - 27-01-2016
Attachments: KPU TCM-AD Clinical Supervision Design Steering Committee Minutes - 27-01-2016.pdf

Hello everyone,

Thanks again for attending the kick-off meeting of the KPU TCM-AD Program Clinical Supervision Design Steering Committee this week. Attached are the draft minutes. Please let us know of any errors or omissions.

Best regards,

Araz Hamian, PhD PMP
Project Manager
AMBIT Consulting Inc. | *Strategic Program Management*
www.ambit-consulting.com
604.788.7229 direct
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604.662.3133 fax

Meeting Minutes: KPU TCM-AD Program Clinical Supervision Design Steering Committee

Date: January 27, 2016
Time: 11:00am – 1:00pm
Location: Zoom videoconference
Attendees: **KPU:** Sal Ferreras, Valerie St. John. **AVED:** Fazil Mihlar, Tony Loughran, Kevin Perrault. **UBC:** David Snadden, Gurdeep Parhar, Cindi Valensky. **AMBIT:** Gabriel Rose, Araz Hamian
Regrets: **UBC:** Bill Miller
Next Meeting: TBD

Agenda

1. Introductions
2. Project Overview
3. Steering Committee
4. Discussion, Questions and Next Steps

Discussion, Decisions, and Action Items

1. Introductions

- Fazil Mihlar opened with introductory remarks regarding:
 - The importance of this project as fulfillment of a government platform promise in addition to KPU's desire and commitment for this new program.
 - Due to tight timelines for implementation, the need for this group to hold each other accountable for completing deliverables on schedule.
- BC Ministry of Advanced Education (AVED):
 - Fazil Mihlar (FM): Assistant Deputy Minister, Institutions & Programs
 - Tony Loughran (TL): Executive Director, Research Universities and Health Programs Branch
 - Kevin Perrault (KP): Acting Director, Health Programs, Research Universities and Health Programs Branch
 - TL and FM will be accountable for AVED's timely signoff on deliverables
- Kwantlen Polytechnic University (KPU):
 - Salvador Ferreras (SF): Provost & Vice President, Academic
 - Valerie St. John (VSJ): management consultant for KPU

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Page 1 of 6

KPU TCM-AD Program Clinical Supervision Design Steering Committee Meeting Minutes

- KPU will be delivering the Traditional Chinese Medicine – Acupuncture diploma program.
- Faculty of Medicine, University of British Columbia (FoM, UBC)
 - David Snadden (DS): Executive Associate Dean, Education
 - Gurdeep Parhar (GP): Executive Associate Dean, Clinical Partnerships & Professionalism
 - Bill Miller (BM): Associate Dean, Health Professions (unavailable for this meeting, but will be part of the steering committee)
 - Cindi Valensky (CV): Special Advisor to the Dean, Government Relations
 - UBC's role is to help and facilitate this project by bringing their expertise regarding distributed clinical education models, and running health professions programs.
- AMBIT Consulting Inc. (AMBIT):
 - Gabriel Rose (GR): Assignment Lead
 - Araz Hamian (AH): Assignment Analyst
 - AMBIT's role is to facilitate discussions, gather information, document decisions, and support the steering committee in meeting project timelines.

2. Project Overview

- Clinical Instructor Contract/Agreement:
 - SF noted that the President of KPU's Faculty Association is aware that we are examining a new model for delivery of clinical supervision, and may need a new agreement for the TCM-AD clinical instructors.
 - UBC's clinical faculty are under a separate contract from the full faculty agreement, so there is precedent for this.
- Clinical Instructor Recruitment:
 - The first student cohort will need clinical supervision starting in January 2017. With a typical recruitment lead-time of 6 months, KPU should start recruitment shortly after the PSIPS process is completed, in late June/early July 2016.
 - Some key parts of the project scope will need to be complete before recruitment can start, namely eligibility and other requirements, instructor development, and recognition.
 - UBC's experience is that clinical faculty orientation and training is very important.
 - **ACTION:** AMBIT to revise the proposed timeline and workplan so that the high-level instructor requirements & eligibility, development strategy, recruitment approach and recognition framework are sufficiently complete early enough so that recruitment can begin in late June/early July for the term starting January 2017.
- Alignment with Senate and Board Approval Milestones:
 - SF does not anticipate that Senate or Board meetings in February and March will require direct input from this project about the clinical supervision model (Senate) or associated costs (Board). Senate will be mainly concerned with curriculum and preliminary discussion of finance has already taken place with the Board.

- If questions about the clinical supervision model or associated costs do arise during any interim Senate or Board meetings, SF will advise AMBIT.
- Confidentiality:
 - There is confidentiality required of all members of the committee until KPU and AVED are ready to disclose the details of the program design.
 - AMBIT will sign a Non-Disclosure Agreement (NDA) with UBC regarding the procurement process.
 - DECISION: All members of the committee will be required to sign a NDA provided by AVED. AVED will hold the signed NDAs on file.
 - ACTION: AMBIT to follow up with TL to get AVED NDA and distribute to all members for signature.

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3. Steering Committee

- Meeting frequency and attendance:
 - It was noted that the proposed 2-hour, bi-weekly commitment will be difficult for many members of the committee.
 - KPU: SF will attend all meetings, and VSJ do her best to adjust her other commitments.
 - AVED: TL and KP commit to being at all meetings, FM will make best effort to attend.
 - UBC: DS, GP, and BM will coordinate amongst themselves to ensure at least 2 of them attend each meeting, and brief each other between meetings. CV will attend as required in her government relations role.
- Other attendees:
 - No other regular attendees will be invited to be part of the steering committee at this time.
 - The KPU Dean of Health and/or the TCM-AD Program Coordinator may be asked to join specific meetings if and when appropriate.
 - It was suggested that acupuncture practitioners may be invited on an ad hoc basis to informally present their methods, what they teach, etc. to help the committee with decision-making. However, to use the committee's time wisely, it was recommended to engage with practitioners in working groups rather than in steering committee meetings.
- Working groups and engagement:

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Page 3 of 6

KPU TCM-AD Program Clinical Supervision Design Steering Committee Meeting Minutes
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Summary of Decisions

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Summary of New Action Items

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Summary of Previous Action Items

Action	Who	Due Date	Status
n/a			

Loughran, Tony D AVED:EX

From: Mihar, Fazil AVED:EX
Sent: Tuesday, February 9, 2016 10:34 AM
To: Porter, Rodney GCPE:EX
Cc: Cameron, Tara D AVED:EX; Loughran, Tony D AVED:EX
Subject: Requested infor

Hi Rodney:

TCM program has been through Committee on Academic Planning and Priorities. It will go to the University Budget Committee on Feb 12. And finally, the Senate on Feb 22 for approval **s.13**

Loughran, Tony D AVED:EX

From: Porter, Rodney GCPE:EX
Sent: Wednesday, February 10, 2016 12:48 PM
To: Loughran, Tony D AVED:EX; Mihlar, Fazil AVED:EX
Subject: FYI

KPU's KMs:

- KPU and the Ministry of Advanced Education are committed to establishing a public school of Traditional Chinese Medicine (TCM) that is accredited and recognized for its excellence.
- KPU's initial expression of interest in 2013 was followed by a due diligence process that included a full and robust review of program options as well as an environmental analysis.
- KPU has now submitted its business case to the Ministry of Advanced Education for review.
- TCM education programming would operate on a cost-recovery basis.

Loughran, Tony D AVED:EX

From: Loughran, Tony D AVED:EX
Sent: Wednesday, February 10, 2016 2:50 PM
To: Gabriel Rose
Subject: Re: NDA

Yes, that's fine Gabe. No concerns.

Sent from my iPhone

On Feb 10, 2016, at 2:48 PM, "Gabriel Rose" <gabriel.rose@ambit-consulting.com> wrote:

Hi Tony,

Recognizing that we will be under the NDA regarding the KPU TCM-AD project, I wanted to check whether it's acceptable for us to reference our work at a very high level, using only information about the program that is publically available online. For example:

"AMBiT is working with Kwantlen Polytechnic University, the BC Ministry of Advanced Education, and the University of British Columbia Faculty of Medicine to design a component of Kwantlen's new Traditional Chinese Medicine Acupuncture Diploma program."

We would only reference this verbally and in the context of seeking new work where this experience would be relevant.

Is this acceptable?

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBiT Consulting Inc. | *Strategic Program Management*
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

Perrault, Kevin AVED:EX

From: Loughran, Tony D AVED:EX
Sent: Thursday, February 18, 2016 2:42 PM
To: Perrault, Kevin AVED:EX; Postans, James AVED:EX; Gellor, Richard AVED:EX
Subject: TCM Acupuncture costing scenario
Attachments: Acupuncture costing scenario - Practicum Shown Separately_January 12 2016.xlsx

For our meeting at 3:00 pm this afternoon.

Purpose: This table provides an overview of costs and revenues related to the first and second cohorts of the TCM / AD program
s.13,s.17

Page 052 to/à Page 053

Withheld pursuant to/removed as

s.13;s.17

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Thursday, February 18, 2016 4:57 PM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 Mihlar, Fazil AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; 'David Snadden (david.snadden@ubc.ca)'; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'Bill Miller (bill.miller@ubc.ca)'; Valensky, Cindi
Cc: Araz Hamian; Julia Horgan; Natalie Walker (natalie.walker@kpu.ca); Katherine Boleszczuk (Katherine.Boleszczuk@kpu.ca); Fountain, Kathy B AVED:EX; Liscum, Rosemarie AVED:EX; EAD Assistant (eade.assist@ubc.ca); Devon Krahenbil (parhar.assist@ubc.ca); Cheryl Slevin (cheryl.slevin@ubc.ca)
Subject: RE: KPU TCM-AD Clinical Supervision Design Steering Committee - Terms of Reference and Agenda
Attachments: KPU TCM-AD Clin Supervision Steering Cttee ToR - 2016-02-11 - Draft-v1.docx; KPU-TCM-AD StMtg2 - 2016-02-19 - distributed.pptx

Good afternoon,

Thank you again for making yourselves available for the second steering committee meeting tomorrow from 1:00-2:00. You should have an updated meeting invitation in your calendar with the connection locations and details. If you have any questions or concerns, please let me know.

Please also review the attached draft terms of reference prior to the meeting and send any feedback in advance, if possible. We have a shorter meeting tomorrow, so feedback in advance will help keep us efficient during the meeting.

I've also attached the presentation deck that we'll use to guide our discussion.

Many thanks,
Gabe

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From: Gabriel Rose
Sent: February 16, 2016 9:54 AM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca) <Salvador.Ferreras@kpu.ca>; Valerie St. John s.21 s.21 Fazil Mihlar (Fazil.Mihlar@gov.bc.ca) <Fazil.Mihlar@gov.bc.ca>; Tony D Loughran (Tony.Loughran@gov.bc.ca) <Tony.Loughran@gov.bc.ca>; Kevin Perrault (Kevin.Perrault@gov.bc.ca) <Kevin.Perrault@gov.bc.ca>; 'David Snadden (david.snadden@ubc.ca)' <david.snadden@ubc.ca>; Gurdeep Parhar (gurdeep.parhar@ubc.ca) <gurdeep.parhar@ubc.ca>; 'Bill Miller (bill.miller@ubc.ca)' <bill.miller@ubc.ca>; Valensky, Cindi <Cindi.Valensky@ubc.ca>
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(parhar.assist@ubc.ca) <parhar.assist@ubc.ca>; Cheryl Slevin (cheryl.slevin@ubc.ca) <cheryl.slevin@ubc.ca>

Subject: KPU TCM-AD Clinical Supervision Design Steering Committee - Terms of Reference and Agenda

Dear steering committee members,

Please find attached the draft terms of reference for this committee, written based on our discussion at the first steering committee meeting. Please review this brief document and send any comments or edits in advance of Friday's meeting, if possible. If you cannot attend Friday's meeting, please do send your comments before the meeting so we can consider them and finalize the document.

Also, here is the agenda for this Friday's meeting:

KPU TCM-AD Clinical Supervision Design Steering Committee Agenda – February 19, 1:00-2:00

1. Steering committee terms of reference (for approval)
2. Revised work plan and schedule
3. Steering committee meeting schedule and agendas
4. Clinical supervision requirements
 - a. Practicum overview
 - b. Practicum course structure
 - c. Instructor requirements
 - d. Location / facility requirements
5. CTCMA engagement approach
6. Next steps

Please let me know if you have any questions or would like to add something to the agenda.

Thank you,
Gabe

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604.662.3130 office
604.662.3133 fax

Terms of Reference: KPU TCM-AD Program Clinical Supervision Design Steering Committee

Purpose

The Kwantlen Polytechnic University (KPU) Traditional Chinese Medicine Acupuncture Diploma (TCM-AD) Program Clinical Supervision Design Steering Committee ("the Steering Committee") sets direction for the clinical supervision approach in the practicum component of the KPU TCM-AD program.

Authority

The Steering Committee is granted authority by the KPU Provost and Vice President, Academic (Dr. Salvador Ferreras) and the Assistant Deputy Minister, Institutions and Programs, BC Ministry of Advanced Education (Fazil Mihar) to make decisions as required to set direction for the clinical supervision approach in the practicum component of the program.

Membership

Ex Officio Members

- BC Ministry of Advanced Education (AVED) representatives:
 - Assistant Deputy Minister, Institutions and Programs (1)
 - Executive Director, Research Universities and Health Programs Branch (1)
 - Director, Health Programs, Research Universities and Health Programs Branch (1)
- Kwantlen Polytechnic University (KPU) representatives:
 - Provost and Vice President, Academic (1)
 - Management consultant to KPU (1)
- University of British Columbia Faculty of Medicine (UBC FoM) representatives:
 - Executive Associate Dean, Education (1)
 - Executive Associate Dean, Clinical Partnerships and Professionalism (1)
 - Associate Dean, Health Professions Education (1)
 - Special Advisor to the Dean, Government Relations (1)
- AMBiT Consulting Inc.
 - Assignment Lead (1)
 - Assignment Analyst (1)

Appointment Process and Term

This temporary Steering Committee was created to lead the design of the clinical supervision approach in the practicum component of the KPU TCM-AD program. The TCM-AD program will start with its first intake of students in September 2016. The first clinical supervision requirement is in the first practicum course (semester 3), which will be offered for the first time starting in May 2017. The first student cohort will graduate in August 2018.

This Steering Committee will be dissolved by mutual agreement between KPU and AVED once the design of the clinical supervision approach in the practicum component of the program is complete, as defined by the project scope. This is scheduled to occur in the summer of 2016. The Steering Committee may continue beyond the design if needed to complete new scope with the same or different members.

Each member of the Steering Committee is nominated by his/her respective organization and appointed by the Chair. Members are asked to participate as long as the Steering Committee exists, and while they hold their respective positions.

Chair

This Steering Committee is chaired by the AVED Assistant Deputy Minister, Institutions and Programs, who may delegate the chairing responsibilities to the AVED Executive Director, Research Universities and Health Programs Branch, as needed.

Responsibilities

The responsibilities of the Steering Committee are as follows:

- Consider and discuss documents, presentations, and other material relating to the design of the clinical supervision approach in the practicum component of the KPU TCM-AD program;
- Make informed decisions about the design of the clinical supervision approach for the KPU TCM-AD program;
- Give input and guidance to the AMBIT Assignment Lead and Analyst as required;
- Fulfill the above responsibilities within the required timelines.

Meetings and Materials

This Steering Committee will meet approximately once every three weeks for one to two hours each time. The Steering Committee may agree to change meeting frequency and/or duration, if needed.

Documents and other materials that are to be discussed in the meeting will be circulated in advance of the meeting. Members will review materials in advance of meetings, and if they cannot attend, will

submit comments and questions in advance of the meeting so that they can be included in the discussion during the meeting.

Minutes and Deliverables

The AMBIT Assignment Lead or Analyst will record high-level minutes including decisions and action items for each Steering Committee meeting. Meeting minutes will be distributed via email to all Steering Committee members, whether or not they attended the meeting.

Deliverables, such as presentations and briefing notes, developed by the Steering Committee will be finalized at the end of the review period. During the review period, all members will review the draft deliverable, provide comments and edits, and reach consensus on the major components. Finalized deliverables will be made available to all Steering Committee members.

Quorum and Decision Making

Decisions are made through consensus between KPU and AVED, considering input from UBC FoM. When a decision is required, quorum consists of at least one committee member from each of KPU and AVED.

Once a decision has been made by the Steering Committee, it will not be re-visited unless significant new information is presented that would likely impact the decision.

Accountability and Communication

This Steering Committee is jointly accountable to the KPU Provost and VP Academic, and to the AVED Assistant Deputy Minister, Institutions and Programs. Both positions are members of this Steering Committee. All Steering Committee representatives will bring updates, questions, and issues to the Steering Committee meetings for feedback, discussion, and consideration.

Between Steering Committee meetings, some members may consult with each other and external parties. Members will bring summarized results of these consultations back to the Steering Committee.

Confidentiality

Each member of the Steering Committee will sign a Non-Disclosure Agreement (NDA). By doing so, members acknowledge and agree that all information and material related to the KPU TCM-AD program is confidential and not to be disclosed to anyone who has not signed the NDA. The signed NDAs will be held on file by AVED.

Other parties with whom members may consult will also be asked to sign the NDA before the consultation takes place.

KPU TCM Acupuncture Diploma Program Clinical Supervision Design Steering Committee

Meeting #2: Friday February 19, 1pm – 2pm

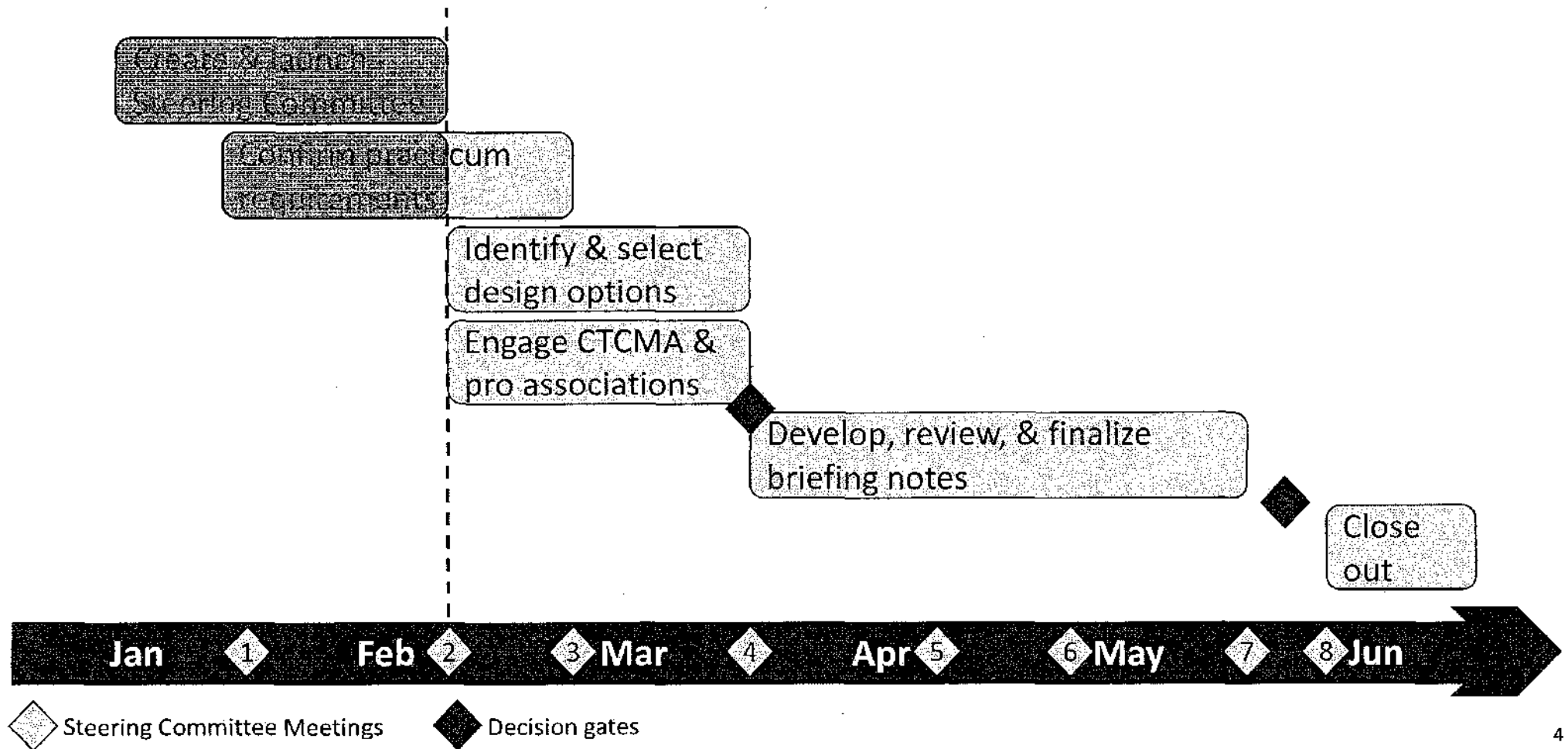
Agenda

1. Steering Committee Terms of Reference
2. Revised Work Plan and Schedule
3. Steering Committee Meeting Schedule and Agendas
4. Clinical Supervision Requirements
 - Practicum Overview and Course Structure
 - Instructor Requirements
 - Location / Facility Requirements
 - Technology Requirements
5. CTCMA Engagement Approach
6. Next Steps

Steering Committee Terms of Reference

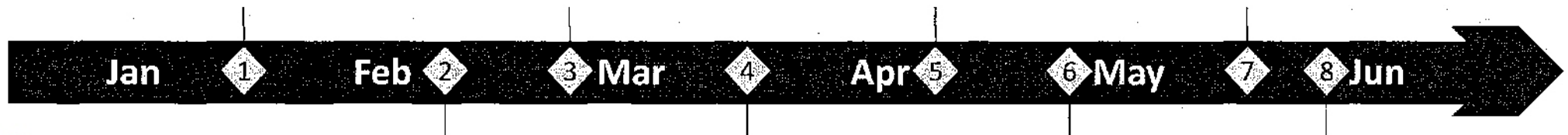
- Comments and feedback on the draft
- Approval?

Revised Work Plan and Schedule



Steering Committee Meeting Schedule and Agendas

s.13



s.13

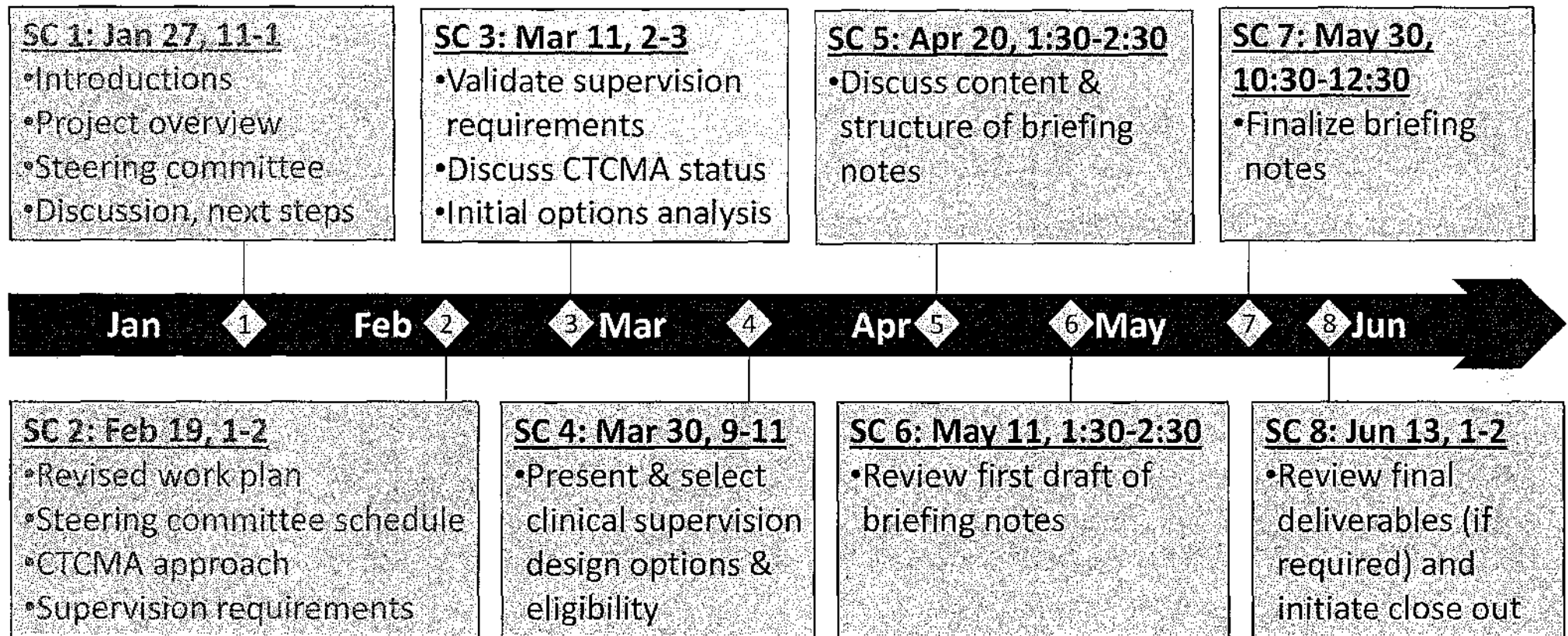
Steering Committee Meeting Schedule and Agendas

s.13



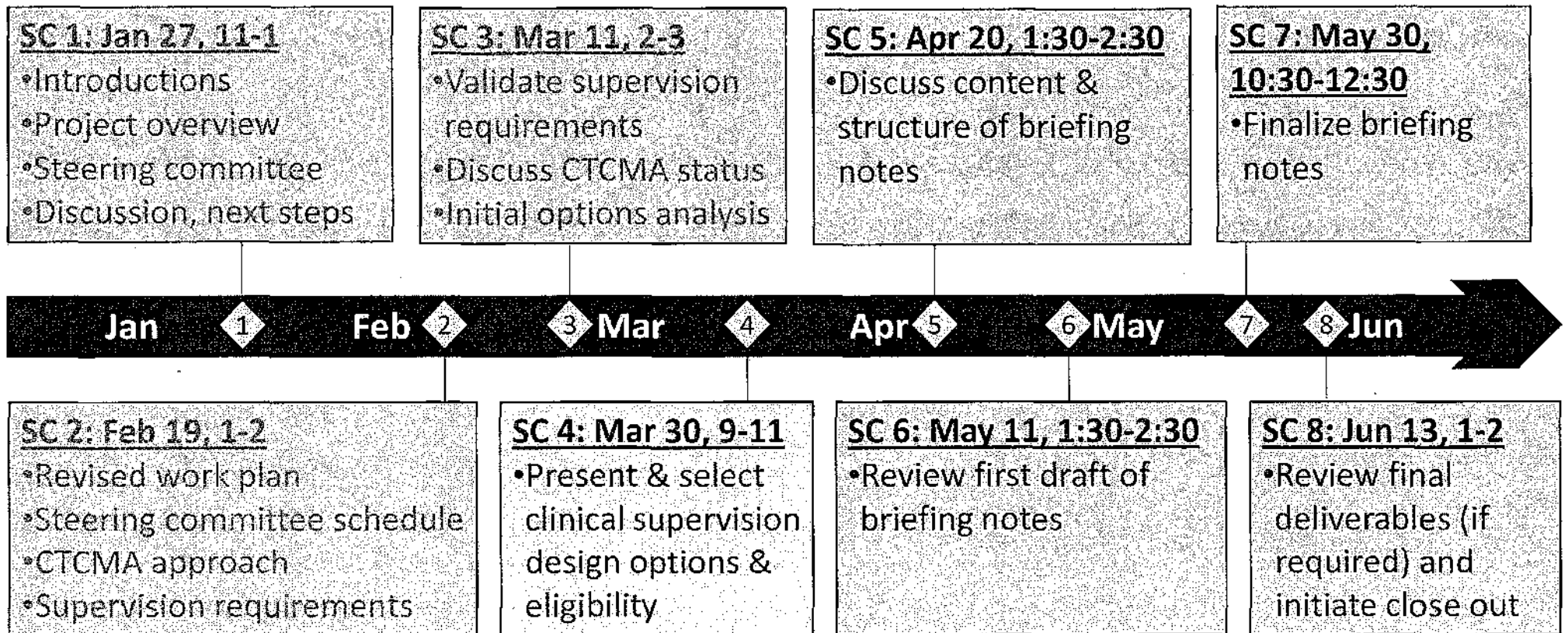
s.13

Steering Committee Meeting Schedule and Agendas



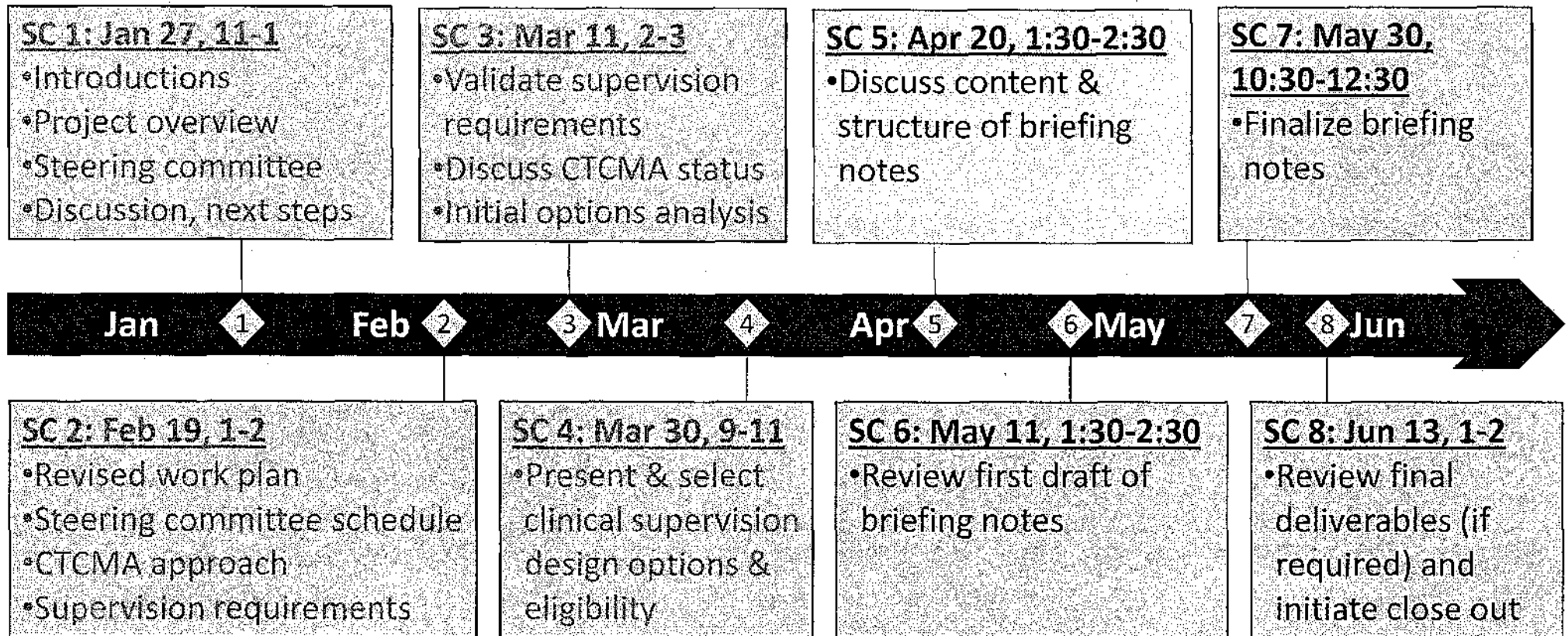
◆ Steering Committee Meetings

Steering Committee Meeting Schedule and Agendas



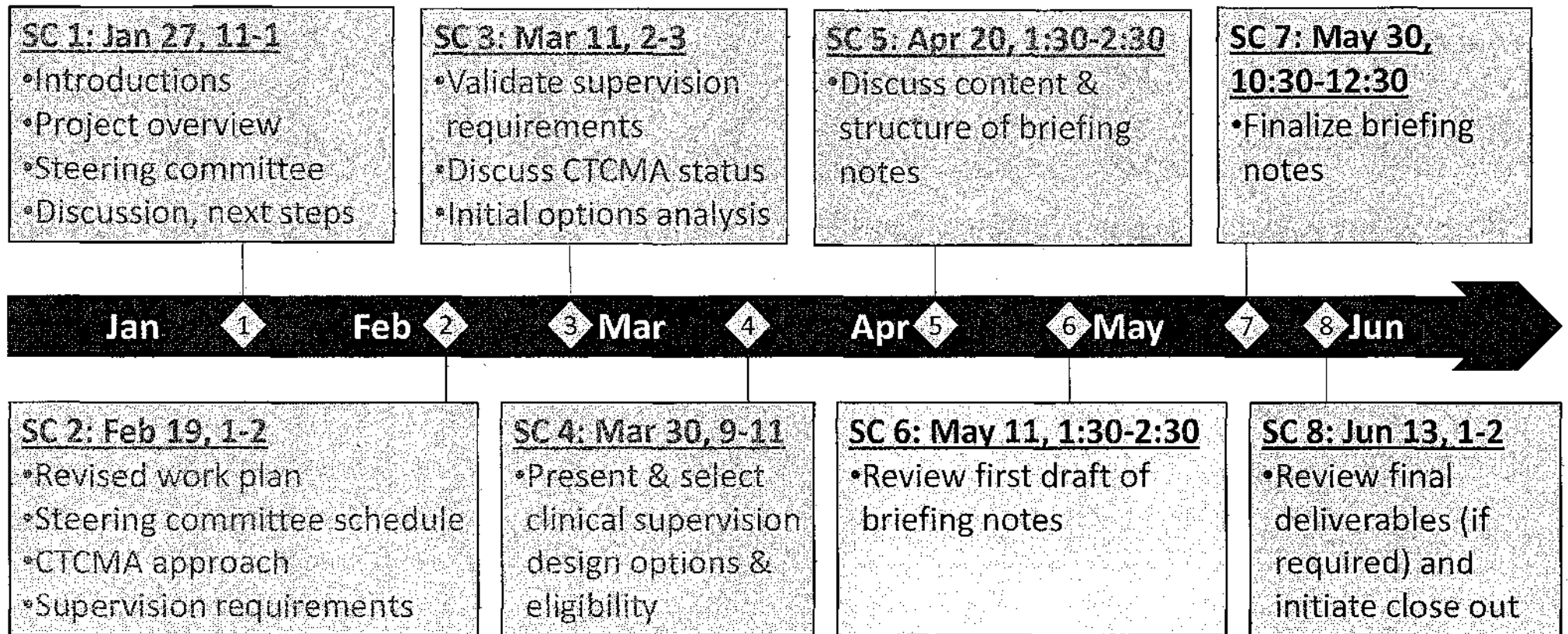
◆ Steering Committee Meetings

Steering Committee Meeting Schedule and Agendas



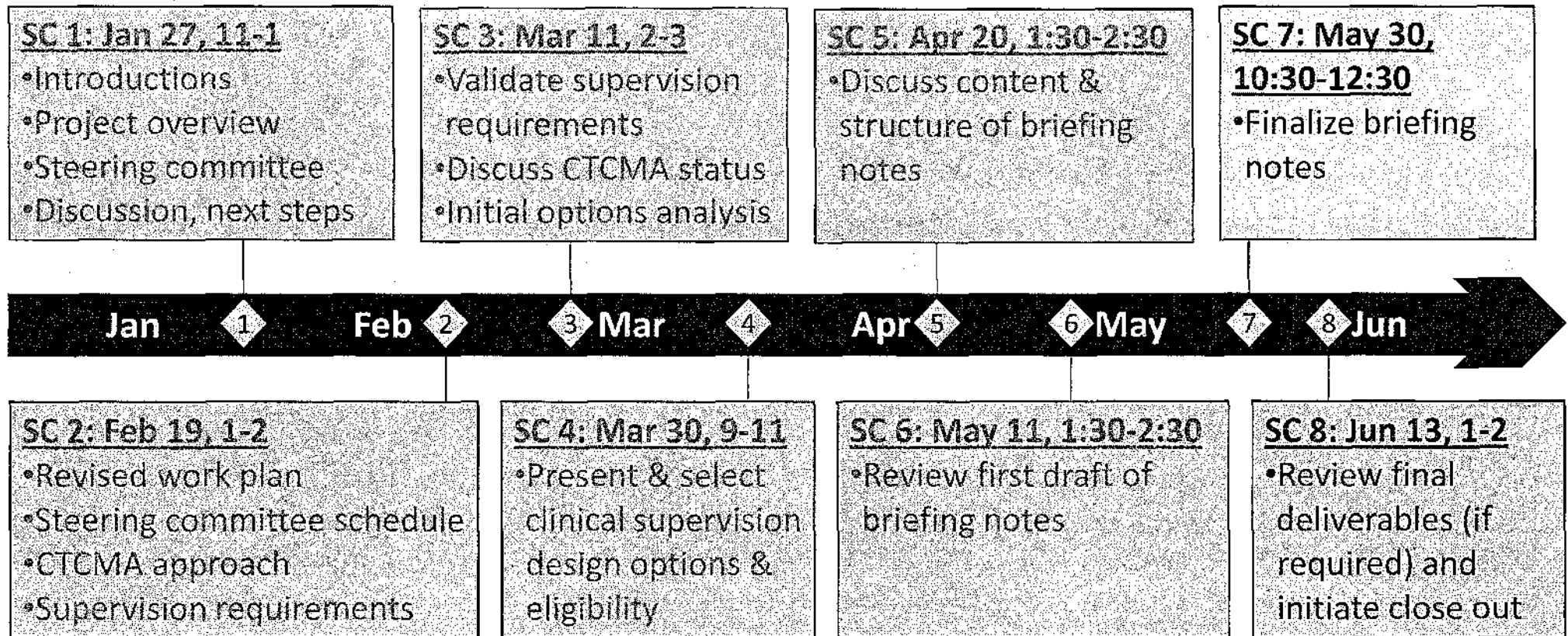
◆ Steering Committee Meetings

Steering Committee Meeting Schedule and Agendas



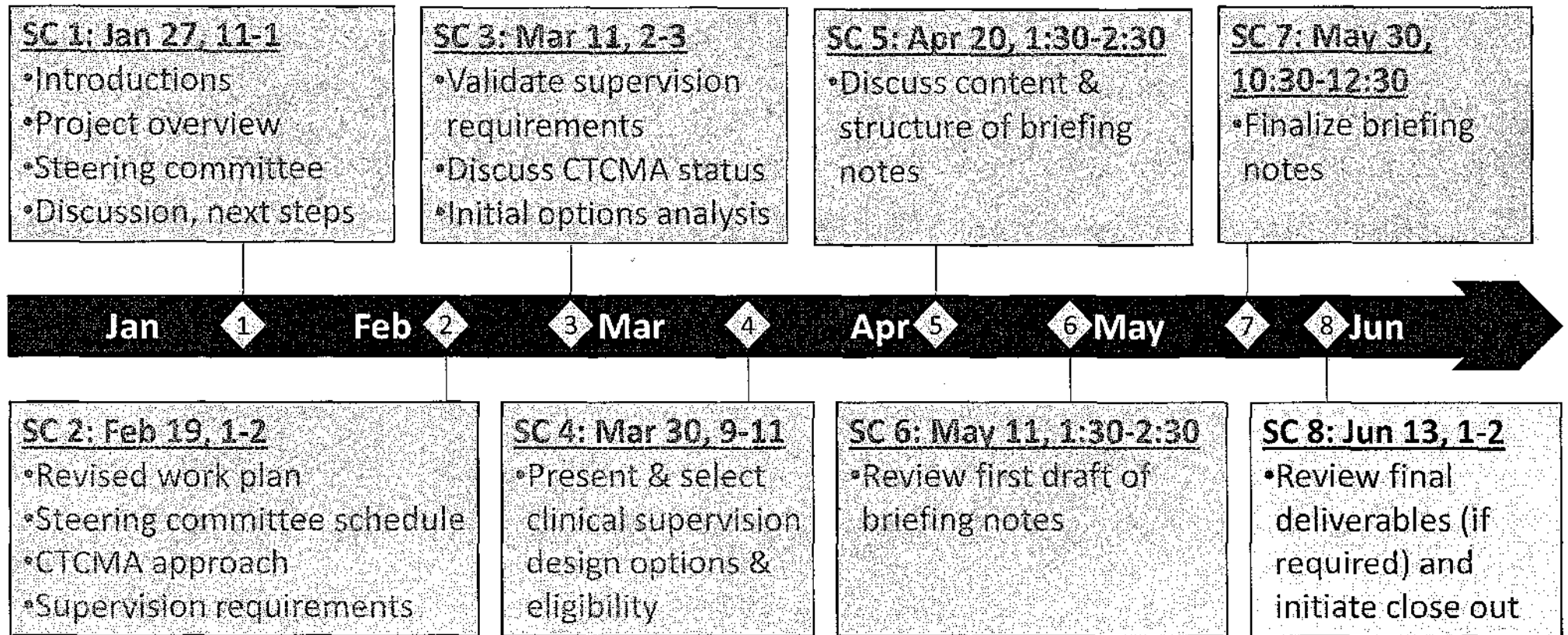
◆ Steering Committee Meetings

Steering Committee Meeting Schedule and Agendas



◆ Steering Committee Meetings

Steering Committee Meeting Schedule and Agendas



◆ Steering Committee Meetings

Practicum Overview

Program includes four practicum courses (total 460 hrs)

1. Observation (40hrs)

- Observe instructor practicing in clinical setting

2. Supervised Practice 1 (100hrs)

- Evaluate patients, develop tentative diagnosis, propose and perform treatment under direct supervision of instructor

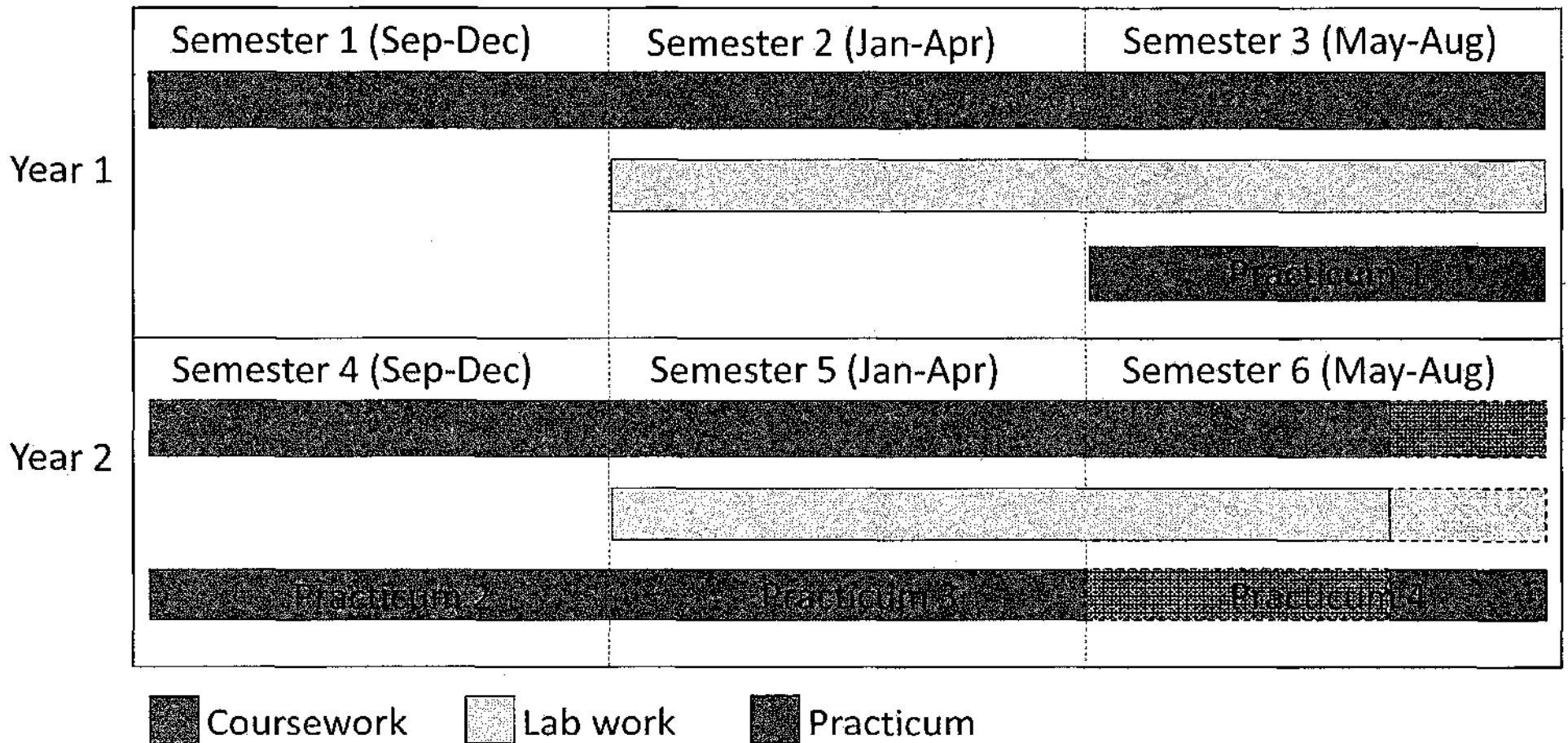
3. Supervised Practice 2 (160hrs)

- Evaluate and diagnose patients, propose and perform treatment under direct supervision of instructor

4. Independent Practice (160hrs)

- Treat patients in clinical setting, report to instructor and peers

Practicum Course Structure



Clinical Instructor Requirements

- CTCMA requires that clinical instructors
 - Be registered with CTCMA
 - Have R.Ac. or R.TCM.P or Dr.TCM credentials
 - Be physically present at all times during the diagnosis and treatment of the patient during the initial 200 hours (Practicums 1, 2, and 3)
 - Be in close proximity to the location in which the patient is being treated during the remaining hours (Practicum 4)
- CTCMA requires that students be registered with the CTCMA

Clinical Instructor Requirements

s.13

Clinical Instructor Requirements for Target Ratios

s.13

Clinical Instructor Requirements for Target Ratios

Location / Facility Requirements

s.13

Technology Considerations

s.13

CTCMA Engagement Approach

- Plan to meet with CTCMA before next Steering Committee meeting
- Meeting goals:
 - Discuss requirement for 50% of practicum time in KPU clinic
 - Explore instructor eligibility requirements and dual-credential concept
 - Ask about eligible instructor supply (e.g.: numbers, location, availability)
- Connect with CTCMA through Tony and Ministry of Health contacts
- Attendees?
- Duration/location/mode?
- NDA?

Next Steps

1. Meet with CTCMA
2. Obtain NDA
3. Identify other sources for information about clinical instructor supply
4. Identify design options; engage other programs
5. Hold next steering committee meeting: March 11, 2pm-3pm

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Friday, February 19, 2016 12:00 PM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 Mihar, Fazil AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; 'David Snadden (david.snadden@ubc.ca)'; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'Bill Miller (bill.miller@ubc.ca)'; Valensky, Cindi
Cc: Araz Hamian; Julia Horgan; Natalie Walker (natalie.walker@kpu.ca); Katherine Boleszczuk (Katherine.Boleszczuk@kpu.ca); Fountain, Kathy B AVED:EX; Liscum, Rosemarie AVED:EX; EAD Assistant (eade.assist@ubc.ca); Devon Krahenbil (parhar.assist@ubc.ca); Cheryl Slevin (cheryl.slevin@ubc.ca)
Subject: RE: KPU TCM-AD Clinical Supervision Design Steering Committee - Terms of Reference and Agenda
Attachments: NDA - KPU TCM-AD Clin Supervision - 2016-02-19.pdf

Hi folks,

Please use the attached version of the NDA. The previous version had a minor error in the date next to the signature field. My apologies.

Many thanks,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | Strategic Program Management
www.ambit-consulting.com
604.642.3951 direct
604.662.3130 office
604.662.3133 fax

From: Gabriel Rose
Sent: February 19, 2016 11:15 AM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca) <Salvador.Ferreras@kpu.ca>; Valerie St. John s.21 Fazil Mihar (Fazil.Mihar@gov.bc.ca) <Fazil.Mihar@gov.bc.ca>; Tony D Loughran (Tony.Loughran@gov.bc.ca) <Tony.Loughran@gov.bc.ca>; Kevin Perrault (Kevin.Perrault@gov.bc.ca) <Kevin.Perrault@gov.bc.ca>; 'David Snadden (david.snadden@ubc.ca)' <david.snadden@ubc.ca>; Gurdeep Parhar (gurdeep.parhar@ubc.ca) <gurdeep.parhar@ubc.ca>; 'Bill Miller (bill.miller@ubc.ca)' <bill.miller@ubc.ca>; Valensky, Cindi <Cindi.Valensky@ubc.ca>
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Subject: RE: KPU TCM-AD Clinical Supervision Design Steering Committee - Terms of Reference and Agenda

Good morning,

Please find attached the NDA. Please sign and return to AVED for Tony's attention, as per the contact information on the second page.

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
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www.ambit-consulting.com
604.842.3951 direct
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Sent: February 18, 2016 4:56 PM

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From: Gabriel Rose

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<Kevin.Perrault@gov.bc.ca>; 'David Snadden (david.snadden@ubc.ca)' <david.snadden@ubc.ca>; Gurdeep Parhar (gurdeep.parhar@ubc.ca) <gurdeep.parhar@ubc.ca>; 'Bill Miller (bill.miller@ubc.ca)' <bill.miller@ubc.ca>; Valensky, Cindi <Cindi.Valensky@ubc.ca>

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Subject: KPU TCM-AD Clinical Supervision Design Steering Committee - Terms of Reference and Agenda

Dear steering committee members,

Please find attached the draft terms of reference for this committee, written based on our discussion at the first steering committee meeting. Please review this brief document and send any comments or edits in advance of Friday's meeting, if possible. If you cannot attend Friday's meeting, please do send your comments before the meeting so we can consider them and finalize the document.

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KPU TCM-AD Clinical Supervision Design Steering Committee Agenda – February 19, 1:00-2:00

1. Steering committee terms of reference (for approval)
2. Revised work plan and schedule
3. Steering committee meeting schedule and agendas
4. Clinical supervision requirements
 - a. Practicum overview
 - b. Practicum course structure
 - c. Instructor requirements
 - d. Location / facility requirements
5. CTCMA engagement approach
6. Next steps

Please let me know if you have any questions or would like to add something to the agenda.

Thank you,
Gabe

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Project Manager
AMBIT Consulting Inc. | Strategic Program Management
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

CONFIDENTIALITY AGREEMENT

Kwantlen Polytechnic University and the Ministry of Advanced Education are considering design options for the approach to clinical supervision within the practicum component of a new Traditional Chinese Medicine Acupuncture Diploma (TCM-AD) Program ("the Design"). The Design will be developed through August 31, 2016.

Tony Loughran, Executive Director, Research Universities and Health Programs, is the assigned Ministry of Advanced Education lead for this project.

The Province of British Columbia, as represented by the Minister of Advanced Education (the "Province"), has invited you to participate in the development of the Design and is providing this Confidentiality Agreement as a requirement of your participation.

For good and valuable consideration, (the receipt and sufficiency of which is hereby acknowledged), you agree as follows:

1. You acknowledge and agree that all information and material that comes to your knowledge or is disclosed to you, or that is produced or provided by you, whether verbally, electronically or otherwise, as a result of your participation in the development of the Design, including any such information or material relating to:
 - (a) the development of the Design, and the documents related to the Design, and
 - (b) the nature and contents of discussions held in relation to the development of the Design and its related documents, or matters that may be included in the Design and its related documents,(collectively the "Confidential Information") is, by necessity, sensitive and confidential.
2. You acknowledge that some of the Confidential Information is proprietary and confidential and disclosure would be detrimental to the Province, or other participants involved in the project, and contrary to the public interest.
3. Except as provided in paragraphs 4, 5 and 6, you will keep all of the Confidential Information in strict confidence and will not, without the prior written consent of the Province, directly or indirectly, use, publish, release or disclose, or permit to be used, published, released or disclosed, any Confidential Information, either before or after the expiry of your participation in the development of the Design.
4. Excluded from your confidentiality obligations set out in this Confidentiality Agreement is any information or material that:
 - (a) is required to be disclosed by law including, without limitation, the *Freedom of Information and Protection of Privacy Act* (British Columbia);
 - (b) becomes available to you from another, non-confidential source;
 - (c) becomes generally known to the public without breach of this Confidentiality Agreement; or
 - (d) was already in your possession prior to your participation in the development of the Design without any other obligation of confidentiality to the Province or is developed independently of your participation in the development of the Design.

Confidentiality Agreement

5. This Confidentiality Agreement does not preclude disclosure of the Confidential Information to the Minister of Advanced Education or staff of the Ministry of Advanced Education or staff of the Ministry of Health, or to another person whom the Province confirms in writing as having agreed to be bound under the same terms as provided by this Confidentiality Agreement.
6. You may use the Confidential Information solely to participate in the development of the Design and will not, either directly or indirectly, use the Confidential Information for any other reason or in any other manner except with the prior written consent of the Province.
7. Upon written request and direction by Province, you agree to return to the Province or destroy all Confidential Information in your possession as a result of your participation in the development of the Design.
8. The obligations to maintain confidentiality as described in this Confidentiality Agreement are not exhaustive, and are in addition to any obligation of confidentiality owed by you to third parties, or under a statute.
9. If any portion of this Confidentiality Agreement is found to be invalid or unenforceable by law by a Court of competent jurisdiction then that portion shall be severed and the remaining portion shall remain in full force and effect.

If you confirm and acknowledge the terms as set out above, kindly so indicate by signing a copy of this Confidentiality Agreement and returning it by hand, mail, email, fax or courier to the following address at your earliest convenience:

Research Universities and Health Programs Branch
Ministry of Advanced Education
PO Box 9894 Stn Prov Govt
2nd floor – 835 Humboldt St, Victoria BC, V8W 9T6

Attention: Tony Loughran, Executive Director
Phone: (250) 387-8871, Fax: (250) 250-387-2360
Email: Tony.Loughran@gov.bc.ca

Executed at _____, this ____ day of _____, 2016

[Signature]

[Print Name & Title]

[Institution/Organization]

Perrault, Kevin AVED:EX

From: Loughran, Tony D AVED:EX
Sent: Friday, February 19, 2016 12:47 PM
To: MacKinnon, Mark HLTH:EX; Westgate, Brian A HLTH:EX; Brown, Kevin HLTH:EX
Cc: Perrault, Kevin AVED:EX
Subject: RE: School of TCM
Attachments: KPU-TCM-AD StMtg2 - 2016-02-19 - distributed.pptx

I've attached the slide deck that is being presented to the TCM Steering Committee this afternoon. The deck was prepared by AMBIT.

I thought it might be helpful as a way into this discussion as it provides a good high level overview of proposed TCM program and clinical requirements, along with the work involved with getting the distributed clinical model for the TCM School in place. There's also a few slides near the end on CTCMA requirements and approach to connecting with the CTCMA College Registrar.

Tony

From: Loughran, Tony D AVED:EX
Sent: Friday, February 19, 2016 11:57 AM
To: MacKinnon, Mark HLTH:EX
Cc: Brown, Kevin HLTH:EX; Westgate, Brian A HLTH:EX
Subject: RE: School of TCM

Sounds good.

Thanks for your time this morning Mark. Will appreciate any advice that Brian and you (and Kevin) can offer as we work through this commitment.

Tony

From: MacKinnon, Mark HLTH:EX
Sent: Friday, February 19, 2016 11:33 AM
To: Loughran, Tony D AVED:EX
Cc: Brown, Kevin HLTH:EX; Westgate, Brian A HLTH:EX
Subject: School of TCM

Hi Tony – thanks for the call this morning.

I've just given Kevin a quick summary, and would ask that you please also include him in the call you're setting up.

Thanks,

M

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Monday, February 22, 2016 12:05 PM
To: MacKinnon, Mark HLTH:EX; Westgate, Brian A HLTH:EX
Cc: Loughran, Tony D AVED:EX; Araz Hamian; Julia Horgan
Subject: Engaging the CTCMA

Hi Mark and Brian,

I believe Tony Loughran has been in touch with you to provide some context for this request. We are working with AVED, Kwantlen Polytechnic University (KPU), and UBC Faculty of Medicine representatives to design the clinical supervision approach to be used in the practicum component of KPU's new Traditional Chinese Medicine Acupuncture Diploma (TCM-AD) program. As part of the design, we need to engage the CTCMA in discussions about some of their regulations.

Who is the best person/people with whom we should meet at the CTCMA? Would it be possible for you to facilitate an introduction to them so that we can schedule a meeting?

We are hoping that you will both be able to attend, along with Tony, Gurdeep Parhar (UBC FOM rep), and me. Is there someone who handles your calendar scheduling?

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBiT Consulting Inc. | *Strategic Program Management*
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Monday, February 22, 2016 12:08 PM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); Loughran, Tony D AVED:EX
Cc: Araz Hamian; Julia Horgan
Subject: Engaging other schools

Hi Sal and Tony,

Would you be comfortable with us reaching out to MacEwan University and Humber College, on behalf of the steering committee, to collect some information about their clinical supervision designs?

Do you happen to have any contacts at either institution?

We'll ask them to complete the NDA before proceeding with the discussions.

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | *Strategic Program Management*
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

Loughran, Tony D AVED:EX

From: Araz Hamian <araz.hamian@ambit-consulting.com>
Sent: Monday, February 22, 2016 2:32 PM
To: Mihlar, Fazil AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.22 'David Snadden (david.snadden@ubc.ca)'; 'Bill Miller (bill.miller@ubc.ca)'; Gurdeep Parhar (gurdeep.parhar@ubc.ca); Valensky, Cindi
Cc: Gabriel Rose; 'Natalie Walker; Julia Horgan
Subject: Re: KPU TCM-AD - Clinical Supervision Design Steering Committee: 2016-02-19 Meeting Minutes, Terms of Reference, and Program Requirements
Attachments: KPU TCM-AD Program Steering Committee Minutes - 2016-02-19.pdf; KPU-TCM-AD Clin Supervision Needs - 2016-02-22 - delivered.pptx; KPU-TCM-AD Clin Supervision Steering Cttee ToR - 2016-02-22 - final.pdf

Hello everyone,

Attached are the minutes from our second Steering Committee meeting, on February 19, 2016. The decisions and action items are summarized below for your convenience.

Also attached are the final Terms of Reference for this committee and the first project deliverable, the KPU TCM-AD program requirements.

Please let us know of any errors or omissions in any of these documents.

Summary of Decisions

Decision	Who
1. The Steering Committee unanimously agreed to adopt the Terms of Reference pending the changes discussed in Steering Committee Meeting 2.	All
2. AMBiT will take into account the recommended student to instructor ratio of 2:1 when developing the clinical supervision design options.	All
3. A meeting with the CTCMA will be set up as proposed, with representatives from each of: AVED (Tony Loughran), MOH (Mark MacKinnon, Executive Director, Professional Regulation and Oversight, and Brian Westgate, Director, Regulatory Initiatives), UBC (Gurdeep Parhar), AMBiT (Gabriel Rose). A KPU representative (Valerie St John) will be available by phone during the meeting to answer urgent questions, if needed.	All

Summary of New Action Items

Action	Who	Due Date	Status
1. AMBiT to modify the Terms of Reference to reflect the changes discussed in Steering Committee Meeting 2, and circulate the final version.	AMBiT	February 26, 2016	Complete

Action	Who	Due Date	Status
2. AMBiT to give a forecast of the likelihood of meeting the March 30 target for the first decision gate at the March 11 Steering Committee meeting.	AMBiT	March 11, 2016	New
3. AMBiT to convey the TCM-AD program practicum requirements observations and recommendations to the KPU Dean and Associate Dean, Faculty of Health, and the KPU TCM-AD program coordinator.	AMBiT	February 26, 2016	New
4. AMBiT to coordinate the CTCMA meeting, and a pre-meeting with the Steering Committee members who will attend to prepare for the CTCMA discussion.	AMBiT	February 26, 2016	New

Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Summary of Previous Action Items

Action	Who	Due Date	Status
1. TL to ask expert within government about FOIP regulations and how to protect KPU's confidentiality in project documents, and advise AMBiT on best practices.	AVED (TL)	February 5, 2016	In progress
2. AMBiT will prepare recommendations for how to advance and resolve the discussion regarding clarification of the blending of Chinese and Western approaches to acupuncture in KPU's program.	AMBiT	February 5, 2016	In progress

Best regards,

Araz Hamian, PhD PMP
 Project Manager
AMBiT Consulting Inc. | Strategic Program Management
www.ambit-consulting.com
 604.788.7229 direct
 604.662.3130 office
 604.662.3133 fax

Meeting Minutes: KPU TCM-AD Program Clinical Supervision Design Steering Committee Meeting 2

Date: February 19, 2016
Time: 1:00pm – 2:00pm
Location: Video and audio conference
Attendees: **KPU:** Sal Ferreras, Valerie St. John. **AVED:** Fazil Mihar, Tony Loughran, Kevin Perrault. **UBC:** David Snadden, Gurdeep Parhar, Cindi Valensky, Bill Miller. **AMBIT:** Gabriel Rose, Araz Hamian
Regrets: None
Next Meeting: March 11, 2016, 2:00pm – 3:00pm

Agenda

1. Steering Committee Terms of Reference
2. Revised Work Plan and Schedule
3. Steering Committee Meeting Schedule and Agendas
4. Clinical Supervision Requirements
5. CTCMA Engagement Approach
6. Next Steps

Discussion, Decisions, and Action Items

1. Steering Committee Terms of Reference

- It was discussed and agreed that the Terms of Reference should be modified as follows:
 - In the Purpose section:
 - State that the purpose of the Steering Committee is to develop the design for the clinical supervision approach to be used in the practicum component of the KPU TCM-AD program, rather than sets the direction.
 - In the Membership section:
 - The Steering Committee ex officio members will include the KPU TCM-AD clinical coordinator.
 - The KPU and AVED members will be shown as decision makers, while the UBC and AMBIT members will be shown as advisory.
- **ACTION:** AMBIT to modify the Terms of Reference to reflect the changes discussed in Steering Committee Meeting 2, and circulate the final version.
- **DECISION:** The Steering Committee unanimously agreed to adopt the Terms of Reference pending the changes discussed in Steering Committee Meeting 2.

2. Revised Work Plan and Schedule

- It was acknowledged that the timeline for the first decision gate (the high-level design of the clinical supervision component of the program) is ambitious. However, it was also recognized that the time allotted to develop the subsequent briefing notes may be generous.
- The group agreed to leave the timeline as it stands, with the first decision gate at the March 30 Steering Committee meeting. If necessary, that gate will be moved to the April 20 meeting.
- **ACTION:** AMBIT to give a forecast of the likelihood of meeting the March 30 target for the first decision gate at the March 11 Steering Committee meeting.

3. Steering Committee Meeting Schedule and Agendas

- Not discussed in detail during the meeting. All members agreed to review the Steering Committee meeting schedule and planned agendas offline (slides 5 through 12 in the PowerPoint slides).

4. Clinical Supervision Requirements

- The information sources for the clinical supervision requirements were:
 - The KPU Dean and Associate Dean, Faculty of Health, and the KPU TCM-AD program coordinator, via one phone call and several email exchanges.
 - KPU TCM-AD program design documentation.
 - CTCMA documentation regarding program, instructor, and student requirements.
- A number of observations and recommendations emerged through discussion of the practicum overview, course structure, and instructor requirements, as described below.
- Overall practicum design:
 - In Physical Therapy and Occupational Therapy programs, it was found to be a good supplement to classroom learning to have students shadowing practitioners as early as possible in the program. For example, having students develop tentative diagnoses can be valuable. It was acknowledged that this could happen during the laboratory sessions that start in Semester 2.
- Practicum Course Structure
 - It is often a challenge for the UBC medical school to have adequate supply of instructors in July, August, and early September. This may be a challenge for KPU also, particularly since Practicums 1 and 4, which are delivered from May through August, overlap with each other.
 - It was also noted that Rehabilitation Sciences has a bi-modal supply of patients, with summertime typically being a low-supply period. Running the KPU TCM-AD program practicums will require sufficient supply of both patients and instructors.
 - The UBC MD undergraduate program uses the term 'Preparation for Clinical Practice' rather than 'Observership' for the first course where students are shadowing clinicians, as the students should not be merely passive observers. For example, they could develop tentative diagnoses as noted earlier.
- Instructor Requirements

- The UBC representatives noted that the maximum student to instructor ratios are high compared to their experience in the MD and other health professions programs. In those programs, typical student to instructor ratios are 1:1 or 2:1. Higher ratios can lead to instructor burnout, and raise potential patient safety concerns.
- The recommended maximum student to instructor ratio for the practicum components of the KPU TCM-AD program is 2:1.
- It was noted that this group does not have the mandate to adjust the overall program design, including naming and timing of practicum courses.
- **ACTION:** AMBIT to convey the above observations and recommendations to the KPU Dean and Associate Dean, Faculty of Health, and the KPU TCM-AD program coordinator.
- **DECISION:** AMBIT will take into account the recommended student to instructor ratio of 2:1 when developing the clinical supervision design options.

5. CTCMA Engagement Approach

- **DECISION:** A meeting with the CTCMA will be set up as proposed, with representatives from each of: AVED (Tony Loughran), MOH (Mark MacKinnon, Executive Director, Professional Regulation and Oversight, and Brian Westgate, Director, Regulatory Initiatives), UBC (Gurdeep Parhar), AMBIT (Gabriel Rose). A KPU representative (Valerie St John) will be available by phone during the meeting to answer urgent questions, if needed.
- **ACTION:** AMBIT to coordinate the CTCMA meeting, and a pre-meeting with the Steering Committee members who will attend to prepare for the CTCMA discussion.

Summary of Decisions

Decision	Who
1. The Steering Committee unanimously agreed to adopt the Terms of Reference pending the changes discussed in Steering Committee Meeting 2.	All
2. AMBIT will take into account the recommended student to instructor ratio of 2:1 when developing the clinical supervision design options.	All
3. A meeting with the CTCMA will be set up as proposed, with representatives from each of: AVED (Tony Loughran), MOH (Mark MacKinnon, Executive Director, Professional Regulation and Oversight, and Brian Westgate, Director, Regulatory Initiatives), UBC (Gurdeep Parhar), AMBIT (Gabriel Rose). A KPU representative (Valerie St John) will be available by phone during the meeting to answer urgent questions, if needed.	All

Summary of New Action Items

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1. AMBIT to modify the Terms of Reference to reflect the changes discussed in Steering Committee Meeting 2, and circulate the final version.	AMBIT	February 26, 2016	Complete

Action	Who	Due Date	Status
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3. AMBiT to convey the TCM-AD program practicum requirements observations and recommendations to the KPU Dean and Associate Dean, Faculty of Health, and the KPU TCM-AD program coordinator.	AMBiT	February 26, 2016	New
4. AMBiT to coordinate the CTCMA meeting, and a pre-meeting with the Steering Committee members who will attend to prepare for the CTCMA discussion.	AMBiT	February 26, 2016	New

Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Summary of Previous Action Items

Action	Who	Due Date	Status
1. TL to ask expert within government about FOIP regulations and how to protect KPU's confidentiality in project documents, and advise AMBiT on best practices.	AVED (TL)	February 5, 2016	In progress
2. AMBiT will prepare recommendations for how to advance and resolve the discussion regarding clarification of the blending of Chinese and Western approaches to acupuncture in KPU's program.	AMBiT	February 5, 2016	In progress

KPU TCM Acupuncture Diploma Program Clinical Supervision Needs

Delivered: Monday, February 22, 2016

Practicum Overview

Program includes four practicum courses (total 460 hrs), which exceeds the CTCMA requirement for a minimum of 450 hours of clinical instruction

1. Observation (40hrs)

- Observe instructor practicing in clinical setting

2. Supervised Practice 1 (100hrs)

- Evaluate patients, develop tentative diagnosis, propose and perform treatment under direct supervision of instructor

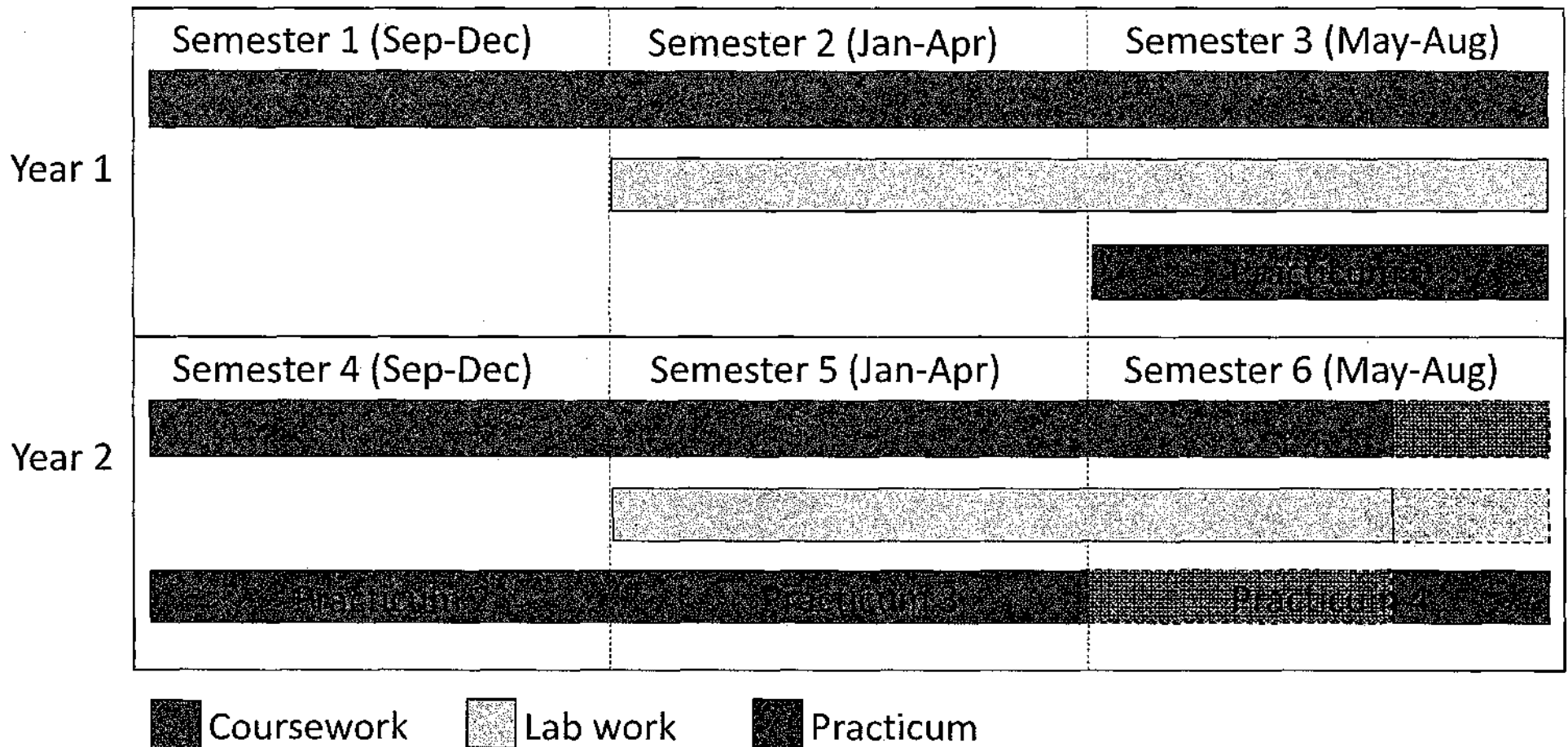
3. Supervised Practice 2 (160hrs)

- Evaluate and diagnose patients, propose and perform treatment under direct supervision of instructor

4. Independent Practice (160hrs)

- Treat patients in clinical setting, report to instructor and peers

Practicum Course Structure



Practicum Course Structure

- Practicum 1
 - Concurrent with course and lab work
 - Approximately once per week for 4 hours for 10 weeks
- Practicums 2 and 3
 - Concurrent with course and lab work
 - Approximately twice per week for 4-6 hours for 14 weeks
- Practicum 4
 - Concurrent with course and lab work, unless a special opportunity warrants a schedule change to allow practicum 4 to occur in a block at the end, not concurrent with other work
 - Approximately twice per week for a full day for 14 weeks, unless it's in a block full time and not concurrent with course and lab work

Clinical Instructor Requirements

- CTCMA requires that clinical instructors
 - Be registered with CTCMA
 - Have R.Ac. or R.TCM.P or Dr.TCM credentials
 - Be physically present at all times during the diagnosis and treatment of the patient during the initial 200 hours (Practicums 1, 2, and 3)
 - Be in close proximity to the location in which the patient is being treated during the remaining hours (Practicum 4)
- CTCMA requires that students be registered with the CTCMA

Clinical Instructor Requirements:

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Clinical Instructor Requirements:

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Clinical Instructor Requirements:

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Clinical Instructor Requirements:

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Location / Facility Requirements

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Technology Considerations

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Information Sources

- Consultations:
 - Phone call and emails with:
 - Tru Freeman, KPU Dean of Health
 - Jean Nicolson-Church, KPU Associate Dean of Health
 - John Yang, KPU TCM-AD Program Coordinator
 - Discussion at February 19 Steering Committee meeting
- Background documents:
 - 'Presentation of Program Development Option, Traditional Chinese Medicine – Acupuncture Diploma Program, Faculty of Health, Kwantlen Polytechnic University, December 2015' , including appendices and supporting documents referenced therein
 - CTCMA education program documents via CTCMA website

Terms of Reference: KPU TCM-AD Program Clinical Supervision Design Steering Committee

Purpose

The purpose of the Kwantlen Polytechnic University (KPU) Traditional Chinese Medicine Acupuncture Diploma (TCM-AD) Program Clinical Supervision Design Steering Committee ("the Steering Committee") is to develop the design for the clinical supervision approach to be used in the practicum component of the KPU TCM-AD program.

Authority

The Steering Committee is granted authority by the KPU Provost and Vice President, Academic (Dr. Salvador Ferreras) and the Assistant Deputy Minister, Institutions and Programs, BC Ministry of Advanced Education (Fazil Mihlar) to make decisions as required to design the clinical supervision approach in the practicum component of the program.

Membership

Ex Officio Members (Decision Makers)

- BC Ministry of Advanced Education (AVED) representatives:
 - Assistant Deputy Minister, Institutions and Programs (1)
 - Executive Director, Research Universities and Health Programs Branch (1)
 - Director, Health Programs, Research Universities and Health Programs Branch (1)
- Kwantlen Polytechnic University (KPU) representatives:
 - Provost and Vice President, Academic (1)
 - Management consultant to KPU (1)
 - KPU TCM-AD program clinical coordinator (1)

Ex Officio Members (Advisors)

- University of British Columbia Faculty of Medicine (UBC FoM) representatives:
 - Executive Associate Dean, Education (1)
 - Executive Associate Dean, Clinical Partnerships and Professionalism (1)
 - Associate Dean, Health Professions Education (1)
 - Special Advisor to the Dean, Government Relations (1)
- AMBiT Consulting Inc.
 - Assignment Lead (1)
 - Assignment Analyst (1)

Appointment Process and Term

This temporary Steering Committee was created to design the clinical supervision approach to be used in the practicum component of the KPU TCM-AD program. The TCM-AD program will start with its first intake of students in September 2016. The first clinical supervision requirement is in the first practicum course (semester 3), which will be offered for the first time starting in May 2017. The first student cohort will graduate in August 2018.

This Steering Committee will be dissolved by mutual agreement between KPU and AVED once the design of the clinical supervision approach in the practicum component of the program is complete, as defined by the project scope. This is scheduled to occur in the summer of 2016. The Steering Committee, or a variation thereof, may continue beyond the design if needed to complete new scope with the same or different members.

Each member of the Steering Committee is nominated by his/her respective organization and appointed by the Chair. Members are asked to participate as long as the Steering Committee exists, and while they hold their respective positions.

Chair

This Steering Committee is chaired by the AVED Assistant Deputy Minister, Institutions and Programs, who may delegate the chairing responsibilities to the AVED Executive Director, Research Universities and Health Programs Branch, as needed.

Responsibilities

The responsibilities of the Steering Committee are as follows:

- Consider and discuss documents, presentations, and other material relating to the design of the clinical supervision approach in the practicum component of the KPU TCM-AD program;
- Make informed decisions about the design of the clinical supervision approach for the KPU TCM-AD program;
- Give input and guidance to the AMBiT Assignment Lead and Analyst as required;
- Fulfill the above responsibilities within the required timelines.

Meetings and Materials

This Steering Committee will meet approximately once every three weeks for one to two hours each time. The Steering Committee may agree to change meeting frequency and/or duration, if needed.

Documents and other materials that are to be discussed in the meeting will be circulated in advance of the meeting. Members will review materials in advance of meetings, and if they cannot attend, will

submit comments and questions in advance of the meeting so that they can be included in the discussion during the meeting.

Minutes and Deliverables

The AMBIT Assignment Lead or Analyst will record high-level minutes including decisions and action items for each Steering Committee meeting. Meeting minutes will be distributed via email to all Steering Committee members, whether or not they attended the meeting.

Deliverables, such as presentations and briefing notes, developed by the Steering Committee will be finalized at the end of the review period. During the review period, all members will review the draft deliverable, provide comments and edits, and reach consensus on the major components. Finalized deliverables will be made available to all Steering Committee members.

Quorum and Decision Making

Decisions are made through consensus between KPU and AVED, considering input from UBC FoM. When a decision is required, quorum consists of at least one committee member from each of KPU and AVED.

Once a decision has been made by the Steering Committee, it will not be re-visited unless significant new information is presented that would likely impact the decision.

Accountability and Communication

This Steering Committee is jointly accountable to the KPU Provost and VP Academic, and to the AVED Assistant Deputy Minister, Institutions and Programs. Both positions are members of this Steering Committee. All Steering Committee representatives will bring updates, questions, and issues to the Steering Committee meetings for feedback, discussion, and consideration.

Between Steering Committee meetings, some members may consult with each other and external parties. Members will bring summarized results of these consultations back to the Steering Committee.

Confidentiality

Each member of the Steering Committee will sign a Non-Disclosure Agreement (NDA). By doing so, members acknowledge and agree that all information and material related to the KPU TCM-AD program is confidential and not to be disclosed to anyone who has not signed the NDA. The signed NDAs will be held on file by AVED.

Other parties with whom members may consult will also be asked to sign the NDA before the consultation takes place.

Loughran, Tony D AVED:EX

From: Mihlar, Fazil AVED:EX
Sent: Monday, February 22, 2016 4:39 PM
To: 'Salvador Ferreras'; Loughran, Tony D AVED:EX
Cc: Natalie Walker; Tru Freeman
Subject: RE: Acupuncture

Hi Sal: Thx for the good news. Appreciate your team's hard work to get here. Have a good evening... Best .. Fazil

-----Original Message-----

From: Salvador Ferreras [<mailto:Salvador.Ferreras@kpu.ca>]
Sent: Monday, February 22, 2016 4:36 PM
To: Mihlar, Fazil AVED:EX; Loughran, Tony D AVED:EX
Cc: Natalie Walker; Tru Freeman
Subject: Acupuncture

Hi Fazil and Tony:

I am pleased to inform you that the Acupuncture Diploma proposal was approved with overwhelming support at this Senate meeting. On to the Board of Governors next on March 30.
We're very pleased.

Sal

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Wednesday, February 24, 2016 4:10 PM
To: Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; MacKinnon, Mark HLTH:EX; Westgate, Brian A HLTH:EX; Gurdeep Parhar (gurdeep.parhar@ubc.ca)
Cc: Araz Hamian; Julia Horgan
Subject: CTCMA engagement - proposed agenda and notes
Attachments: KPU TCM-AD - CTCMA Engagement Prep Notes - 2016-02-24.pdf

Good afternoon,

Thank you again for your contributions to the conversation this afternoon. Please see my notes attached and let me know if I've inadvertently missed or misrepresented something. There is a summary of action items and decisions in this email below.

I don't have Debbie's contact information, so if someone could please forward this to her, that would be much appreciated.

Here is a proposed agenda for the call tomorrow with the CTCMA representatives, with notes in italics. I'll circulate the agenda tomorrow morning without the notes to the full group including the CTCMA reps. Please let me know if you have any feedback to improve this agenda and the notes.

Gurdeep has agreed to help frame and lead the conversation tomorrow.

1. Introductions

- a. *Mary Watterson - Registrar and CEO, CTCMA*
- b. *Jonathan Ho - Deputy Registrar, CTCMA*
- c. *Mark MacKinnon - Executive Director, Professional Regulation and Oversight, Ministry of Health*
- d. *Tony Loughran - Executive Director, Research Universities and Health Programs*
- e. *Gurdeep Parhar - Executive Associate Dean, Clinical Partnerships and Professionalism*
- f. *Gabriel Rose - KPU TCM-AD Clinical Supervision Design Assignment Lead and Project Manager, AMBiT Consulting*

2. Background

- a. *KPU creating a TCM-AD program, goal is to start this fall*
- b. *Confirm that CTCMA will register someone as an acupuncturist only (R.Ac.) – if Ministry of Health can't confirm in advance of the meeting*
- c. *Have created a steering committee with representation from KPU, AVED, UBC FOM, and AMBiT to design the clinical supervision approach to be used in the practicum component of the program*
- d. *Would like to engage the CTCMA in that work as a key stakeholder; it's important that graduates of the KPU program are eligible to be registered with the CTCMA*

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Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | Strategic Program Management
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

Meeting Notes: KPU TCM-AD Clinical Supervision Design – CTCMA Engagement Preparation

Date: February 24, 2016
Time: 1:30pm – 2:15pm
Location: Audioconference
Attendees: **Ministry of Advanced Education:** Tony Loughran, Kevin Perrault
Ministry of Health: Mark MacKinnon, Brian Westgate, Debbie McLachlan
UBC Faculty of Medicine: Gurdeep Parhar
AMBiT: Gabriel Rose
Regrets: n/a
Next Meeting: n/a

Agenda

1. Meeting purpose
2. Regulatory and registration framework
- s.13
4. Agenda for discussion with CTCMA

Discussion, Decisions, and Action Items

1. Meeting purpose

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2. Regulatory and registration framework

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KPU TCM-AD Program Clinical Supervision Design Steering Committee Meeting Minutes

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Summary of New Action Items

s.13

Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Perrault, Kevin AVED:EX

From: Loughran, Tony D AVED:EX
Sent: Thursday, February 25, 2016 10:04 AM
To: Perrault, Kevin AVED:EX
Subject: FW: Meeting with CTCMA - agenda

fyi

From: Gabriel Rose [<mailto:gabriel.rose@ambit-consulting.com>]
Sent: Thursday, February 25, 2016 9:26 AM
To: XT:HLTH registrar@ctcma.bc.ca; Jonathan Ho (Jonathan@ctcma.bc.ca); Gurdeep Parhar (gurdeep.parhar@ubc.ca); Loughran, Tony D AVED:EX; MacKinnon, Mark HLTH:EX
Subject: Meeting with CTCMA - agenda

Good morning,

Thank you again for agreeing to meet this afternoon at 1:30. Here is a proposed agenda for our time together:

1. Introductions
2. Background
3. Approach to clinical supervision
4. Instructor supply data
5. Next steps

Please let me know if you have any questions or would like to see any changes to the agenda.

If you have any connection challenges, please call me at 604-842-3951.

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBiT Consulting Inc. | *Strategic Program Management*
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Friday, February 26, 2016 1:42 PM
To: XT:HLTH registrar@ctcma.bc.ca; Jonathan Ho (Jonathan@ctcma.bc.ca); Gurdeep Parhar (gurdeep.parhar@ubc.ca); Loughran, Tony D AVED:EX; Westgate, Brian A HLTH:EX
Subject: CTCMA meeting notes
Attachments: KPU TCM-AD - CTCMA Meeting Notes - 2016-02-25.pdf

Good afternoon,

Thank you for your contributions in the meeting yesterday. Please review the attached notes. I've also included a summary of action items below for convenience. Please let me know if I've inadvertently missed or misrepresented something.

Thanks again and all the best,
Gabe

Summary of New Action Items

s.13

Please advise Gabriel Rose or Aráz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | Strategic Program Management

www.ambit-consulting.com

604.842.3951 direct

604.662.3130 office

604.662.3133 fax

Meeting Notes: KPU TCM-AD Clinical Supervision Design – CTCMA Meeting

Date: February 25, 2016
Time: 1:30pm – 2:15pm
Location: CTCMA office; Audioconference; Zoom
Attendees: CTCMA: Mary Watterson, Jonathan Ho
Ministry of Advanced Education: Tony Loughran
Ministry of Health: Brian Westgate
UBC Faculty of Medicine: Gurdeep Parhar
AMBiT: Gabriel Rose
Regrets: n/a
Next Meeting: n/a

Agenda

1. Introductions
2. Background
3. Approach to clinical supervision
4. Instructor supply data
5. Next steps

Discussion, Decisions, and Action Items

1. Introductions

- Mary Watterson – Registrar and CEO, College of Traditional Chinese Medicine Practitioners and Acupuncturists (CTCMA)
- Jonathan Ho – Deputy Registrar, CTCMA
- Gurdeep Parhar – Executive Associate Dean, Clinical Partnerships and Professionalism, UBC Faculty of Medicine
- Tony Loughran – Executive Director, Research Universities and Health Programs, BC Ministry of Advanced Education
- Brian Westgate – Director, Regulatory Initiatives, Professional Regulation and Oversight, BC Ministry of Health
- Gabriel Rose – KPU TCM-AD Clinical Supervision Design Assignment Lead and Project Manager, AMBiT Consulting

2. Background

s.13

3. Approach to clinical supervision

s.13

s.13

4. Instructor supply data

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s.13

5. Next steps

- Proceed with the action items and update the Steering Committee on the outcomes of this meeting.

Summary of New Action Items

s.13

Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Friday, February 26, 2016 1:47 PM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 Mihlar, Fazil
AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; 'David Snadden'
(david.snadden@ubc.ca); Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'Bill Miller'
(bill.miller@ubc.ca); Valensky, Cindi
Cc: Araz Hamian; Julia Horgan
Subject: KPU TCM-AD Clinical Supervision Design - CTCMA engagement notes
Attachments: KPU TCM-AD - CTCMA Meeting Notes - 2016-02-25.pdf

Dear Steering Committee,

Please see attached the notes from our conversation with the CTCMA.

s.13

I will be out of the office from March 2-7 inclusive. If something comes up in my absence, please contact Araz Hamian (araz.hamian@ambit-consulting.com) and Julia Horgan (julia.horgan@ambit-consulting.com). They will continue working on project scope while I'm away.

Our next Steering Committee is scheduled for March 11 from 2-3pm.

Please get in touch if you have any questions or feedback.

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | *Strategic Program Management*
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

Meeting Notes: KPU TCM-AD Clinical Supervision Design – CTCMA Meeting

Date: February 25, 2016
Time: 1:30pm – 2:15pm
Location: CTCMA office; Audioconference; Zoom
Attendees: CTCMA: Mary Watterson, Jonathan Ho
Ministry of Advanced Education: Tony Loughran
Ministry of Health: Brian Westgate
UBC Faculty of Medicine: Gurdeep Parhar
AMBIT: Gabriel Rose
Regrets: n/a
Next Meeting: n/a

Agenda

1. Introductions
2. Background
3. Approach to clinical supervision
4. Instructor supply data
5. Next steps

Discussion, Decisions, and Action Items

1. Introductions

- Mary Watterson – Registrar and CEO, College of Traditional Chinese Medicine Practitioners and Acupuncturists (CTCMA)
- Jonathan Ho – Deputy Registrar, CTCMA
- Gurdeep Parhar – Executive Associate Dean, Clinical Partnerships and Professionalism, UBC Faculty of Medicine
- Tony Loughran – Executive Director, Research Universities and Health Programs, BC Ministry of Advanced Education
- Brian Westgate – Director, Regulatory Initiatives, Professional Regulation and Oversight, BC Ministry of Health
- Gabriel Rose – KPU TCM-AD Clinical Supervision Design Assignment Lead and Project Manager, AMBIT Consulting

2. Background

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3. Approach to clinical supervision.

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4. Instructor supply data

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5. Next steps

- Proceed with the action items and update the Steering Committee on the outcomes of this meeting.

Summary of New Action Items

s.13

Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Monday, February 29, 2016 9:58 AM
To: XT:HLTH registrar@ctcma.bc.ca; Jonathan Ho (Jonathan@ctcma.bc.ca); Gurdeep Parhar (gurdeep.parhar@ubc.ca); Loughran, Tony D AVED:EX; Westgate, Brian A HLTH:EX
Subject: RE: CTCMA meeting notes
Attachments: KPU TCM-AD - CTCMA Meeting Notes - 2016-02-25-rev1.pdf

Good morning,

Please see a revised version of the notes. Thank you to Jonathan for catching an error in the second bullet under item 4.

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | *Strategic Program Management*
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

From: Gabriel Rose
Sent: February 26, 2016 1:42 PM
To: Mary S. Watterson (registrar@ctcma.bc.ca) <registrar@ctcma.bc.ca>; Jonathan Ho (Jonathan@ctcma.bc.ca) <Jonathan@ctcma.bc.ca>; Gurdeep Parhar (gurdeep.parhar@ubc.ca) <gurdeep.parhar@ubc.ca>; Tony D Loughran (Tony.Loughran@gov.bc.ca) <Tony.Loughran@gov.bc.ca>; Brian Westgate (Brian.Westgate@gov.bc.ca) <Brian.Westgate@gov.bc.ca>
Subject: CTCMA meeting notes

Good afternoon,

Thank you for your contributions in the meeting yesterday. Please review the attached notes. I've also included a summary of action items below for convenience. Please let me know if I've inadvertently missed or misrepresented something.

Thanks again and all the best,
Gabe

Summary of New Action Items

Action	Who	Due Date	Status
--------	-----	----------	--------

Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | Strategic Program Management
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

Meeting Notes: KPU TCM-AD Clinical Supervision Design – CTCMA Meeting

Date: February 25, 2016
Time: 1:30pm – 2:15pm
Location: CTCMA office; Audioconference; Zoom
Attendees: CTCMA: Mary Watterson, Jonathan Ho
Ministry of Advanced Education: Tony Loughran
Ministry of Health: Brian Westgate
UBC Faculty of Medicine: Gurdeep Parhar
AMBiT: Gabriel Rose
Regrets: n/a
Next Meeting: n/a

Agenda

1. Introductions
2. Background
3. Approach to clinical supervision
4. Instructor supply data
5. Next steps

Discussion, Decisions, and Action Items

1. Introductions

- Mary Watterson – Registrar and CEO, College of Traditional Chinese Medicine Practitioners and Acupuncturists (CTCMA)
- Jonathan Ho – Deputy Registrar, CTCMA
- Gurdeep Parhar – Executive Associate Dean, Clinical Partnerships and Professionalism, UBC Faculty of Medicine
- Tony Loughran – Executive Director, Research Universities and Health Programs, BC Ministry of Advanced Education
- Brian Westgate – Director, Regulatory Initiatives, Professional Regulation and Oversight, BC Ministry of Health
- Gabriel Rose – KPU TCM-AD Clinical Supervision Design Assignment Lead and Project Manager, AMBiT Consulting

2. Background

s.13

3. Approach to clinical supervision

s.13

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4. Instructor supply data
s.13

s.13

5. Next steps

- Proceed with the action items and update the Steering Committee on the outcomes of this meeting.

Summary of New Action Items

s.13

Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Thursday, March 10, 2016 1:23 PM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 Mihlar, Fazil
AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; 'David Snadden
(david.snadden@ubc.ca)'; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'Bill Miller
(bill.miller@ubc.ca)'; Valensky, Cindi
Cc: Araz Hamian; Julia Horgan
Subject: KPU TCM-AD Steering Committee 3 slide deck
Attachments: KPU-TCM-AD StMtg3 - 2016-03-11 - distributed.pptx

Good afternoon,

Here is the agenda and slide deck for the KPU TCM-AD Clinical Supervision Approach Design Steering Committee meeting scheduled for tomorrow from 2:00-3:00.

1. Progress update
2. Clinical supervision program requirements
3. Consultations
 - a. Other programs
 - b. Ministry of Health
 - c. CTCMA
4. Clinical supervision model
s.13
5. Next steps

Looking forward to the conversation tomorrow. Please let me know if you have any questions.

Thanks,
Gabe

Gabriel Rose, MA PMP
Project Manager
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604.662.3133 fax

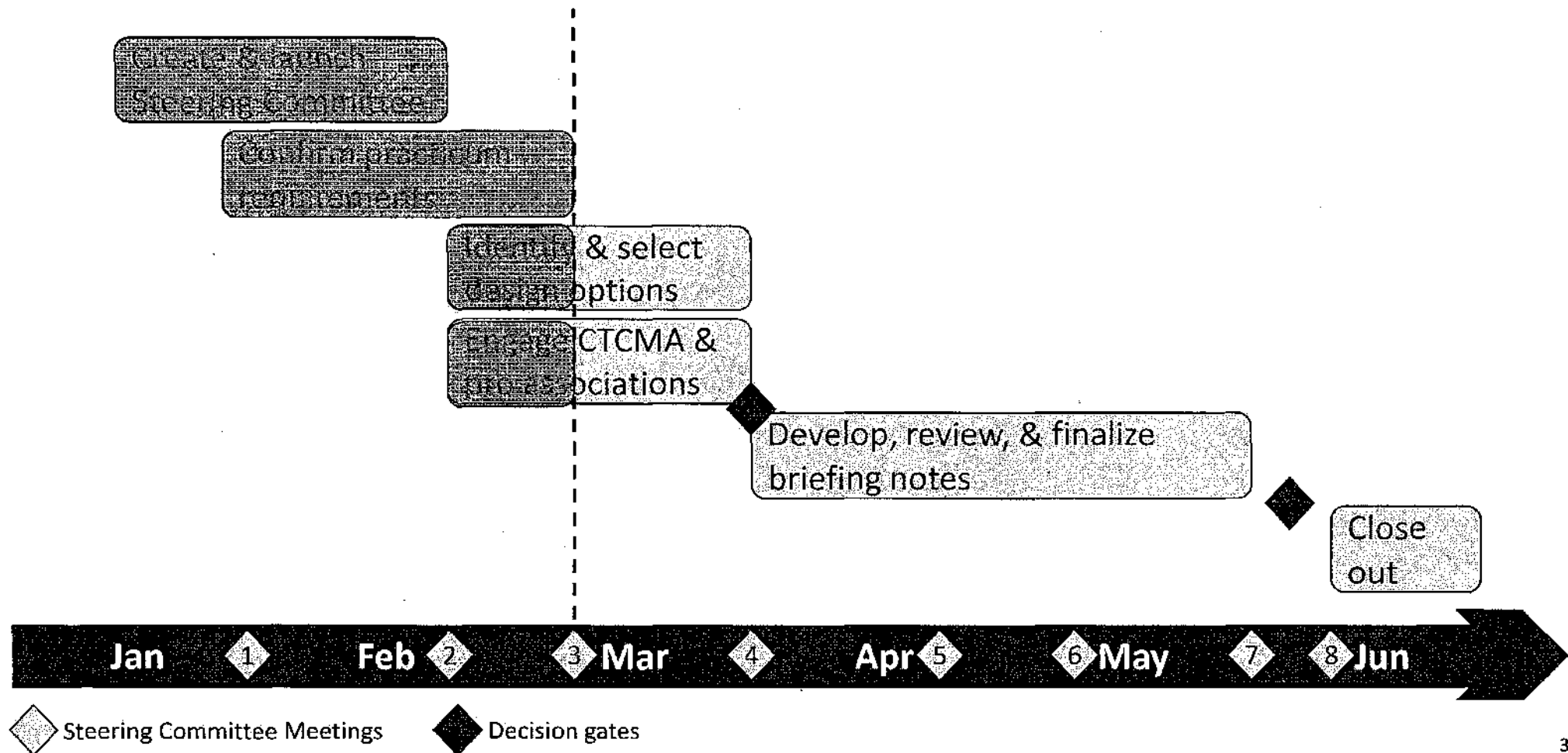
KPU TCM Acupuncture Diploma Program Clinical Supervision Design Steering Committee

Meeting #3: Friday March 11, 2pm – 3pm

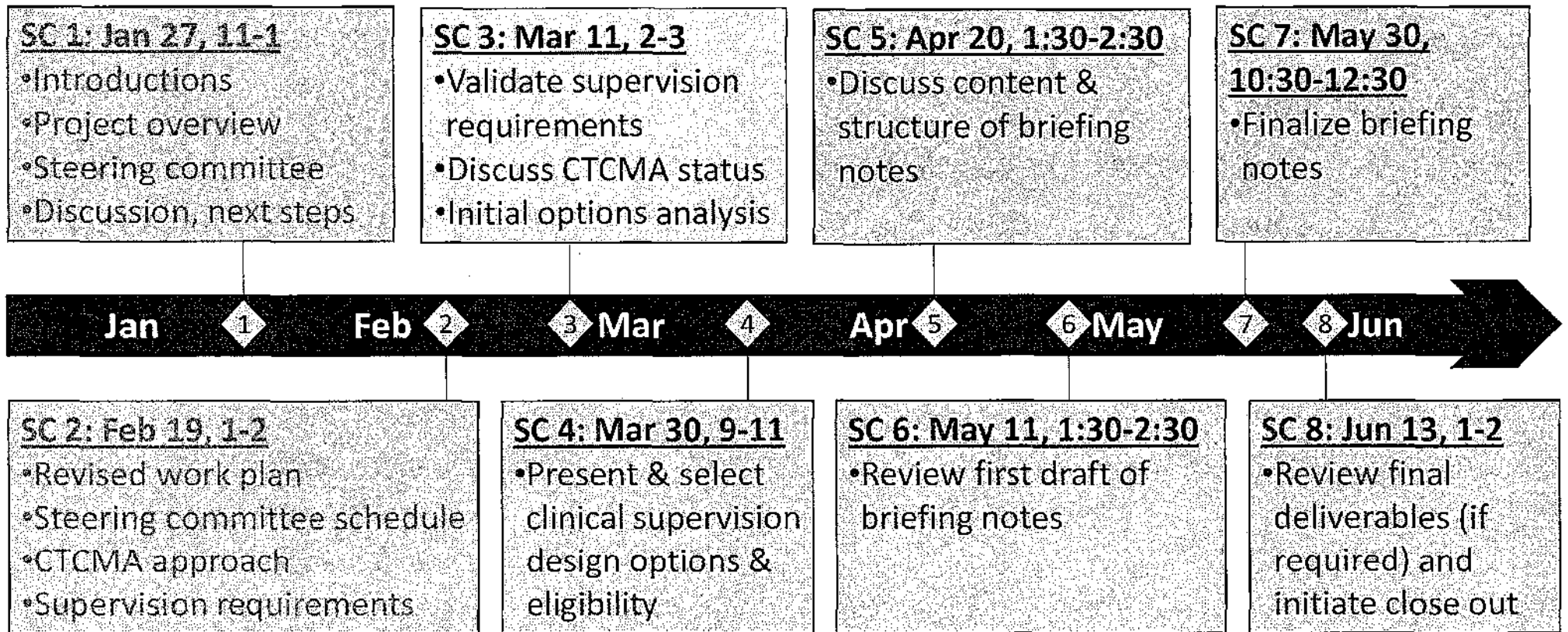
Agenda

1. Progress update
2. Clinical supervision program requirements
3. Consultations
 - Other programs: Humber College, UBC Health Professions
 - Ministry of Health
 - CTCMA
4. Clinical supervision model
s.13
5. Next steps

Progress Update: Work Plan



Progress Update: Steering Committee Meetings



◆ Steering Committee Meetings

Clinical Supervision Program Requirements

- Comments and feedback on the deliverable?
- Approval?

Consultations: Other Programs

s.13

Consultations: Ministry of Health

s.13

Consultations: CTCMA

- Met with CTCMA, AVED, MOH, and AMBiT on Feb 25
- Key outcomes:

s.13

Consultations:



Clinical Supervision Model:

2016 2017 2018
■ Class of 2018 ■ Class of 2019 ■ Class of

Clinical Supervision Model:

s.13

Clinical Supervision Model:

s.13

Clinical Supervision Model:

s.13

Next Steps

s.13

Loughran, Tony D AVED:EX

From: Araz Hamian <araz.hamian@ambit-consulting.com>
Sent: Tuesday, March 15, 2016 12:21 PM
To: Mihlar, Fazil AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Sai Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 'David Snadden (david.snadden@ubc.ca); 'Bill Miller (bill.miller@ubc.ca); Gurdeep Parhar (gurdeep.parhar@ubc.ca); Valensky, Cindi
Cc: Gabriel Rose; 'Natalie Walker; Julia Horgan
Subject: KPU TCM-AD - Clinical Supervision Design Steering Committee: 2016-03-11 Meeting Minutes and Program Needs Deliverable
Attachments: KPU TCM-AD Program Steering Committee Minutes - 2016-03-11.pdf; KPU-TCM-AD Clin Supervision Needs - 2016-02-22 - delivered.pptx

Hello everyone,

Attached are the minutes from our third Steering Committee meeting, on March 11, 2016. The decisions and action items are summarized below for your convenience.

I have also attached the KPU TCM-AD Program Clinical Supervision Needs deliverable that was distributed in February, for your reference. Please review this document and let Gabriel and me know by **Friday, March 18** if you have any questions or concerns.

Regards,
Araz

Summary of Decisions

s.13

Summary of New Action Items

s.13

Summary of Previous Action Items

s.13

Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Araz Hamian, PhD PMP

Project Manager

AMBiT Consulting Inc. | Strategic Program Management

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604.788.7229 direct

604.662.3130 office

604.662.3133 fax

Meeting Minutes: KPU TCM-AD Program Clinical Supervision Design Steering Committee Meeting 3

Date: March 11, 2016
Time: 2:00pm – 3:00pm
Location: Video and audio conference
Attendees: **KPU:** Sal Ferreras, Valerie St. John. **AVED:** Fazil Mihar, Tony Loughran, Kevin Perrault. **UBC:** David Snadden, Gurdeep Parhar, Cindi Valensky, Bill Miller (joined meeting in progress). **AMBIT:** Gabriel Rose, Araz Hamian.
Regrets: None
Next Meeting: March 30, 2016, 9:00am – 11:00am

Agenda

1. Progress Update
2. Clinical supervision program requirements
3. Consultations
4. Clinical Supervision Model
5. Next Steps

Discussion, Decisions, and Action Items

s.13

s.13

s.13

Summary of Decisions

s.13

Summary of New Action Items

s.13

s.13

Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Summary of Previous Action Items

s.13

KPU TCM Acupuncture Diploma Program Clinical Supervision Needs

Delivered: Monday, February 22, 2016

Practicum Overview

Program includes four practicum courses (total 460 hrs), which exceeds the CTCMA requirement for a minimum of 450 hours of clinical instruction

1. Observation (40hrs)

- Observe instructor practicing in clinical setting

2. Supervised Practice 1 (100hrs)

- Evaluate patients, develop tentative diagnosis, propose and perform treatment under direct supervision of instructor

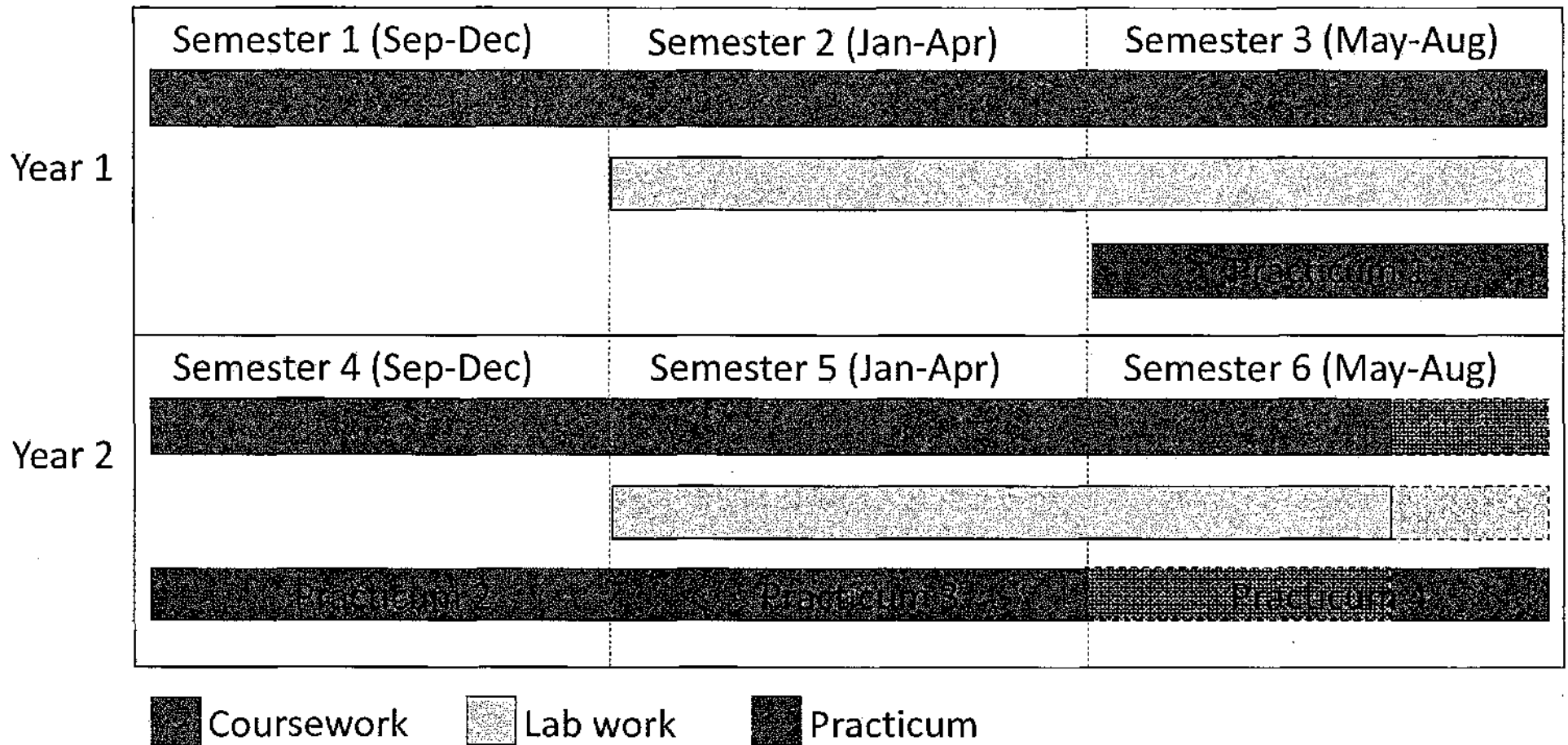
3. Supervised Practice 2 (160hrs)

- Evaluate and diagnose patients, propose and perform treatment under direct supervision of instructor

4. Independent Practice (160hrs)

- Treat patients in clinical setting, report to instructor and peers

Practicum Course Structure



Practicum Course Structure

- **Practicum 1**
 - Concurrent with course and lab work
 - Approximately once per week for 4 hours for 10 weeks
- **Practicums 2 and 3**
 - Concurrent with course and lab work
 - Approximately twice per week for 4-6 hours for 14 weeks
- **Practicum 4**
 - Concurrent with course and lab work, unless a special opportunity warrants a schedule change to allow practicum 4 to occur in a block at the end, not concurrent with other work
 - Approximately twice per week for a full day for 14 weeks, unless it's in a block full time and not concurrent with course and lab work

Clinical Instructor Requirements

- CTCMA requires that clinical instructors
 - Be registered with CTCMA
 - Have R.Ac. or R.TCM.P or Dr.TCM credentials
 - Be physically present at all times during the diagnosis and treatment of the patient during the initial 200 hours (Practicums 1, 2, and 3)
 - Be in close proximity to the location in which the patient is being treated during the remaining hours (Practicum 4)
- CTCMA requires that students be registered with the CTCMA

Clinical Instructor Requirements:

s.13



Clinical Instructor Requirements:

Clinical Instructor Requirements:

s.13

Clinical Instructor Requirements:

s.13

Location / Facility Requirements

s.13

Technology Considerations

s.13

Information Sources

- Consultations:
 - Phone call and emails with:
 - Tru Freeman, KPU Dean of Health
 - Jean Nicolson-Church, KPU Associate Dean of Health
 - John Yang, KPU TCM-AD Program Coordinator
 - Discussion at February 19 Steering Committee meeting
- Background documents:
 - 'Presentation of Program Development Option, Traditional Chinese Medicine – Acupuncture Diploma Program, Faculty of Health, Kwantlen Polytechnic University, December 2015' , including appendices and supporting documents referenced therein
 - CTCMA education program documents via CTCMA website

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Friday, March 18, 2016 11:47 AM
To: Loughran, Tony D AVED:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca)
Cc: Araz Hamian; Julia Morgan
Subject: Consultation with other acupuncture programs

Hi Tony and Sal,

As part of our consultation work, we have been attempting to get a hold of someone from MacEwan University. We will keep trying, but have been unsuccessful to date.

We have very helpful information from Humber and UBC FOM, but haven't spoken with anyone who is actually running an acupuncture program right now.

If we are unable to contact MacEwan, would it be ok for us to reach out to the private schools here in BC to see if anyone will talk to us (under the NDA)?

If so, we'll start by reaching out to Tru, Jean, and John to ask if they have contacts, perhaps from the Program Advisory Committee, who could help.

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | *Strategic Program Management*
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

Loughran, Tony D AVED:EX

From: Salvador Ferreras <Salvador.Ferreras@kpu.ca>
Sent: Friday, March 18, 2016 3:01 PM
To: Gabriel Rose; Loughran, Tony D AVED:EX
Cc: Tru Freeman; Jean Nicolson-Church
Subject: s.13

Hi Gabe:

Our greatest emphasis will need to be recruitment of students.

s.13

Sal

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Date: Friday, March 18, 2016 at 2:31 PM
To: Tony Loughran <Tony.Loughran@gov.bc.ca>, Sal Ferreras <Salvador.Ferreras@kpu.ca>
Cc: Araz Hamian <araz.hamian@ambit-consulting.com>, Julia Horgan <julia.horgan@ambit-consulting.com>
Subject: s.13

Hi Tony and Sal,

Sorry for the long email, I have a question about s.13

s.13

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | Strategic Program Management
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Friday, March 18, 2016 3:24 PM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John **s.21** Mihlar, Fazil
AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; 'David Snadden
(david.snadden@ubc.ca)'; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'Bill Miller
(bill.miller@ubc.ca)'; Valensky, Cindi
Cc: Araz Hamian; Julia Horgan
Subject: For Review: **s.13**
Attachments: KPU TCM-AD - **s.13** - 2016-03-18 - Draft-v1.docx

Dear Steering Committee members,

Please find attached the first draft of the first briefing note deliverable focused on **s.13**

Please review and send your feedback before the next steering committee meeting (March 30, 9:00-11:00am).

While the following next steps related to

s.13

Thanks and have a good weekend,

Gabe

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | Strategic Program Management
www.ambit-consulting.com
604.842.3951 direct
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604.662.3133 fax

KPU TCM-AD Program Clinical Instructor Requirements and Eligibility

March 18, 2016 – Draft-v1

Context

Kwantlen Polytechnic University (KPU) is launching a 2-year (24 consecutive months) Traditional Chinese Medicine Acupuncture Diploma (TCM-AD) Program in September 2016.

As part of the program, there are four practicum courses during which students observe and experience clinical practice. These practicum courses require clinical instructors to supervise students.

Clinical Instructor Requirements

Timing

The four practicum courses are each four months long. Practicum 1 is May to August, Practicum 2 is September to December, Practicum 3 is January to April, and Practicum 4 is May to August (overlapping with the subsequent cohort in Practicum 1). See Figure 1 below.

With the program launching in September 2016, the first practicum course will be offered for the first time starting in May 2017.

Figure 1: Practicum timing by month and program year

	September - December	January - April	May - August
Program Year 1			Practicum 1 Observation 40 hours per student
Program Year 2	Practicum 2 Supervised Practice 1 100 hours per student	Practicum 3 Supervised Practice 2 160 hours per student	Practicum 4 Independent Practice 160 hours per student

Page 172 to/à Page 173

Withheld pursuant to/removed as

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Clinical Instructor Eligibility

In order for someone to be eligible to be a clinical instructor in the program, she or he must:

- Be registered with the College of Traditional Chinese Medicine Practitioners and Acupuncturists (CTCMA) of British Columbia as an Acupuncturist (R.Ac), a TCM Practitioner (R.TCM.P), or a Doctor of TCM (Dr.TCM);

KPU TCM-AD Program Clinical Instructor Requirements and Eligibility

- Be willing and able to devote the time required to supervise, teach, and assess students as directed in the clinical instructor development program;
 - Be willing and able to participate in the clinical instructor development program;
 - Practice acupuncture in BC's Lower Mainland (between West Vancouver and Chilliwack);
 - s.13
-
- Be physically present at all times during diagnosis and treatment of the patient during Practicums 1, 2, and 3, and be in close proximity to the location in which the patient is being treated during Practicum 4;
 - Carry appropriate insurance; and
 - Be functionally fluent in spoken and written English, as demonstrated through the application, interview, and instructor development processes.

s.13

Information Sources

This document is based on information from the following sources:

- Consultations with representatives from the KPU Faculty of Health, the UBC Faculty of Medicine Health Professions Programs, and the Humber College School of Health Sciences;
- Discussion and decisions at the KPU TCM-AD Clinical Supervision Design Steering Committee meetings; and
- CTCMA documentation.

For additional information, please see the KPU TCM-AD Clinical Supervision Needs presentation deck delivered February 22, 2016.

Approval

This document was approved by the KPU TCM-AD Clinical Supervision Design Steering Committee on
DATE.

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Monday, March 21, 2016 4:01 PM
To: Loughran, Tony D AVED:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca)
Cc: Araz Hamian; Julia Horgan; Mihlar, Fazil AVED:EX
Subject: RE: s.13

Thanks for your feedback, Tony.

We'll include s.13 at the next steering meeting.

Thanks,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | Strategic Program Management
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

From: Loughran, Tony D AVED:EX [<mailto:Tony.Loughran@gov.bc.ca>]
Sent: March 18, 2016 3:47 PM
To: Gabriel Rose <gabriel.rose@ambit-consulting.com>; Sal Ferreras (Salvador.Ferreras@kpu.ca)
<Salvador.Ferreras@kpu.ca>
Cc: Araz Hamian <araz.hamian@ambit-consulting.com>; Julia Horgan <julia.horgan@ambit-consulting.com>; Mihlar, Fazil AVED:EX <Fazil.Mihlar@gov.bc.ca>
Subject: RE s.13

I agree with the suggestion that s.13

s.13

Tony

From: Gabriel Rose [<mailto:gabriel.rose@ambit-consulting.com>]
Sent: Friday, March 18, 2016 2:32 PM
To: Loughran, Tony D AVED:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca)
Cc: Araz Hamian; Julia Horgan
Subject: s.13

Hi Tony and Sal,

Sorry for the long email. I have a question about s.13

s.13

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
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604.842.3951 direct
604.662.3130 office
604.662.3133 fax

Loughran, Tony D AVED:EX

From: Tru Freeman <Tru.Freeman@kpu.ca>
Sent: Tuesday, March 22, 2016 6:55 AM
To: Loughran, Tony D AVED:EX
Cc: Davinder Cheema
Subject: A couple of quick questions.

Tuesday, March-22-16

Hi Tony,

Not sure if you're reading emails on your spring break:

- 1) Sal had a chance to talk to Claire A yesterday and apparently we do not need to do a Stage 1 review for our BSN/BPN program. So now we just need to follow-up again to determine when AVED might post these for the 30 day website review. So, small steps but progress.
- 2) I understand that ADM Fazil has now moved to another portfolio and has become a DM; good for him. With regards to our PAC... should we just go ahead and plan it? I'm guessing the new/interim ADM won't have enough depth on this file to be able to offer much info at the PAC. I'm also guessing that the Minister himself would not attend this? I would assume you will be coming to represent AVED? Is there any particular dates at the end of April beginning of May that don't suit you? If you can let us know ASAP so Davinder can start planning. Or alternatively, Davinder can pick 2-3 dates for the PAC members and hopefully one of them suits the majority?

Thanks, Tru

Tru Freeman, PhD
Dean, Faculty of Health
Kwantlen Polytechnic University
t 604.599.2263 f 604.599.3130 e tru.freeman@kpu.ca
www.kpu.ca
Assistant: Davinder Cheema 604.599.2102

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Please note, all Kwantlen email addresses and urls have been changed recently. Please update your records accordingly.

Loughran, Tony D AVED:EX

From: Mihlar, Fazil AVED:EX
Sent: Wednesday, March 23, 2016 11:22 AM
To: Porter, Rodney GCPE:EX
Cc: Loughran, Tony D AVED:EX; Cameron, Tara D AVED:EX; Brewster, Kevin AVED:EX
Subject: RE: **s.13**

Hi Rodney: I can confirm **s.13**

From: Porter, Rodney GCPE:EX
Sent: Wednesday, March 23, 2016 11:06 AM
To: Mihlar, Fazil AVED:EX
Subject: **s.13**

Hi Fazil – Can you please confirm **s.13**

Rodney Porter | Communications Director
Government Communications & Public Engagement
B.C. Ministry of Advanced Education

Mobile: 250.889.7494 | email: rodney.porter@gov.bc.ca

Loughran, Tony D AVED:EX

From: Salvador Ferreras <Salvador.Ferreras@kpu.ca>
Sent: Wednesday, March 23, 2016 5:35 PM
To: Loughran, Tony D AVED:EX
Subject: Acupuncture Diploma

Hi Tony:

The proposed Acupuncture Diploma has just passed the semi-final hurdle through the Finance Committee of the Board.
It was approved **s.13**

One to go.

Cheers,
Sal

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Tuesday, March 29, 2016 2:53 PM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 Mihlar, Fazil
AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; 'David Snadden
(david.snadden@ubc.ca)'; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'Bill Miller
(bill.miller@ubc.ca)'; Valensky, Cindi
Cc: Araz Hamian; Julia Horgan
Subject: KPU TCM-AD Steering Meeting Agenda
Attachments: s.13

Good afternoon,

Here is the agenda and slide deck for tomorrow's steering committee meeting. I've also attached
s.13 here again for your review and feedback.

1. Progress update
s.13

6. Feedback and next steps

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | *Strategic Program Management*
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

KPU TCM Acupuncture Diploma Program Clinical Supervision Design Steering Committee

Meeting #4: Wednesday, March 30, 9:00-11:00

Agenda

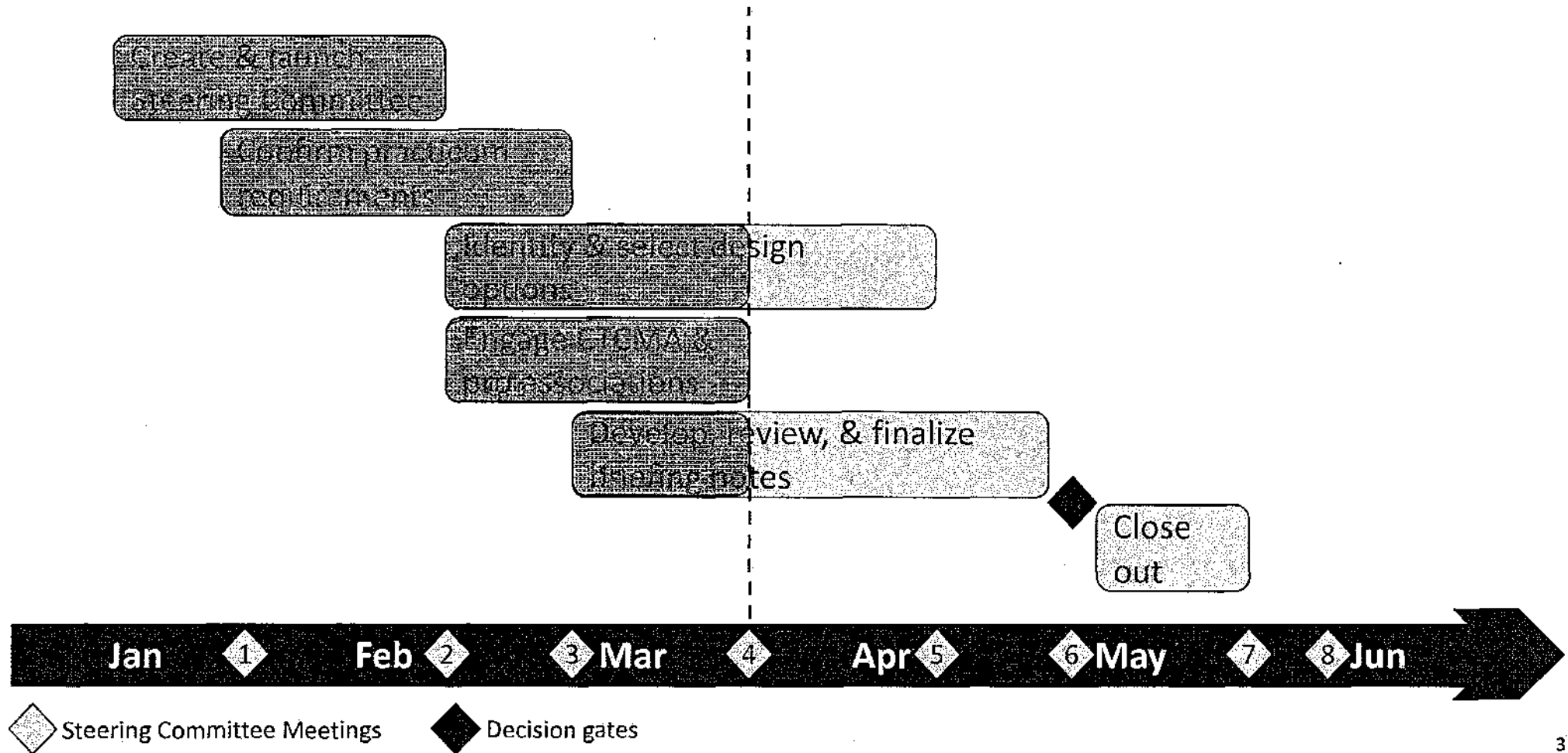
1. Progress update

s.13

6. Feedback

7. Next steps

Progress Update: Work Plan



Progress Update: Steering Committee Meetings

s.13



s.13

Progress Update: Discussion

s.13

Page 187 to/à Page 201

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s.13

Feedback

- Overall process
- Deliverables
- Our role

Next Steps

s.13

KPU TCM-AD Program Clinical Instructor Requirements and Eligibility

March 18, 2016 – Draft-v1

Context

Kwantlen Polytechnic University (KPU) is launching a 2-year (24 consecutive months) Traditional Chinese Medicine Acupuncture Diploma (TCM-AD) Program in September 2016.

As part of the program, there are four practicum courses during which students observe and experience clinical practice. These practicum courses require clinical instructors to supervise students.

Clinical Instructor Requirements

Timing

The four practicum courses are each four months long. Practicum 1 is May to August, Practicum 2 is September to December, Practicum 3 is January to April, and Practicum 4 is May to August (overlapping with the subsequent cohort in Practicum 1). See Figure 1 below.

With the program launching in September 2016, the first practicum course will be offered for the first time starting in May 2017.

Figure 1: Practicum timing by month and program year

	September - December	January - April	May - August
Program Year 1			Practicum 1 Observation 40 hours per student
Program Year 2	Practicum 2 Supervised Practice 1 100 hours per student	Practicum 3 Supervised Practice 2 160 hours per student	Practicum 4 Independent Practice 160 hours per student

Page 205 to/à Page 206

Withheld pursuant to/removed as

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Clinical Instructor Eligibility

In order for someone to be eligible to be a clinical instructor in the program, she or he must:

- Be registered with the College of Traditional Chinese Medicine Practitioners and Acupuncturists (CTCMA) of British Columbia as an Acupuncturist (R.Ac), a TCM Practitioner (R.TCM.P), or a Doctor of TCM (Dr.TCM);

- Be willing and able to devote the time required to supervise, teach, and assess students as directed in the clinical instructor development program;
 - Be willing and able to participate in the clinical instructor development program;
 - Practice acupuncture in BC's Lower Mainland (between West Vancouver and Chilliwack);
 - s.13
-
- Be physically present at all times during diagnosis and treatment of the patient during Practicums 1, 2, and 3, and be in close proximity to the location in which the patient is being treated during Practicum 4;
 - Carry appropriate insurance; and
 - Be functionally fluent in spoken and written English, as demonstrated through the application, interview, and instructor development processes.

s.13

Information Sources

This document is based on information from the following sources:

- Consultations with representatives from the KPU Faculty of Health, the UBC Faculty of Medicine Health Professions Programs, and the Humber College School of Health Sciences;
- Discussion and decisions at the KPU TCM-AD Clinical Supervision Design Steering Committee meetings; and
- CTCMA documentation.

For additional information, please see the KPU TCM-AD Clinical Supervision Needs presentation deck delivered February 22, 2016.

Approval

This document was approved by the KPU TCM-AD Clinical Supervision Design Steering Committee on DATE.

Loughran, Tony D AVED:EX

From: Salvador Ferreras <Salvador.Ferreras@kpu.ca>
Sent: Wednesday, March 30, 2016 3:42 PM
To: Lemmer, Nicola I AVED:EX; Loughran, Tony D AVED:EX; gabriel.rose@ambit-consulting.com
Cc: Natalie Walker
Subject: Acupuncture Diploma

Hello Everone:

I am pleased to announce that the proposed Acupuncture Diploma has been approved.
On to our next steps.
Sal Ferreras

Loughran, Tony D AVED:EX

From: Araz Hamian <araz.hamian@ambit-consulting.com>
Sent: Friday, April 1, 2016 11:30 AM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 Perrault, Kevin AVED:EX; Loughran, Tony D AVED:EX; Mihlar, Fazil AVED:EX; Lemmer, Nicola I AVED:EX; 'David Snadden (david.snadden@ubc.ca)'; Miller, William; Gurdeep Parhar (gurdeep.parhar@ubc.ca); Valensky, Cindi
Cc: Gabriel Rose; Julia Horgan
Subject: KPU TCM-AD - Clinical Supervision Design Steering Committee: 2016-03-30 Meeting Minutes
Attachments: KPU TCM-AD Program Steering Committee Minutes - 2016-03-30.pdf

Hello everyone,

Attached are the minutes from our fourth Steering Committee meeting, that was held on March 30, 2016. The decisions and action items are summarized below for your convenience.

Also wanted to share the good news from Sal that the KPU Board of Governors' approved the proposed TCM-AD program at their meeting earlier this week.

Regards,
Araz

Summary of Decisions

s.13

Summary of New Action Items

s.13

Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Araz Hamian, PhD PMP
Project Manager
AMBiT Consulting Inc. | Strategic Program Management
www.ambit-consulting.com
604.788.7229 direct
604.662.3130 office
604.662.3133 fax

Meeting Minutes: KPU TCM-AD Program Clinical Supervision Design Steering committee Meeting 4

Date: March 30, 2016
Time: 9:00am – 11:00am
Location: Video and audio conference
Attendees: **KPU:** Sai Ferreras (to 9:40am), Valerie St. John. **AVED:** Kevin Perrault, Nicola Lemmer (designated by Fazil Mihar). **UBC:** David Snadden, Bill Miller. **AMBIT:** Gabriel Rose, Araz Hamian.
Regrets: **AVED:** Fazil Mihar, Tony Loughran. **UBC:** Gurdeep Parhar, Cindi Valensky.
Next Meeting: April 20, 2016, 2:00pm – 3:00pm

Agenda

1. Progress Update
s.13

6. Feedback and next steps

Discussion, Decisions, and Action Items

s.13

s.13

s.13

s.13

s.13

Summary of Decisions

s.13

Summary of New Action Items

s.13

s.13

Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Summary of Previous Action Items from Steering and Other Meetings

Action	Who	Due Date	Status
1. AVED and MOH to continue the discussion about possibly requiring that KPU TCM-AD students do their practicums with CTCMA-registered acupuncturists who are also registered as another health professional.	AVED, MOH	April 20, 2016	In progress
2. AVED and MOH to collaborate with CTCMA to work towards changing the bylaw so it allows a public institution to use instructors practicing in their own clinics.	AVED, MOH, CTCMA	June 1, 2016	In progress
3. TL to ask expert within government about FOIP regulations and how to protect KPU's confidentiality in project documents, and advise AMBiT on best practices.	AVED (TL)	February 5, 2016	Cancelled (no longer relevant)
4. AMBiT will prepare recommendations for how to advance and resolve the discussion regarding clarification of the blending of Chinese and Western approaches to acupuncture in KPU's program.	AMBiT	February 5, 2016	Cancelled (out of scope beyond dual credential question)

Loughran, Tony D AVED:EX

From: Mary Watterson <registrar@ctcma.bc.ca>
Sent: Friday, April 1, 2016 5:06 PM
To: Loughran, Tony D AVED:EX
Cc: Westgate, Brian A HLTH:EX
Subject: CTCMA Clinical Training Requirements

Hello Tony

In preparation for our teleconference April 7th I thought it might be helpful to have some information on CTCMA requirements for clinical training.

Clinical training requirements are based on the Entry-Level Occupational Competencies, Performance Indicators and Assessment Blueprint ("EOCPIA Blueprint") as posted on the website. The Acupuncturist programs is required to provide for the learning outcomes identified as "Common" and "Acupuncture" in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists. This includes a minimum of 450 hours of clinical instruction in acupuncture that provides for learning outcomes consistent with the performance indicators identified as "Clinical" for the Assessment Requirements in the Education Program in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists.

The following links provide information on the CTCMA Education Program Review (EPR) relating to clinical training.

Education Program Review – comprehensive

<http://www.ctcma.bc.ca/resources/education-program-review/>

Education Program Review –Summary

<http://www.ctcma.bc.ca/media/1147/education-program-review.pdf>

Self-Study Report on Student Clinical Activity

<http://www.ctcma.bc.ca/media/1149/epr-formic.pdf>

Please let me know if you have any questions. Jonathan and I look forward to speaking with you and Brian next week.

Kindest regards

Mary

Mary Watterson
Dr. TCM, Registrar

**College of Traditional Chinese Medicine
Practitioners and Acupuncturists of British Columbia**
1664 West 8th Ave.
Vancouver, BC. V6J 1V4
Tel: 604-738-7100
Fax: 604-738-7171
Email: registrar@ctcma.bc.ca
Website: www.ctcma.bc.ca

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Loughran, Tony D AVED:EX

From: Lemmer, Nicola I AVED:EX
Sent: Wednesday, April 6, 2016 12:36 PM
To: Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX
Subject: FW: TCM info
Attachments: Acupuncture_FAQs and KMs_April 2016.docx

Here are KPU's high level key messages and FAQs.

From: Salvador Ferreras [<mailto:Salvador.Ferreras@kpu.ca>]
Sent: Wednesday, April 6, 2016 8:26 AM
To: Lemmer, Nicola I AVED:EX
Subject: TCM info

Hi Nicola:

In anticipation of our call here is what we have standing by for info to AVED and possibly the media.
Sal

DRAFT – April 5, 2016

TCM-Acupuncture Diploma (September 2016 intake)

Message roll-out

	Responsible	Timeline
Advise appropriate internal stakeholders, including Faculty of Health		
Advise TCM Advisory Committee	Provost/Associate Dean, FOH	Conference call April 5 with five members. Full in-person meeting to be scheduled by the end of April.
Respond to media query	Provost	April 8
Recommend: Prepare full Media Release for response to other media outlets	C. Anderson-Fennell	April 8
If no further media enquiries, await meeting of the full PAC to issue the MR		
Circulate the Key Messages and FAQs below as needed in advance of full release		

Key Messages

- The establishment of a School of Traditional Chinese Medicine at a B.C. post-secondary institution was announced in the 2013 Speech from the Throne. On Jan. 24, 2014, the Ministry of Advanced Education announced that KPU would host the province's first public school of TCM.
- KPU's initial expression of interest in a School of Traditional Chinese Medicine was followed by a due diligence process that included a full and robust review of program options as well as an environmental analysis.
- KPU is excited to announce the establishment of an Acupuncture Diploma Program as the first phase of TCM education, beginning in September 2016.
- KPU's TCM- Acupuncture Diploma Program will be delivered at KPU Richmond, and a clinical component provided through a partnership with TCM practitioners across the province using a distributed clinical education delivery model.
- This distributed clinical model is an innovative approach that will allow KPU to develop the expertise required to run its own standalone clinic. At this time, that timeframe is anticipated to be five years.

FAQs (not for distribution)

Page 223

Withheld pursuant to/removed as

s.13

Perrault, Kevin AVED:EX

From: Lemmer, Nicola I AVED:EX
Sent: Wednesday, April 6, 2016 2:12 PM
To: Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX
Subject: RE: TCM info

Thanks Tony. I will respond to Sal.

From: Loughran, Tony D AVED:EX
Sent: Wednesday, April 6, 2016 2:09 PM
To: Perrault, Kevin AVED:EX
Cc: Lemmer, Nicola I AVED:EX
Subject: Re: TCM info

s.13

Sent from my iPhone

On Apr 6, 2016, at 1:57 PM, "Perrault, Kevin AVED:EX" <Kevin.Perrault@gov.bc.ca> wrote:

s.13

Kevin Perrault
Director, Health Programs
Research Universities and Health Programs Branch
Ministry of Advanced Education
Province of British Columbia
Victoria, BC
Tel: 250-356-8257
Email: kevin.perrault@gov.bc.ca

From: Lemmer, Nicola I AVED:EX
Sent: Wednesday, April 6, 2016 12:36 PM
To: Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX
Subject: FW: TCM info

Here are KPU's high level key messages and FAQs.

From: Salvador Ferreras [<mailto:Salvador.Ferreras@kpu.ca>]
Sent: Wednesday, April 6, 2016 8:26 AM

To: Lemmer, Nicola I AVED:EX

Subject: TCM info

Hi Nicola:

In anticipation of our call here is what we have standing by for info to AVED and possibly the media.

Sal

Perrault, Kevin AVED:EX

From: Loughran, Tony D AVED:EX
Sent: Thursday, April 7, 2016 10:00 AM
To: Perrault, Kevin AVED:EX; Lemmer, Nicola I AVED:EX
Cc: Davinder Cheema
Subject: Fwd: PAC

FYI

Davinder - could you please include Kevin and Nicola in any correspondence relating to the Program Advisory Committee. Nicola had replaced Fazil Mihar as the responsible ADM.

Thanks.

Sent from my iPhone

Begin forwarded message:

From: Davinder Cheema <Davinder.Cheema@kpu.ca>
Date: April 6, 2016 at 11:49:10 AM PDT
To: TCM PAC Distribution List <TCMPAC@kpu.ca>
Subject: PAC

Hello PAC members,

We would like to secure a PAC meeting in the next couple of weeks. The meeting will commence at 1730 hours, at Kwantlen Polytechnic University – Richmond campus. Please provide your availability for the following:

Monday, April 18th
Tuesday, April 19th
Wednesday, April 20th
Thursday, April 21st
Friday, April 22nd
Tuesday, April 26th
Wednesday, April 27th

Thank you,
Davinder

From: Davinder Cheema
Sent: Friday, February 19, 2016 8:11 AM
To: TCM PAC Distribution List
Subject: PAC

Hi PAC members;
Friday, February 19th, 2016

I hope this note finds you all well. As you are aware, we had a tentative date of March 1st, 2016 scheduled for the next PAC meeting. In order to be able to provide you with a more fulsome update when we meet, I am cancelling the March 1st date and will have Davinder reschedule the PAC for some time likely in April, 2016.

Thank you for your patience; I am really looking forward to seeing you all again.

Thanks, Tru



Tru Freeman, PhD
Dean, Faculty of Health
Kwantlen Polytechnic University
t 604.599.2263 f 604.599.3130 e tru.freeman@kpu.ca
www.kpu.ca
Assistant: Davinder Cheema 604.599.2102

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Please note, all Kwantlen email addresses and url's have been changed recently. Please update your records accordingly.



Davinder Cheema
Dean's Assistant, Faculty of Health
Kwantlen Polytechnic University
t 604.599.2102 f 604.599.3130 e davinder.cheema@kpu.ca
www.kpu.ca

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Please note, all Kwantlen email addresses and url's have been changed recently. Please update your records accordingly.

Perrault, Kevin AVED:EX

From: Lemmer, Nicola I AVED:EX
Sent: Friday, April 8, 2016 10:49 AM
To: Perrault, Kevin AVED:EX
Cc: Loughran, Tony D AVED:EX
Subject: RE: TCM Clinical Model discussion with CTCMA

I do not see any harm in including KPU in this conversation – in fact, I think it's essential that they hear the concerns and can then provide the info to help address those concerns.

From: Perrault, Kevin AVED:EX
Sent: Friday, April 8, 2016 10:42 AM
To: Lemmer, Nicola I AVED:EX
Cc: Loughran, Tony D AVED:EX
Subject: FW: TCM Clinical Model discussion with CTCMA

s.13

Tony might have some more insight on this issue.

Thanks.

Kevin Perrault
Director, Health Programs
Research Universities and Health Programs Branch
Ministry of Advanced Education
Province of British Columbia
Victoria, BC
Tel: 250-356-8257
Email: kevin.perrault@gov.bc.ca

From: Gabriel Rose [<mailto:gabriel.rose@ambit-consulting.com>]
Sent: Friday, April 8, 2016 10:21 AM
To: Perrault, Kevin AVED:EX; Lemmer, Nicola I AVED:EX
Cc: Araz Hamian; Julia Horgan
Subject: RE: TCM Clinical Model discussion with CTCMA

Hi Kevin and Nicola,

It would be great to have a phone call to hear more about the meeting. Would you be comfortable talking about it during our call later today with Sal? Or would you rather have a separate conversation?

Thanks,
Gabe

Gabriel Rose, MA PMP
Project Manager

AMBIT Consulting Inc. | Strategic Program Management
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

From: Parhar, Gurdeep [<mailto:gurdeep.parhar@ubc.ca>]
Sent: April 8, 2016 8:33 AM
To: Perrault, Kevin AVED:EX <Kevin.Perrault@gov.bc.ca>; Gabriel Rose <gabriel.rose@ambit-consulting.com>; Miller, William <bill.miller@ubc.ca>
Cc: Lemmer, Nicola I AVED:EX <Nicola.Lemmer@gov.bc.ca>
Subject: RE: TCM Clinical Model discussion with CTCMA

Thank you Kevin.

s.13

I would be please to be part of the discussion with CTCMA if you think that our input would be helpful.

--Gurdeep

DR. GURDEEP PARHAR

Executive Associate Dean | Clinical Partnerships and Professionalism
Faculty of Medicine | University of British Columbia
Gordon and Leslie Diamond Health Care Centre
2775 Laurel Street, 11th Floor, Vancouver, BC V5Z1M

From: Perrault, Kevin AVED:EX [Kevin.Perrault@gov.bc.ca]
Sent: April-08-16 8:12 AM
To: Rose, Gabriel (ambit-consulting.com); Parhar, Gurdeep; Miller, William
Cc: Lemmer, Nicola I AVED:EX
Subject: TCM Clinical Model discussion with CTCMA

Hi all,

s.13

If you are open to this discussion I will work to set up a meeting, likely teleconference, probably in the week of April 18th if possible. If you have questions please call.

Thanks.

Kevin Perrault
Director, Health Programs
Research Universities and Health Programs Branch
Ministry of Advanced Education
Province of British Columbia
Victoria, BC
Tel: 250-356-8257
Email: kevin.perrault@gov.bc.ca

Perrault, Kevin AVED:EX

From: Porter, Rodney GCPE:EX
Sent: Friday, April 8, 2016 3:06 PM
To: Perrault, Kevin AVED:EX; Lemmier, Nicola I AVED:EX
Cc: Fougner, Trish GCPE:EX
Subject: Fwd: Acupuncture update

Rodney Porter
Ministry of Advanced Education
250 889-7494

Begin forwarded message:

From: Marilyn Graziano <Marilyn.Graziano@kpu.ca>
Date: April 8, 2016 at 2:47:52 PM PDT
To: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Subject: Acupuncture update

DRAFT

Update on KPU's TCM program – April 8, 2016

Kwantlen Polytechnic University (KPU) is poised to become the first public university in B.C. to offer an acupuncture program.

KPU's proposed acupuncture diploma program has been submitted to the Ministry of Advanced Education for the mandatory 30-day public review period, which concludes May 4. After that, the program would begin accepting applications, and the first cohort would start their studies in September 2016.

Students entering the diploma program must have 60 university transferable credits.

The acupuncture program is the first phase of KPU's Traditional Chinese Medicine program offerings within the university's Faculty of Health. It follows a due diligence process that included a full and robust review of program options as well as an environmental analysis.

Students will take a total of three academic years, condensed into two calendar years, to complete the program.

Delivered at KPU Richmond, the program will cover fundamental theory, diagnosis, treatment, and clinical practice as well as Western biomedical sciences, English, Mandarin language, communication and practice management.

Traditional Chinese Medicine was designated as a health profession in 2000 by the B.C. government. It is regulated by the College of Traditional Chinese Medicine Practitioners and Acupuncturists in B.C. Acupuncture is covered under the provincial Medical Services Plan.

Quote:

“The demand for acupuncture training, and the popularity of acupuncture as a complementary medical treatment in B.C., are both clear,” said Dr. Salvador Ferreras, KPU’s provost and vice-president, academic. “To that end, KPU is excited to lead the way in meeting the needs of its students as well as their future patients.”

Perrault, Kevin AVED:EX

From: Darkke, Valerie AVED:EX
Sent: Tuesday, April 12, 2016 12:20 PM
To: Perrault, Kevin AVED:EX
Subject: RE: CTCMA Clinical Training Requirements
Attachments: TCM_Clinical Training Ontario VS BC.docx

Hi Kevin,

Below you will find a few bullets outlining differences between BC (CTCMA) and Ontario (CTCMPAO) regarding clinical placement requirements for TCM. I should mention that it makes it is challenging to compare requirements given the differences...

- (1) in the use of terminology between both organizations (i.e. clinical instruction vs clinical experience)
 - (2) in the recognition of TCM/TCM-A education programs between both provinces.
- *Hours related to clinical training requirements.* CTCMA requirements for *TCM programs* include minimum of 650 hours of clinical instruction of which at least 425 hours must be in supervised practice and for *Acupuncturist programs* - a minimum of 450 hours of clinical instruction of which at least 225 hours must be in supervised practice; CTCMPAO clinical experience requirements for both, TCM and TCM-A, includes 45 weeks of clinical experience in TCM diagnosis that comprise of least 500 hours of (supervised) direct patient contact.
 - CTCMA requires that 50% of the minimum hours of clinical instruction to take place in a clinic owned and operated by the program; CTCMPAO's guidelines are more broad and do not suggest splitting clinical experience of direct patient contact time between clinic owned and operated by the program and community clinic.
 - *Supervision during clinical placement.* Both, CTCMA and CTCMPAO, require supervision to be performed by a qualified member of a respective certifying body. For the first 200 hours, CTCMA requires for the supervisor to be physically present at all times during the diagnosis and treatment of the patient and be in close proximity to the location at which the patient is being treated for the remaining hours. CTCMPAO is less specific with regard to conditions around student supervision. CTCMPAO requires student supervision to be in a manner that facilitates students' development of clinical abilities while ensuring that patient care is safe, effective and ethical.

I am also attaching a draft report that includes details of the scan and references (also found [here](#)). I kept bullets above quite brief; happy to chat a bit more in person.

Valerie

From: Perrault, Kevin AVED:EX
Sent: Friday, April 8, 2016 7:50 AM
To: Darkke, Valerie AVED:EX
Subject: RE: CTCMA Clinical Training Requirements

Thanks Valerie. As follow up, can you please draft a couple of bullets that describes the differences between BC and Ontario regarding clinical placement requirements for TCM programs. Thanks.

Kevin Perrault
Director, Health Programs
Research Universities and Health Programs Branch
Ministry of Advanced Education
Province of British Columbia
Victoria, BC
Tel: 250-356-8257
Email: kevin.perrault@gov.bc.ca

From: Darkke, Valerie AVED:EX
Sent: Thursday, April 7, 2016 2:57 PM
To: Perrault, Kevin AVED:EX
Subject: RE: CTCMA Clinical Training Requirements

Schedule H is found [here](#) in case you are looking for it while reviewing the CTCMA Education Program Review (EPR) documents relating to clinical training.
Val

From: Westgate, Brian A HLTH:EX
Sent: Thursday, April 7, 2016 10:09 AM
To: Perrault, Kevin AVED:EX; Darkke, Valerie AVED:EX
Subject: FW: CTCMA Clinical Training Requirements

Brian Westgate
Director of Regulatory Initiatives, Professional Regulation and Oversight
Health Sector Workforce Division
Ministry of Health | 1515 Blanshard Street | PO Box 9649 STN PROV GOVT
Victoria BC V8W 9P4

Phone: 250-952-3145
Mobile: 250-507-7423
Brian.westgate@gov.bc.ca

From: Mary Watterson [<mailto:registrar@ctcma.bc.ca>]
Sent: Friday, April 1, 2016 5:06 PM
To: Loughran, Tony D AVED:EX
Cc: Westgate, Brian A HLTH:EX
Subject: CTCMA Clinical Training Requirements

Hello Tony

In preparation for our teleconference April 7th I thought it might be helpful to have some information on CTCMA requirements for clinical training.

Clinical training requirements are based on the Entry-Level Occupational Competencies, Performance Indicators and Assessment Blueprint ("EOCPIA Blueprint") as posted on the website. The Acupuncturist programs is required to provide for the learning outcomes identified as "Common" and "Acupuncture" in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists. This includes a minimum of 450 hours of clinical instruction in acupuncture that

provides for learning outcomes consistent with the performance indicators identified as "Clinical" for the Assessment Requirements in the Education Program in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists.

The following links provide information on the CTCMA Education Program Review (EPR) relating to clinical training.

Education Program Review – comprehensive

<http://www.ctcma.bc.ca/resources/education-program-review/>

Education Program Review –Summary

<http://www.ctcma.bc.ca/media/1147/education-program-review.pdf>

Self-Study Report on Student Clinical Activity

<http://www.ctcma.bc.ca/media/1149/epr-formc.pdf>

Please let me know if you have any questions. Jonathan and I look forward to speaking with you and Brian next week.

Kindest regards

Mary

Mary Watterson
Dr. TCM, Registrar

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RE: CTCMA by-law amendment

The Purpose

The purpose of this document is to review and outline differences (if any) between College of TCM and Acupuncture of Ontario (CTCMPAO) and College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA) clinical placement requirements set by both organizations.

The Issue

Requirement for College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA) by-law amendment: Current CTCMA by-laws require TCM programs to provide half of their practice education in a clinic that is owned and operated by the educational facility. KPU does not currently operate practice education clinic. The proposed distributed model requires a by-law amendment. It is unknown if CTCMA will be supportive of this. KPU has the Ministry of Advanced Education's support to request this change.

CTCMA By-Law (Schedule E)

"The program's student clinic and the program's clinical instruction must meet the requirements established by CTCMA to ensure the safe, effective and ethical treatment of the public. Where the requirements below specify a minimum number of hours of clinical instruction, 50% of the minimum hours must take place in a clinic owned and operated by the program."

Key Outcomes

Overview of the differences between BC and Ontario regarding clinical placement requirements for TCM programs

Limitations:

It makes it is challenging to compare requirements given the differences...

- (1) in the use of terminology between both organizations (i.e. clinical instruction vs clinical experience)
 - (2) in recognition of TCM/TCM-A education programs between both provinces.
- *Hours related to clinical training requirements.* CTCMA requirements for *TCM programs* include minimum of 650 hours of clinical instruction of which at least 425 hours must be in supervised practice and for *Acupuncturist programs* - a minimum of 450 hours of clinical instruction of which at least 225 hours must be in supervised practice; CTCMPAO clinical experience requirements for both, TCM

and TCM-A, includes 45 weeks of clinical experience in TCM diagnosis that comprise of least 500 hours of (supervised) direct patient contact.

- CTCMA requires that 50% of the minimum hours of clinical instruction to take place in a clinic owned and operated by the program; CTCMPAO's guidelines are more broad and do not suggest splitting clinical experience of direct patient contact time between clinic owned and operated by the program and community clinic.
- *Supervision during clinical placement.* Both, CTCMA and CTCMPAO, require supervision to be performed by a qualified member of a respective certifying body. For the first 200 hours, CTCMA requires for the supervisor to be physically present at all times during the diagnosis and treatment of the patient and be in close proximity to the location at which the patient is being treated for the remaining hours. CTCMPAO is less specific with regard to conditions around student supervision. CTCMPAO requires student supervision to be in a manner that facilitates students' development of clinical abilities while ensuring that patient care is safe, effective and ethical.

Research/Scan

The College of TCM and Acupuncture of Ontario (CTCMPAO) and CTCMA by-laws were reviewed in an attempt to outline differences between clinical placement requirements set by both organizations.

Definitions to keep in mind...

CTCMPAO:

"Direct patient contact experience" refers to shared supervised clinical activities or solo supervised clinical activities involving direct patient contact. In supervised clinical training, students work directly with patients in a setting designed to provide patient care.¹

"Clinical experience": definition does not appear to be provided in CTCMPAO documents.

CTCMA

"Clinical Instruction" includes: Practice observation: supervised observation of clinical practice; Diagnosis and evaluation: the application of TCM diagnostic procedures in evaluating patients; Supervised practice: the clinical treatment of patients.

¹ College of Traditional Chinese Medicine and Acupuncture of Ontario. CTCMPAO Examination Guide. Updated on April 11, 2016. Accessed on March 21, 2016. Page 5, section 2. [http://www.ctcmpao.on.ca/Media/en/PanCanExam/CTCMPAO%20Pan-Can%20Examination%20Guide%20\(11.04.2015\).pdf](http://www.ctcmpao.on.ca/Media/en/PanCanExam/CTCMPAO%20Pan-Can%20Examination%20Guide%20(11.04.2015).pdf).

It is worth mentioning that in BC, in order to be certified with CTCMA, a student needs to attend a recognized TCM/TCM-A education program listed in CTCMA By-Laws Schedule H. Although Ontario does not have a formal recognition program, in order for a TCM/TCM-A program/school to ensure its students pass the CTCMPAO exams and get their certification, a school needs to make sure that its program demonstrates relevant Performance Indicators based on the Entry-Level Occupational Competencies for the Practice of Traditional Chinese Medicine Practice in Canada (May 2010).

Table 1: Clinical Placement Requirements: CTCMPAO VS CTCMA

CTCMPAO			CTCMA		
Theme	Content	Source	Content	Source	Notes
Hours related to clinical training	The applicant must have successfully completed a program of <u>clinical experience</u> in the profession that is structured, comprehensive, supervised and evaluated and which consists of at least 45 weeks of clinical experience involving at least 500 hours of <u>direct patient contact</u> . ²	Ontario Reg. 27/13: registration under Traditional Chinese Medicine Act, 2006	TCM program: minimum of 650 hours of <u>clinical instruction</u> of which at least 425 hours must be in <u>supervised practice</u> Acupuncturist programs: minimum of 450 hours of <u>clinical instruction</u> of which at least 225 hours must be in <u>supervised practice</u>	CTCMA By-laws. Schedule E	CTCMPAO has the same requirement of training hours for both TCM and TCM-A ³ The definition of "clinical experience" is not clear. It might be a good idea to get a definition from CTCMPAO
Structure	"The clinical supervised experience can be obtained either as a part of an applicant's formal education program or separately, so long as it meets the requirements. However, if the supervised clinical experience is obtained as a part of an applicant's formal education, the hours of	Education Equivalency Guideline	...50% of the minimum hours must take place in a clinic owned and operated by the program	CTCMA By-laws. Schedule E	

² O. Reg. 27/13: registration under Traditional Chinese Medicine Act, 2006, S.O. 2006, c. 27. Accessed on April 11, 2016.
<https://www.ontario.ca/laws/regulation/130027>

³ <http://www.ctcmpao.on.ca/Media/en/Forms/CTCMPAO%20General%20Provisional%20Registration%20Application%20Form.pdf>

	instruction must be in addition to those hours counted towards meeting the educational requirement.” ²				
	CTCMPAO’s guidelines do not suggest splitting clinical experience of direct patient contact time between clinic owned and operated by the program and community clinic. ⁴				
Supervision	Supervision is performed by qualified members of CTCMPAO. ⁵ “In supervised clinical training, students work directly with patients in a setting designed to provide patient care. Students must be supervised throughout their clinical education, in a manner that facilitates their development of clinical abilities while ensuring that patient care is safe, effective and ethical”	CTCMPAO Examination Guide	For the initial 200 hours of supervised practice, the supervisor shall be physically present at all times during the diagnosis and treatment of the patient. For the remaining hours, the supervisor may be in close proximity to the location at which the patient is being treated. ⁶	CTCMA By-laws. Schedule E	
Quality Assurance	CTCMPAO has its own QA program ⁷ as per Regulated Health Professions Act, 1991	CTCMPAO Quality Assurance Program	“The Quality Assurance Committee is responsible for administering a continuing competency program in order to promote high practice standards amongst registrants.” ⁸	CTCMA Quality Practice	Although Q/A programs are not directly related to clinical placement requirements they are a facilitator for a

⁴ College of Traditional Chinese Medicine and Acupuncture of Ontario (CTCMPAO). *Guidelines for evaluation of applicant’s traditional Chinese medicine and /or acupuncture education or a substantially equivalent education program and assessment of competency*. Updated April 2014. Accessed on March 21, 2016. <http://www.ctcmpao.on.ca/Media/en/Policies/2014.04.25%20Education%20Equivalency%20Guideline.pdf>.

⁵ College of Traditional Chinese Medicine and Acupuncture of Ontario. CTCMPAO Examination Guide. Updated on April 11, 2016. Accessed on March 21, 2016. Page 5, section 2. [http://www.ctcmpao.on.ca/Media/en/PanCanExam/CTCMPAO%20Pan-Can%20Examination%20Guide%20\(11.04.2015\).pdf](http://www.ctcmpao.on.ca/Media/en/PanCanExam/CTCMPAO%20Pan-Can%20Examination%20Guide%20(11.04.2015).pdf).

⁶ CTCMA By-laws. Schedule E. Effective February 1, 2016. Accessed on April 11, 2016. <http://ctcma.bc.ca/media/1155/2015-09-18-bylawamendment-schedulee.pdf>.

⁷ College of Traditional Chinese Medicine and Acupuncture of Ontario. Quality Assurance Program. Approved by the transitional Council on January 14 & 15, 2013. Accessed on March 21, 2016. <http://www.ctcmpao.on.ca/Media/en/ga/Framework%20for%20the%20Quality%20Assurance%20Program.pdf>

⁸ The College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia. Quality Practice. <http://www.ctcma.bc.ca/quality-practice/>. Accessed on March 21, 2016.

continuing quality clinical practice upon graduation.

Perrault, Kevin AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Wednesday, April 13, 2016 9:12 AM
To: Perrault, Kevin AVED:EX
Cc: Araz Hamian; Julia Horgan
Subject: RE: CTCMA follow up

Hi Kevin,

Thanks for your note. We are actively working on finding a time and will take your suggestions below into account.

Thanks for working on those slides. We'd be happy to integrate them into the presentation that we're working on. When they're ready just send them through.

We'll keep you posted on our progress finding a time. If we're struggling to find a time that works, we might follow up to ask if you and/or Nicola would be willing to send a message to attendees stressing the importance of making time for this meeting.

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | *Strategic Program Management*
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From: Perrault, Kevin AVED:EX [mailto:Kevin.Perrault@gov.bc.ca]
Sent: April 13, 2016 11:57 AM
To: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Cc: Araz Hamian <araz.hamian@ambit-consulting.com>; Julia Horgan <julia.horgan@ambit-consulting.com>
Subject: RE: CTCMA follow up

Hi Gabe,

I wanted to follow up with you on this meeting. I discussed with the Ministry of Health our approach and they are in agreement, with an additional recommendation that this meeting be in person, and that meeting materials be prepared and distributed in advance to allow the CTCMA opportunity to digest and engage in an informed manner. To a certain extent this meeting should be our 'summit' meeting from which the CTCMA can proceed to undertake the appropriate bylaw revision based on its own understanding of what needs to happen. Ministry of Health should also be included in the invitation. From what I can see, the invite list is:

KPU – Sal, Tru
AVED – Nicola, Kevin, Tony (if possible or perhaps by phone)
UBC – Gurdeep, Bill, Dave as available
CTCMA
Ministry of Health – Brain
AMBIT

An in person meeting for 2 hours is likely not possible to be scheduled until the week of April 25th at the earliest. I assume Vancouver is the likely location. Please note the KPU TCM advisory committee is tentatively scheduled to meet April 27, so I am not sure if we can get this meeting in before then.

We will be preparing a couple of powerpoint slides around the legislative framework within which PSIs operate. I believe KPU will be able to provide the program design and structure, as well as any other appropriate information.

Does all or any of this make sense? I see that we are getting a number of requests to hold meeting time over the next few weeks so I am not sure how this proposed meeting aligns with the other meetings being scheduled.

Thanks.

Kevin Perrault
Director, Health Programs
Research Universities and Health Programs Branch
Ministry of Advanced Education
Province of British Columbia
Victoria, BC
Tel: 250-356-8257
Email: kevin.perrault@gov.bc.ca

From: Lemmer, Nicola I AVED:EX
Sent: Monday, April 11, 2016 3:34 PM
To: 'Gabriel Rose'; Sal Ferreras (Salvador.Ferreras@kpu.ca); Perrault, Kevin AVED:EX
Cc: Araz Hamian; Julia Horgan
Subject: RE: CTCMA follow up

Hi Gabe et al,

This agenda reflects my understanding, although I may be missing any nuances given my short time on the file. I do think a slide deck would help to focus the discussion and appreciate AMBIT's ability to do a first draft. Thank you.

Nicola

From: Gabriel Rose [<mailto:gabriel.rose@ambit-consulting.com>]
Sent: Friday, April 8, 2016 2:17 PM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); Lemmer, Nicola I AVED:EX; Perrault, Kevin AVED:EX
Cc: Araz Hamian; Julia Horgan
Subject: CTCMA follow up

Hi Sal, Nicola, and Kevin,

Thanks again for the call today. Here's a brief summary of the topics for our next discussion with the CTCMA. Do you think a slide deck would be helpful to guide the discussion? If so, we would be happy to build a presentation outline and fill in the portions that we know, and then circulate it for your and UBC's review and additions.

1. Overall KPU TCM-AD program design including how classroom, lab, and practicum components work together
2. Current proposed clinical supervision model including the proposed clinical instructor development strategy, clinical instructor evaluation, and the role of the clinical facilitator in ensuring that clinical instructors and clinics meet requirements

3. How other public post-secondary health professions programs deliver clinical education including how they operate within the legislative framework and ensure that clinical faculty provide the appropriate environment and scope/depth of experience and practice that is required to ensure educational quality, student success, and patient safety

Do you have any feedback or edits to the description of those topic areas?

Thank you,

Gabe

Gabriel Rose, MA PMP

Project Manager

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Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Wednesday, April 13, 2016 9:28 AM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 Lemmer,
Nicola I AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Gurdeep Parhar
(gurdeep.parhar@ubc.ca); 'David Snadden (david.snadden@ubc.ca)'; 'Bill Miller
(bill.miller@ubc.ca)'; Valensky, Cindi
Cc: Araz Hamian; Julia Horgan
Subject: For Review - KPU TCM-AD - Clinical Instructor Recruitment Approach and Development
Strategy draft
Attachments: KPU TCM-AD - Recruit, Recognize, Develop - 2016-04-13 - Draft-v2.docx

Good morning,

Please review the attached draft Recruitment Approach and Development Strategy document. The Recognition Framework section is blank for now, pending upcoming discussions.

We look forward to your feedback and edits. Please send them by April 22 so that we can incorporate before the next Steering Committee meeting.

Please let us know if you have any questions.

Thank you,
Gabe

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Page 245 to/à Page 250

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Information Sources

This document is based on information from the following sources:

- Consultations with representatives from the KPU Faculty of Health, UBC Faculty of Medicine Health Professions Programs, Humber College School of Health Sciences, International TCM College of Vancouver, and PCU College; and
- Discussion and decisions at the KPU TCM-AD Clinical Supervision Design Steering Committee meetings.

Approval

This document was approved by the KPU TCM-AD Clinical Supervision Design Steering Committee on DATE.

Loughran, Tony D AVED:EX

From: Davinder Cheema <Davinder.Cheema@kpu.ca>
Sent: Wednesday, April 13, 2016 3:24 PM
Cc: Davinder Cheema
Subject: RE: PAC

Dear PAC members,

Thank you for letting me know your availability for an April meeting. The meeting is confirmed for Wednesday, April 27th @ 1730 hours. Richmond Kwantlen Polytechnic University Boardroom 1420. Please let me know if you will be attending the meeting and forward agenda items to my attention.

Meeting package will be distributed via Email mid-week of April 18th. A light dinner will be served, please let me know if you have any dietary restrictions that Catering will need to know of.

Best Regards,
Davinder



Davinder Cheema
Dean's Assistant, Faculty of Health
Kwantlen Polytechnic University
t 604.599.2102 f 604.599.3130 e Davinder.cheema@kpu.ca
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From: Davinder Cheema
Sent: Friday, February 19, 2016 8:11 AM
To: TCM PAC Distribution List
Subject: PAC

Hi PAC members;
Friday, February 19th, 2016

I hope this note finds you all well. As you are aware, we had a tentative date of March 1st, 2016 scheduled for the next PAC meeting. In order to be able to provide you with a more fulsome update when we meet, I am cancelling the March 1st date and will have Davinder reschedule the PAC for some time likely in April, 2016.

Thank you for your patience; I am really looking forward to seeing you all again.

Thanks, Tru



Tru Freeman, PhD
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Davinder Cheema

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Please note, all Kwantlen email addresses and url's have been changed recently. Please update your records accordingly.

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Sunday, April 17, 2016 8:47 AM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); tru.freeman@kpu.ca; Valerie St. John
s.21 Lemmer, Nicola I AVED:EX; Loughran, Tony D AVED:EX; Perrault,
Kevin AVED:EX; Westgate, Brian A HLTH:EX; 'David Snadden (david.snadden@ubc.ca)';
Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'Bill Miller (bill.miller@ubc.ca)'
Cc: Araz Hamian; Julia Horgan
Subject: CTCMA meeting prep
Attachments: KPU TCM-AD - CTCMA Meeting - 2016-04-26 - Draft-v3.pptx

Hi folks,

Here is a draft presentation for the meeting with the CTCMA scheduled for Tuesday the 26th from 2:30-4:30. Several of us will meet in person in Vancouver, but phone and video connections will also be available. Please watch the meeting invitation for details.

The goal of the presentation, as I understand it, is to answer questions raised by the CTCMA about the proposed clinical supervision approach, and build the case for the approach by showing how it will ensure quality of student experience and patient safety. The hope is that this will encourage advancement on the bylaw change.

Could the KPU representatives please expand on slides 4 and 19?

Could the AVED and UBC representatives please expand on slide 20?

Please also provide your feedback and suggestions for improvement to the whole deck.

We would like to send the deck to the CTCMA in advance of the meeting so they can familiarize themselves with the content. Please send your additions and feedback by Thursday so we can make updates on Thursday and distribute the deck on Friday.

Thank you,
Gabe

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KPU TCM Acupuncture Diploma Program Clinical Supervision Design Meeting with CTCMA

Tuesday, April 26, 2:30-4:30

Introductions

CTCMA

- Mary Watterson, Registrar & CEO
- Jonathan Ho, Deputy Registrar

KPU

- Salvador Ferreras, Provost & VP, Academic
- Tru Freeman, Dean, Faculty of Health

Ministry of Advanced Education

- Nicola Lemmer, ADM Institutions & Programs
- Tony Loughran, Executive Director, Research Universities & Health Programs
- Kevin Perrault, Director, Health Programs

Ministry of Health

- Brian Westgate, Director, Regulatory Initiatives

UBC Faculty of Medicine

- Gurdeep Parhar, Executive Associate Dean, Clinical partnerships & Professionalism
- David Snadden, Executive Associate Dean, Education
- Bill Miller, Associate Dean, Health Professions Education

AMBiT Consulting

- Gabriel Rose, Project Manager

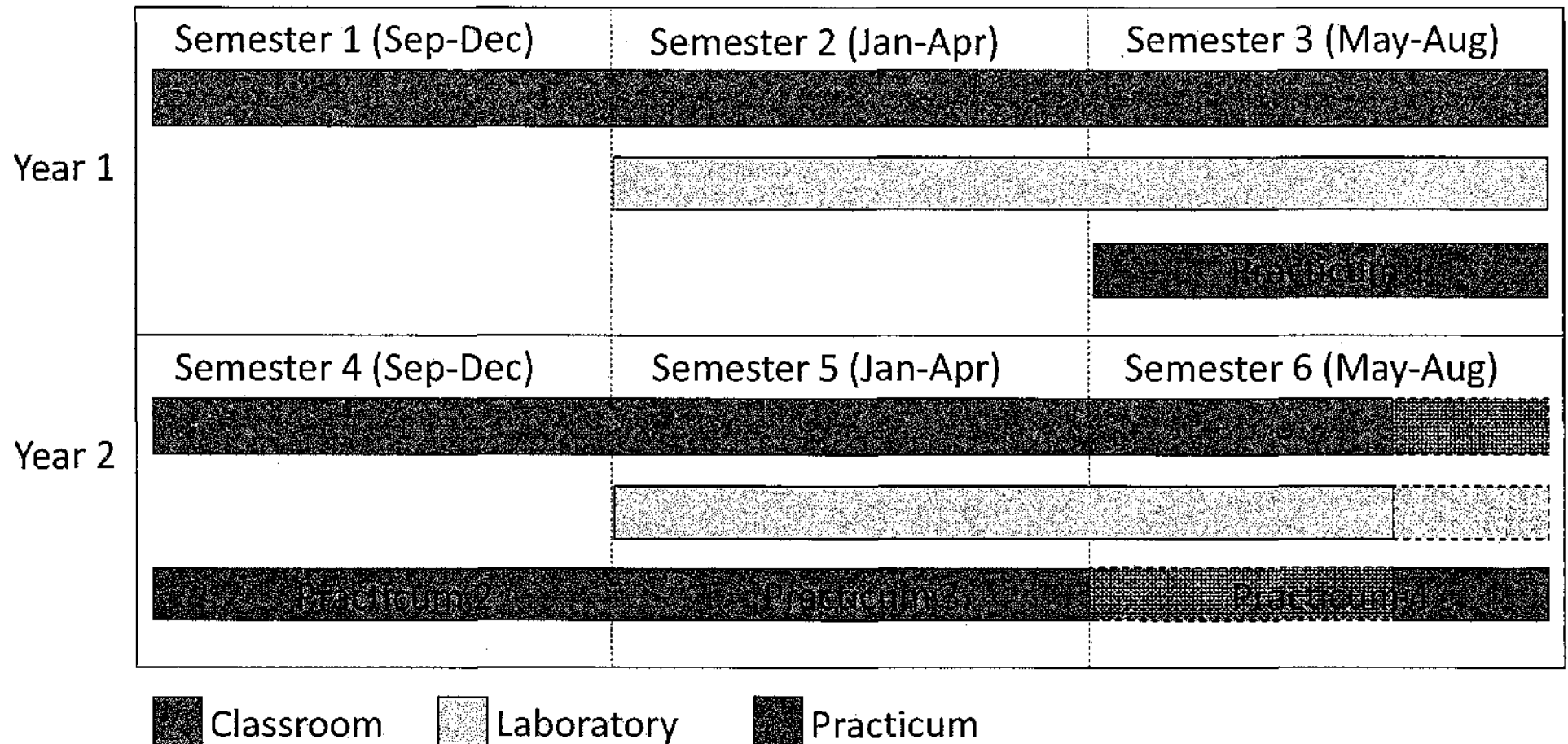
Agenda

1. Overall KPU TCM-AD program design
2. Proposed distributed clinical supervision model
3. Input from other public health professions programs
4. Next steps

Overall KPU TCM-AD Program Design

- Three program delivery contexts
 - Classroom
 - Laboratory
 - Practicum
- *KPU reps, please add a bit more on overall program design and how the three contexts work together*

Overall Program Structure



Practicum Overview

Program includes four practicum courses (total 460 hours)

1. Observation (40 hours)

- Observe instructor practicing in clinical setting

2. Supervised Practice 1 (100 hours)

- Evaluate patients, develop tentative diagnosis, propose and perform treatment under direct supervision of instructor

3. Supervised Practice 2 (160 hours)

- Evaluate and diagnose patients, propose and perform treatment under direct supervision of instructor

4. Independent Practice (160 hours)

- Treat patients in clinical setting, report to instructor and peers

Proposed Distributed Clinical Supervision Model

- During practicum courses, students go into the community to observe and practice alongside practicing acupuncturists
- To ensure quality of educational experience and patient safety, there are:
 - Clinical instructor eligibility requirements
 - Clinic facility requirements
 - Clinical instructor development requirements
- There will be a Clinical Facilitator to ensure consistency and quality of clinical supervision while students are on practicum placements
- Target max ratio of students to instructors is 2:1

Clinical Instructor Eligibility Requirements

Clinical instructors must:

- Be registered with CTCMA as either R.Ac, R.TCM.P, or Dr.TCM
- Be willing and able to devote time required to supervise, teach, and assess
- Be willing and able to participate in clinical instructor development program
- Practice acupuncture in BC's Lower Mainland
- Have sufficient volume and variety of patients for required student experiences
- Be present during practicums 1, 2, and 3, and in close proximity for practicum 4
- Carry appropriate insurance that includes coverage for student (TBC)
- Be functionally fluent in English

Clinic Facility Requirements

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Clinical Instructor Development Requirements

- All Clinical Instructors will have to participate in a development program
- The following slides show current plans for the Clinical Instructor Development Strategy (under development)

Clinical Instructor Development Strategy

Content

- Leadership, communication, and human rights
- Patient safety and confidentiality rules
- Program structure and CTCMA requirements
- Student assessment
- Instructor support, evaluation, and expectations

Modality & Timing

Requirements

Evaluation

Clinical Instructor Development Strategy

Content

Modality & Timing

Requirements

Evaluation

- Leadership, communication, and human rights
 - Creating a positive learner environment
 - Fostering a mutually respectful relationship with students
 - Teaching styles (appropriate and inappropriate methods, anti-bullying awareness, avoiding student mistreatment)
- Patient safety and confidentiality rules
- Program structure and CTCMA requirements
- Student assessment
- Instructor support, evaluation, and expectations

Clinical Instructor Development Strategy

Content

Modality & Timing

Requirements

Evaluation

- Leadership, communication, and human rights
- Patient safety and confidentiality rules
 - Patient-practitioner relationship
 - Roles and responsibilities of practitioner, student, and patient
 - Informed consent for treatment and to have students present
 - Instructor's liability and insurance requirements
- Program structure and CTCMA requirements
- Student assessment
- Instructor support, evaluation, and expectations

Clinical Instructor Development Strategy

Content

Modality & Timing

Requirements

Evaluation

- Leadership, communication, and human rights
- Patient safety and confidentiality rules
- Program structure and CTCMA requirements
 - Competencies and performance indicators
 - Course content and how practicums fit; Form C
 - Expected student experiences and competency at each level
 - Level of supervision required at each level
 - Requirements for consultation pre, during, and post; recording
- Student assessment
- Instructor support, evaluation, and expectations

Clinical Instructor Development Strategy

Content

Modality & Timing

Requirements

Evaluation

- Leadership, communication, and human rights
- Patient safety and confidentiality rules
- Program structure and CTCMA requirements
- Student assessment
 - Assessment methods and expectations at each level
 - Giving feedback to students
 - Taking notes and keeping records of student performance
 - Dealing with problems and taking corrective action
- Instructor support, evaluation, and expectations

Clinical Instructor Development Strategy

Content

- Workshops

- All content areas, shortly before start of each practicum
- Refresher content for returning instructors

Modality & Timing

- Printed materials

- Reference after workshops
- Available online and in print

Requirements

- Online multimedia resources

- Reinforce workshop content with interactive online material
- Method for self-study and self-assessment

Evaluation

- One-on-one instructor development

- Ad hoc as needed

Clinical Instructor Development Strategy

Content

- Required to engage in initial and refresher development
- New instructors or those who have not taken a student in over a year will do full training
- Instructors who have taken a student in the past year will do refresher training and access online content

Modality & Timing

Requirements

Evaluation

Clinical Instructor Development Strategy

Content

Modality &
Timing

Requirements

Evaluation

- Evaluation of instructors
 - Instructors evaluated by students on completion of practicum
 - Instructors evaluated by Clinical Facilitator during practicum
 - Evaluation results used by Clinical Facilitator to provide feedback to instructor and recommend additional development as needed
- Evaluation of instructor development program
 - Direct evaluation of workshops, materials, online resources through feedback from instructors
 - Indirect evaluation of overall development program by aggregating instructor evaluation results to identify systematic gaps in program content and delivery mechanisms

Role of the Clinical Facilitator

- *KPU reps, please add a few bullets here to describe the role, particularly as it relates to ensuring quality of clinical education experience and ensuring patient safety*

Input from Other Public Health Professions Programs

- Offering similar clinical supervision models
- Operating within the legislative framework
- Ensuring that clinical faculty provide appropriate environments and scope/depth of experience and practice that is required to ensure educational quality, student success, and patient safety
- *AVED and UBC reps please expand as needed*

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Loughran, Tony D AVED:EX

From: Lemmer, Nicola I AVED:EX
Sent: Wednesday, April 20, 2016 1:08 PM
To: 'Gabriel Rose'; Sal Ferreras (Salvador.Ferreras@kpu.ca)
Cc: Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Julia Horgan
Subject: RE: CTCMA meeting prep

Thanks for these clarifying questions Gabe. Perhaps it's best that we discuss at the next steering committee meeting.

From: Gabriel Rose [mailto:gabriel.rose@ambit-consulting.com]
Sent: Wednesday, April 20, 2016 12:24 PM
To: Lemmer, Nicola I AVED:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca)
Cc: Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Julia Horgan
Subject: RE: CTCMA meeting prep

Hi Nicola,

Thank you very much. I'll look forward to the edits.

Also, thank you for confirming the Ministry's understanding. That is very helpful.

I have a few questions for clarification. I'll include them here in case it's possible to answer by email. We can also discuss at the next steering meeting if needed.

s.13

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | *Strategic Program Management*
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

From: Lemmer, Nicola I AVED:EX [mailto:Nicola.Lemmer@gov.bc.ca]
Sent: April 20, 2016 9:58 AM
To: Gabriel Rose <gabriel.rose@ambit-consulting.com>; Sal Ferreras (Salvador.Ferreras@kpu.ca) <Salvador.Ferreras@kpu.ca>
Cc: Loughran, Tony D AVED:EX <Tony.Loughran@gov.bc.ca>; Perrault, Kevin AVED:EX <Kevin.Perrault@gov.bc.ca>
Subject: RE: CTCMA meeting prep

Thanks for this Gabe. We will be getting edits to you shortly.

s.13

Please let me know if you have any questions.
Nicola

From: Gabriel Rose [<mailto:gabriel.rose@ambit-consulting.com>]

Sent: Sunday, April 17, 2016 8:47 AM

To: Sal Ferreras (Salvador.Ferreras@kpu.ca); tru.freeman@kpu.ca; Valerie St. John s.21 Lemmer, Nicola
I AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Westgate, Brian A HLTH:EX; 'David Snadden
(david.snadden@ubc.ca)'; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'Bill Miller (bill.miller@ubc.ca)'

Cc: Araz Hamian; Julia Horgan

Subject: CTCMA meeting prep

Hi folks,

Here is a draft presentation for the meeting with the CTCMA scheduled for Tuesday the 26th from 2:30-4:30. Several of us will meet in person in Vancouver, but phone and video connections will also be available. Please watch the meeting invitation for details.

The goal of the presentation, as I understand it, is to answer questions raised by the CTCMA about the proposed clinical supervision approach, and build the case for the approach by showing how it will ensure quality of student experience and patient safety. The hope is that this will encourage advancement on the bylaw change.

Could the KPU representatives please expand on slides 4 and 19?

Could the AVED and UBC representatives please expand on slide 20?

Please also provide your feedback and suggestions for improvement to the whole deck.

We would like to send the deck to the CTCMA in advance of the meeting so they can familiarize themselves with the content. Please send your additions and feedback by Thursday so we can make updates on Thursday and distribute the deck on Friday.

Thank you,
Gabe

Gabriel Rose, MA PMP

Project Manager

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604.662.3133 fax

Loughran, Tony D AVED:EX

From: Loughran, Tony D AVED:EX
Sent: Thursday, April 21, 2016 2:32 PM
To: 'Gabriel Rose'
Cc: Perrault, Kevin AVED:EX; Westgate, Brian A HLTH:EX
Subject: RE: CTCMA meeting prep
Attachments: Legislative Authority for Public Universities in British Columbia Aprilpptx

Hi Gabe,

Please find attached a couple of quick slides summarizing the legislative framework for public universities in British Columbia. Feel free to condense or incorporate the information into your presentation as appropriate – slide 3 is probably of most importance to the task at hand.

Thanks,
Tony

From: Gabriel Rose [<mailto:gabriel.rose@ambit-consulting.com>]
Sent: Sunday, April 17, 2016 8:47 AM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); tru.freeman@kpu.ca; Valerie St. John s.21 Lemmer, Nicola I AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Westgate, Brian A HLTH:EX; 'David Snadden (david.snadden@ubc.ca)'; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'Bill Miller (bill.miller@ubc.ca)'
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Gabriel Rose, MA PMP

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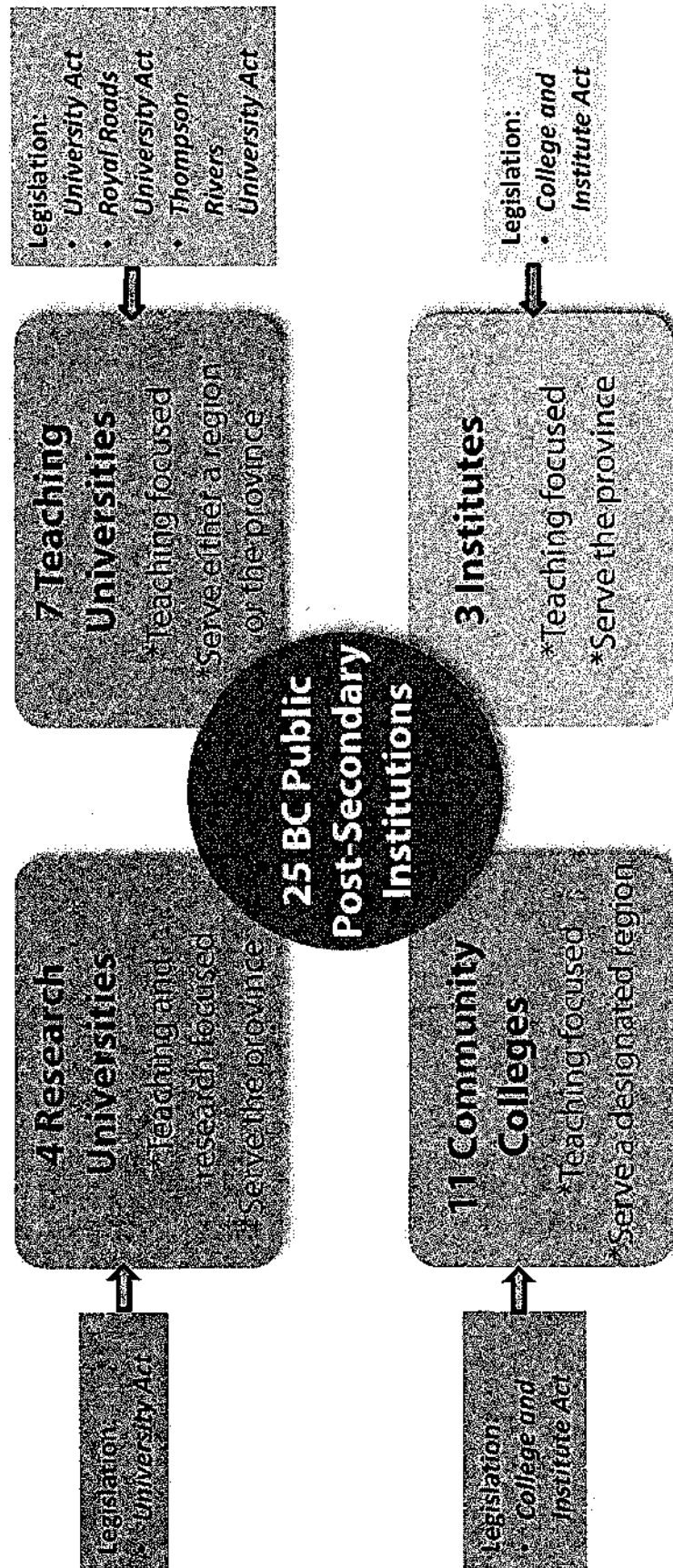
Ministry of
Advanced Education



Legislative Authority for Public Universities in British Columbia

April 2016

ACTS BY TYPE OF PUBLIC INSTITUTION



UNIVERSITY ACT

- **Set up a Bicameral Governance system:**
- Board of governors as the governing body: The Board is responsible for the management, administration and control of the University's property, revenue, business and affairs.
- Senate as the academic authority: Academic governance of the university is the responsibility of the Senate.

LIABILITY

- Limitations of liability under the University Act.

LEGAL AUTHORITY

Universities

- A university has the power and capacity of a natural person of full capacity. The Minister must not interfere in the exercise of powers conferred on a university.

Perrault, Kevin AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Monday, April 25, 2016 11:04 AM
To: XT:HLTH registrar@ctcma.bc.ca; Jonathan Ho (Jonathan@ctcma.bc.ca); Sal Ferreras (Salvador.Ferreras@kpu.ca); tru.freeman@kpu.ca; Lemmer, Nicola I AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Westgate, Brian A HLTH:EX; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'David Snadden (david.snadden@ubc.ca)'; 'Bill Miller (bill.miller@ubc.ca)'
Cc: Julia Horgan
Subject: KPU TCM-AD - slides for CTCMA and Steering Committee meeting
Attachments: KPU TCM-AD - CTCMA Meeting - 2016-04-26 - Final.pptx; KPU TCM-AD - CTCMA Meeting Notes - 2016-02-25-rev1.pdf

Good morning,

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I've also attached the notes from a previous meeting between the CTCMA and some Steering Committee representatives that was held in February.

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KPU TCM Acupuncture Diploma Program Clinical Supervision Design Meeting with CTCMA

Tuesday, April 26, 2:30-4:30

Introductions

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- Jonathan Ho, Deputy Registrar

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- Tru Freeman, Dean, Faculty of Health

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- Gurdeep Parhar, Executive Associate Dean, Clinical Partnerships & Professionalism
- David Snadden, Executive Associate Dean, Education
- Bill Miller, Associate Dean, Health Professions Education

AMBiT Consulting

- Gabriel Rose, Project Manager
- Julia Horgan, Project Analyst

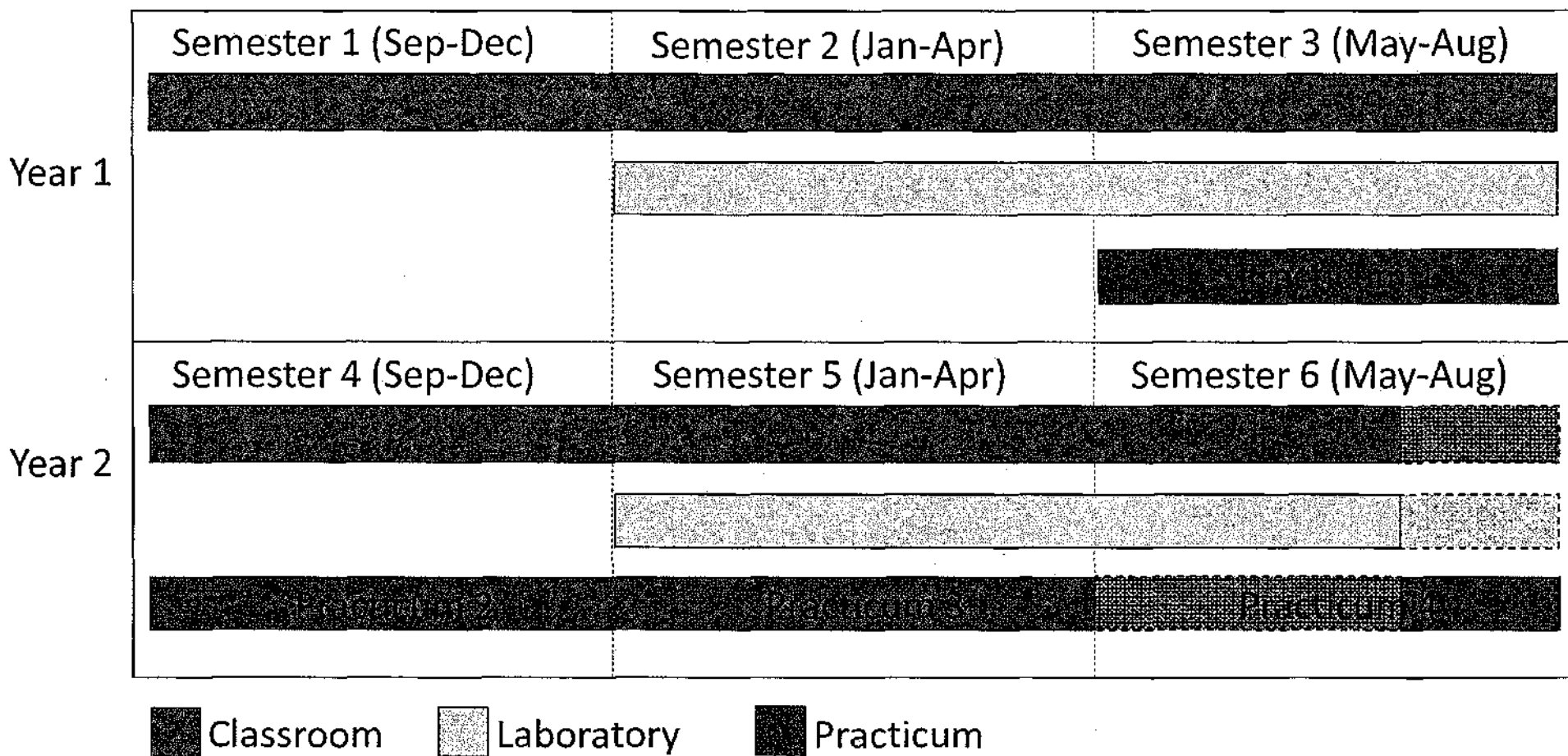
Agenda

1. Overall KPU TCM-AD program design
2. Proposed distributed clinical supervision model
 - Clinical instructor eligibility requirements
 - Clinic facility requirements
 - Clinical instructor development requirements and strategy
 - Role of the Clinical Facilitator
3. Input from other public health professions programs
4. Legislative context
5. Next steps

Overall KPU TCM-AD Program Design

- Three program delivery contexts: classroom, laboratory, clinical practicum
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Clinic Facility Requirements

s.13

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Clinical Instructor Development Strategy

Content

Modality &
Timing

Requirements

Evaluation

- Leadership, communication, and human rights
- Patient safety and confidentiality rules
- Program structure and CTCMA requirements
- Student assessment
- Instructor support, evaluation, and expectations

Clinical Instructor Development Strategy

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Modality & Timing

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Clinical Instructor Development Strategy

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- All content areas, shortly before start of each practicum
- Refresher content for returning instructors

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- Printed materials

- Reference after workshops
- Available online and in print

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- Reinforce workshop content with interactive online material
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- One-on-one instructor development

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- New instructors or those who have not taken a student in over a year will do full training
- Instructors who have taken a student in the past year will do refresher training and access online content

Clinical Instructor Development Strategy

Content

Modality &
Timing

Requirements

Evaluation

- Evaluation of instructors
 - Instructors evaluated by students on completion of practicum
 - Instructors evaluated by Clinical Facilitator during practicum
 - Evaluation results used by Clinical Facilitator to provide feedback to instructor and recommend additional development as needed
- Evaluation of instructor development program
 - Direct evaluation of workshops, materials, online resources through feedback from instructors
 - Indirect evaluation of overall development program by aggregating instructor evaluation results to identify systematic gaps in program content and delivery mechanisms

Role of the Clinical Facilitator

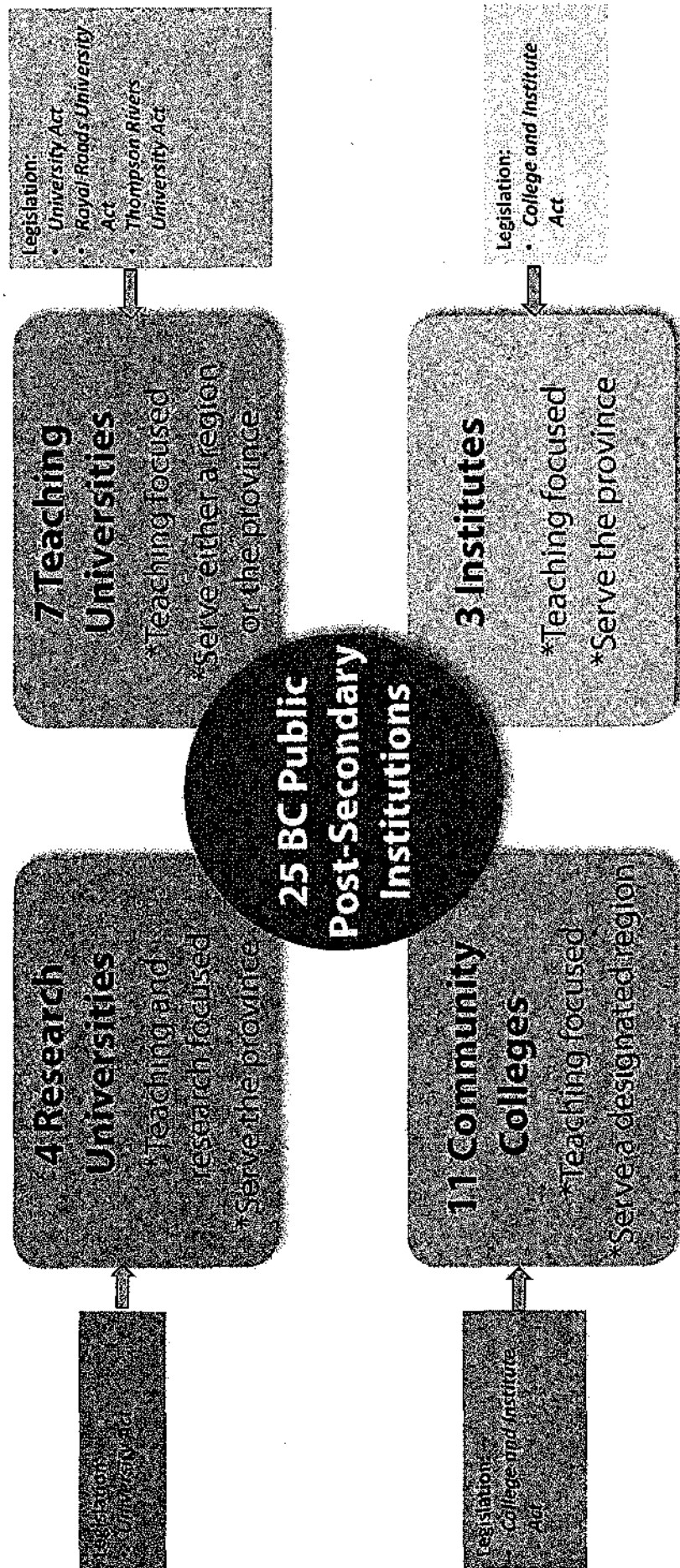
s.13

Input from Other Public Health Professions Programs

- Offering similar clinical supervision models
 - MD, PT, OT, etc. programs
- Ensuring that clinical faculty provide appropriate environments and scope/depth of experience and practice that is required to ensure educational quality, student success, and patient safety

Legislative Authority for Public Universities in BC

- Acts by type of public institution



University Act

- Set up a Bicameral Governance system:
 - Board of governors as the governing body: The Board is responsible for the management, administration and control of the University's property, revenue, business and affairs
 - Senate as the academic authority: Academic governance of the university is the responsibility of the Senate
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 - Limitations of liability under the University Act
- Legal Authority
 - A university has the power and capacity of a natural person of full capacity
 - The Minister must not interfere in the exercise of powers conferred on a university

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Withheld pursuant to/removed as

s.13

Meeting Notes: KPU TCM-AD Clinical Supervision Design – CTCMA Meeting

Date: February 25, 2016
Time: 1:30pm – 2:15pm
Location: CTCMA office; Audioconference; Zoom
Attendees: CTCMA: Mary Watterson, Jonathan Ho
Ministry of Advanced Education: Tony Loughran
Ministry of Health: Brian Westgate
UBC Faculty of Medicine: Gurdeep Parhar
AMBIT: Gabriel Rose
Regrets: n/a
Next Meeting: n/a

Agenda

1. Introductions
2. Background
3. Approach to clinical supervision
4. Instructor supply data
5. Next steps

Discussion, Decisions, and Action Items

1. Introductions

- Mary Watterson – Registrar and CEO, College of Traditional Chinese Medicine Practitioners and Acupuncturists (CTCMA)
- Jonathan Ho – Deputy Registrar, CTCMA
- Gurdeep Parhar – Executive Associate Dean, Clinical Partnerships and Professionalism, UBC Faculty of Medicine
- Tony Loughran – Executive Director, Research Universities and Health Programs, BC Ministry of Advanced Education
- Brian Westgate – Director, Regulatory Initiatives, Professional Regulation and Oversight, BC Ministry of Health
- Gabriel Rose – KPU TCM-AD Clinical Supervision Design Assignment Lead and Project Manager, AMBIT Consulting

2. Background

- BC Government is committed to BC's first publically funded school of Traditional Chinese Medicine (TCM). Kwantlen Polytechnic University (KPU) was awarded the program. Through discussion with the Ministry of Advanced Education (AVED), KPU will start with a TCM Acupuncture Diploma (TCM-AD) program. Perhaps several years in the future, this will scale to a full TCM program with additional credentials.
- The goal is for KPU's TCM-AD program to start this fall, with the clinical education component starting with the first practicum course in May, 2017.
- The KPU TCM-AD program was recently approved by KPU's Senate.
- CTCMA confirmed that there are four separate credentials: TCM Acupuncturist, TCM Herbalist, TCM Practitioner (qualified as both an Acupuncturist and Herbalist), and Doctor of TCM.
 - There are common competencies in addition to competencies specific to acupuncturists and competencies specific to herbalists.
 - The KPU TCM-AD program will be designed to enable students to achieve the common competencies and the acupuncturist competencies.
 - The goal is for students to graduate and be eligible to seek registration as a Registered Acupuncturist (R.Ac.) through the CTCMA.
 - This would be the only program in the province that offers acupuncture only. This may be relevant for marketing and student recruitment.
 - About half of the students who do acupuncture go on to do more.
- A Steering Committee has been created with representation from KPU, AVED, UBC Faculty of Medicine, and AMBIT to design the clinical supervision approach to be used in the practicum component of the program.
- The Steering Committee is seeking to actively engage the CTCMA. Clearly need to ensure that graduates of the KPU program will be eligible to seek registration with the CTCMA.
- CTCMA does not accredit clinics. Nor does it accredit schools. CTCMA recognizes schools.
 - The CTCMA's role is not to authorize the educational programs or tell them how to deliver training, but rather to determine whether the program it meets the criteria and whether graduates would make good registrants of the CTCMA. If the program meets the criteria and graduates would be good registrants, then the CTCMA recognizes the program.
 - For a program to be recognized by the CTCMA, the school must demonstrate that the courses teach to the specified competencies and performance indicators.

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4. Instructor supply data

s.13

s.13

5. Next steps

- Proceed with the action items and update the Steering Committee on the outcomes of this meeting.

Summary of New Action Items

s.13

Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Monday, April 25, 2016 11:19 AM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); tru.freeman@kpu.ca; Lemmer, Nicola I AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Westgate, Brian A HLTH:EX; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'David Snadden (david.snadden@ubc.ca)'; 'Bill Miller (bill.miller@ubc.ca)'
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Subject: FW: KPU TCM-AD - slides for CTCMA and Steering Committee meeting
Attachments: KPU TCM-AD - CTCMA Meeting - 2016-04-26 - Final.pptx; KPU TCM-AD - CTCMA Meeting Notes - 2016-02-25-rev1.pdf

Hi Steering Committee members,

Our objectives for the meeting with the CTCMA tomorrow are:

- To answer the questions that they raised,
- Demonstrate how the clinical supervision design will ensure educational excellence and patient safety, and
- Achieve consensus on an approach to changing the CTCMA bylaw that currently requires 50% of practicum time to be done in a clinic owned and operated by the school, so that a public institution (like KPU) can offer clinical education in the community rather than in its own clinic.

In preparation for the discussion, please review the attached slides. I'm happy to speak to all of or part of the presentation, but it may be more effective for us to share the presentation. Here's a proposed distribution for your consideration:

1. Slides 1-3: Introductions and agenda – AVED representatives or AMBIT?
2. Slides 4-6: Overall TCM-AD program design and structure, practicum overview – KPU representatives
- s.13
4. Slide 20: Input from other public health professions programs – UBC FOM representatives
5. Slides 21-22: Legislative framework – AVED representatives
6. Slide 23: Discussion and next steps – All

Thanks in advance for your feedback. I'm very much open to a different distribution.

Thank you,
Gabe

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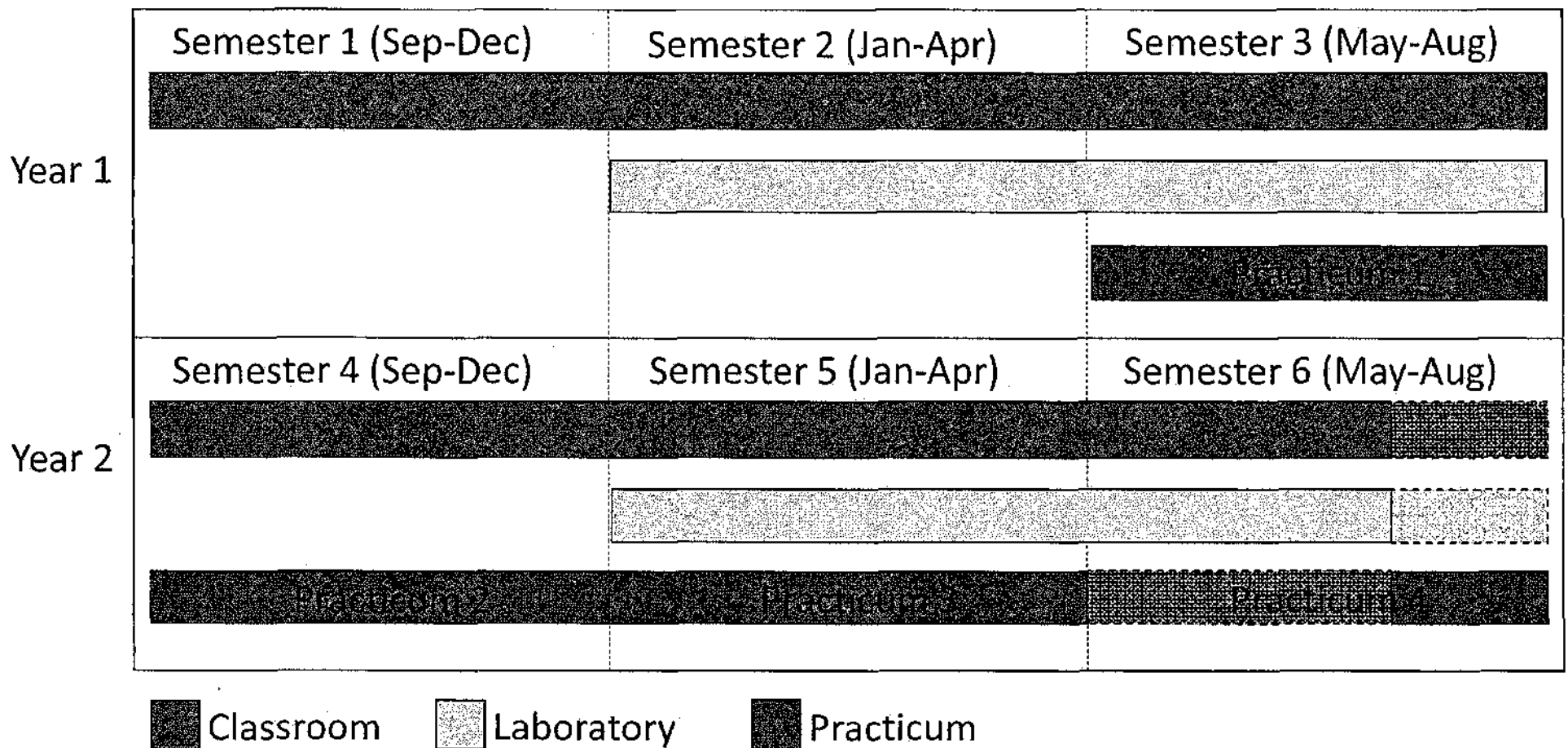
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Clinical Instructor Development Strategy

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- New instructors or those who have not taken a student in over a year will do full training
- Instructors who have taken a student in the past year will do refresher training and access online content

Modality & Timing

Requirements

Evaluation

Clinical Instructor Development Strategy

Content

Modality &
Timing

Requirements

Evaluation

- Evaluation of instructors
 - Instructors evaluated by students on completion of practicum
 - Instructors evaluated by Clinical Facilitator during practicum
 - Evaluation results used by Clinical Facilitator to provide feedback to instructor and recommend additional development as needed
- Evaluation of instructor development program
 - Direct evaluation of workshops, materials, online resources through feedback from instructors
 - Indirect evaluation of overall development program by aggregating instructor evaluation results to identify systematic gaps in program content and delivery mechanisms

Role of the Clinical Facilitator

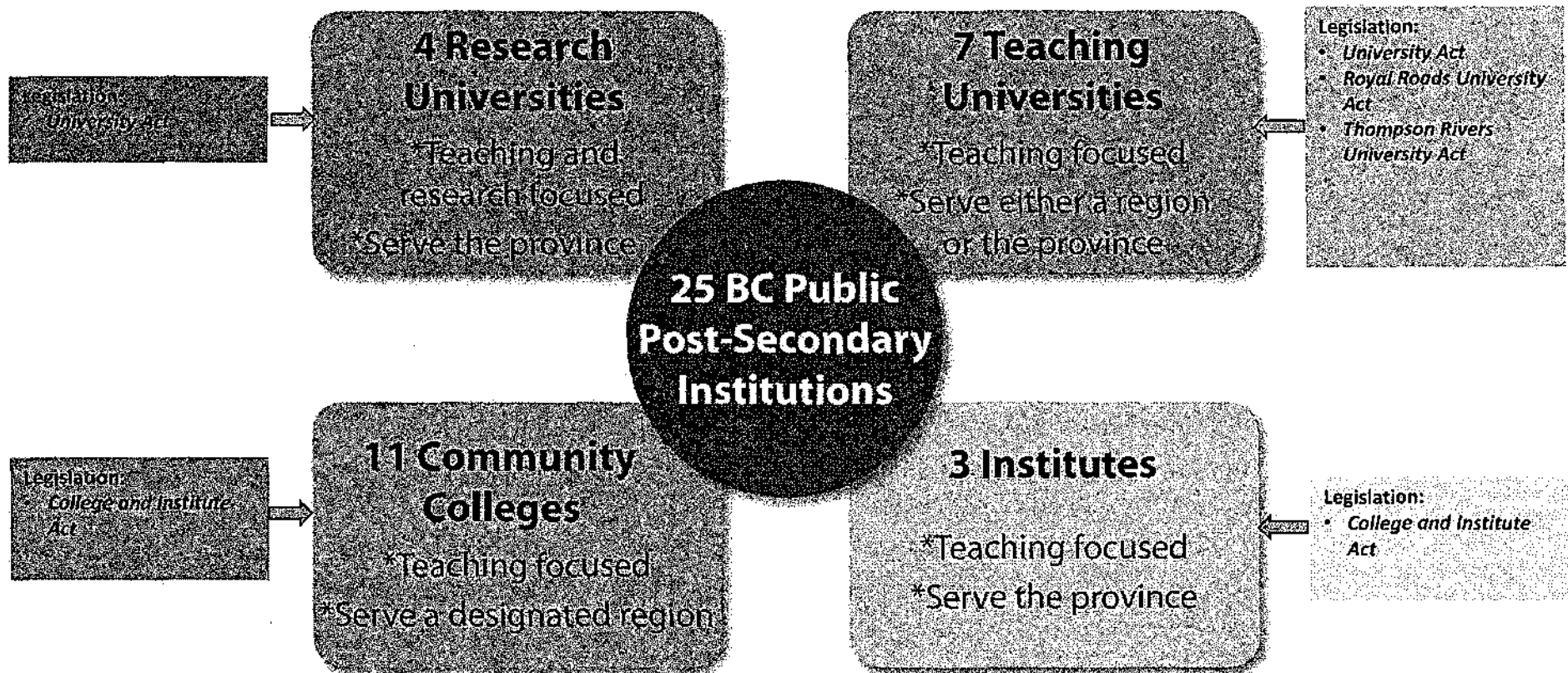
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Input from Other Public Health Professions Programs

- Offering similar clinical supervision models
 - MD, PT, OT, etc. programs
- Ensuring that clinical faculty provide appropriate environments and scope/depth of experience and practice that is required to ensure educational quality, student success, and patient safety

Legislative Authority for Public Universities in BC

- Acts by type of public institution



University Act

- Set up a Bicameral Governance system:
 - Board of governors as the governing body: The Board is responsible for the management, administration and control of the University's property, revenue, business and affairs
 - Senate as the academic authority: Academic governance of the university is the responsibility of the Senate
- Liability
 - Limitations of liability under the University Act
- Legal Authority
 - A university has the power and capacity of a natural person of full capacity
 - The Minister must not interfere in the exercise of powers conferred on a university

Discussion and Next Steps

- In order for this model to proceed, there is a need to work together towards adjusting the CTCMA bylaw that currently requires 50% of clinical instruction to be done in a clinic owned and operated by the school

Meeting Notes: KPU TCM-AD Clinical Supervision Design – CTCMA Meeting

Date: February 25, 2016
Time: 1:30pm – 2:15pm
Location: CTCMA office; Audioconference; Zoom
Attendees: CTCMA: Mary Watterson, Jonathan Ho
Ministry of Advanced Education: Tony Loughran
Ministry of Health: Brian Westgate
UBC Faculty of Medicine: Gurdeep Parhar
AMBIT: Gabriel Rose
Regrets: n/a
Next Meeting: n/a

Agenda

1. Introductions
2. Background
3. Approach to clinical supervision
4. Instructor supply data
5. Next steps

Discussion, Decisions, and Action Items

1. Introductions

- Mary Watterson – Registrar and CEO, College of Traditional Chinese Medicine Practitioners and Acupuncturists (CTCMA)
- Jonathan Ho – Deputy Registrar, CTCMA
- Gurdeep Parhar – Executive Associate Dean, Clinical Partnerships and Professionalism, UBC Faculty of Medicine
- Tony Loughran – Executive Director, Research Universities and Health Programs, BC Ministry of Advanced Education
- Brian Westgate – Director, Regulatory Initiatives, Professional Regulation and Oversight, BC Ministry of Health
- Gabriel Rose – KPU TCM-AD Clinical Supervision Design Assignment Lead and Project Manager, AMBIT Consulting

2. Background

- BC Government is committed to BC's first publically funded school of Traditional Chinese Medicine (TCM). Kwantlen Polytechnic University (KPU) was awarded the program. Through discussion with the Ministry of Advanced Education (AVED), KPU will start with a TCM Acupuncture Diploma (TCM-AD) program. Perhaps several years in the future, this will scale to a full TCM program with additional credentials.
- The goal is for KPU's TCM-AD program to start this fall, with the clinical education component starting with the first practicum course in May, 2017.
- The KPU TCM-AD program was recently approved by KPU's Senate.
- CTCMA confirmed that there are four separate credentials: TCM Acupuncturist, TCM Herbalist, TCM Practitioner (qualified as both an Acupuncturist and Herbalist), and Doctor of TCM.
 - There are common competencies in addition to competencies specific to acupuncturists and competencies specific to herbalists.
 - The KPU TCM-AD program will be designed to enable students to achieve the common competencies and the acupuncturist competencies.
 - The goal is for students to graduate and be eligible to seek registration as a Registered Acupuncturist (R.Ac.) through the CTCMA.
 - This would be the only program in the province that offers acupuncture only. This may be relevant for marketing and student recruitment.
 - About half of the students who do acupuncture go on to do more.
- A Steering Committee has been created with representation from KPU, AVED, UBC Faculty of Medicine, and AMBIT to design the clinical supervision approach to be used in the practicum component of the program.
- The Steering Committee is seeking to actively engage the CTCMA. Clearly need to ensure that graduates of the KPU program will be eligible to seek registration with the CTCMA.
- CTCMA does not accredit clinics. Nor does it accredit schools. CTCMA recognizes schools.
 - The CTCMA's role is not to authorize the educational programs or tell them how to deliver training, but rather to determine whether the program it meets the criteria and whether graduates would make good registrants of the CTCMA. If the program meets the criteria and graduates would be good registrants, then the CTCMA recognizes the program.
 - For a program to be recognized by the CTCMA, the school must demonstrate that the courses teach to the specified competencies and performance indicators.

3. Approach to clinical supervision

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4. Instructor supply data

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5. Next steps

- Proceed with the action items and update the Steering Committee on the outcomes of this meeting.

Summary of New Action Items

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Please advise Gabriel Rose or Araz Hamian of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Loughran, Tony D AVED:EX

From: Davinder Cheema <Davinder.Cheema@kpu.ca>
Sent: Monday, April 25, 2016 12:11 PM
To: Lemmer, Nicola I AVED:EX; TCM PAC Distribution List; Salvador Ferreras
Cc: Katherine Boleszczuk; Tiffany Cathcart
Subject: PAC | Meeting Material
Attachments: TCM-PAC March 2015 Minutes.docx; TCM-PAC April 2016 Agenda.docx

Dear PAC members,

Attached is Wednesday's agenda and the last set of minutes. Copies of the documents will be available at the meeting.

Regards,
Davinder

From: Davinder Cheema
Sent: Wednesday, April 13, 2016 3:24 PM
Cc: Davinder Cheema
Subject: RE: PAC

Dear PAC members,

Thank you for letting me know your availability for an April meeting. The meeting is confirmed for Wednesday, April 27th @ 1730 hours. Richmond Kwantlen Polytechnic University Boardroom 1420. Please let me know if you will be attending the meeting and forward agenda items to my attention.

Meeting package will be distributed via Email mid-week of April 18th. A light dinner will be served, please let me know if you have any dietary restrictions that Catering will need to know of.

Best Regards,
Davinder



Davinder Cheema
Dean's Assistant, Faculty of Health
Kwantlen Polytechnic University
t 604.599.2102 f 604.599.3130 e Davinder.cheema@kpu.ca
www.kpu.ca

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Please note, all Kwantlen email addresses and url's have been changed recently. Please update your records accordingly.

From: Davinder Cheema
Sent: Friday, February 19, 2016 8:11 AM
To: TCM PAC Distribution List
Subject: PAC

Hi PAC members;

Friday, February 19th, 2016

I hope this note finds you all well. As you are aware, we had a tentative date of March 1st, 2016 scheduled for the next PAC meeting. In order to be able to provide you with a more fulsome update when we meet, I am cancelling the March 1st date and will have Davinder reschedule the PAC for some time likely in April, 2016.

Thank you for your patience; I am really looking forward to seeing you all again.

Thanks, Tru



Tru Freeman, PhD
Dean, Faculty of Health
Kwantlen Polytechnic University
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Assistant: Davinder Cheema 604.599.2102

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Davinder Cheema
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KWANTLEN POLYTECHNIC UNIVERSITY
Faculty of Health

**Traditional Chinese Medicine (TCM)
Program Advisory Committee (PAC)**

DATE: Tuesday, March 31, 2015

TIME: 1730 – 1930 hours

LOCATION: KPU Richmond Boardroom, #1420

Minutes

PRESENT:

Brown, Dr. Lorne
Che, Dr. Fei
Chung, Dr. Michael
Graham, Dr. Kim
Hardman, Dr. Bill
Hu, Dr. Jenny
Liu, Dr. Jeffrey
Ranallo, Mr. Joseph
Stan, Dr. John
Yu, Dr. Vincent
Yu, Dr. Weidong (Chair)

KPU:

Freeman, Dr. Tru
Nicolson-Church, Dr. Jean
Yang, Dr. John

Ex-OFFICIO:

Lee, Richard, Mr.
Loughran, Tony, Mr.

A.	REVIEW of AGENDA	RESPONSIBLE
1.	Agenda approved	Dr. Weidong Yu
2.	Minutes of November 24, 2014 approved	Dr. Weidong Yu
B.	NEW BUSINESS	
1.	Welcome and Introductions	Dr. Weidong Yu/All
2.	Program Advisory Committee (PAC) Policy <ul style="list-style-type: none"> Review of PAC functions 	Dr. Tru Freeman
3.	KPU and FoH updates <ul style="list-style-type: none"> Budget process HR changes Auditorium upgrade Elder in Residence Beekeeping Program as of January 2015 Brewery Program, Tuesday March 31, 2015 opening KPU Big Bike Ride, Heart and Stroke Foundation Langley Science Rendezvous on May 9th (Open House) Canadian blood service drive May 12 in Langley Winter market coming to Langley after Sept/15 Summer market coming to Richmond Development of KPU No Smoking policy 	Dr. Tru Freeman

	<ul style="list-style-type: none"> • FoH purchased two new simulators 	
4.	Fundraising – handout provided <ul style="list-style-type: none"> • 2016 entrance scholarships for students • 2017 TCM Merit based scholarships at three levels: 1) academic, 2) bursaries, and 3) award of excellence • Endowed and annual awards • Mr. Lee has potential people who are interested in donating money; Katie Miller to contact Mr. Lee 	Dr. Tru Freeman/for Katie Miller
5.	TCM Update <ul style="list-style-type: none"> • TCM Concept paper is currently being revised • initial business case was very expensive, therefore, the Health Foundations (HF) courses will be removed so the program will be more in line with the other provincial private institutions • Full Program Proposal will follow the Concept paper • Business Case – cost will change when the HF courses are removed • Students who do not have the 60 post-secondary credits, can begin in the HF year as of September, 2015 • Students coming into KPU this fall to take their HF courses, will register in the Faculty of Arts or the Faculty of Science & Horticulture and then transfer into the FoH in 2016 • Candidates need to meet the KPU requirements to get into program • Many of the university level students already have most of the pre-requisites to enter the program. • Information sessions are being developed and used as a way to promote and recruit future students for the program 	Dr. Jean Nicolson-Church
6.	BUCM (Beijing University of Chinese Medicine) <ul style="list-style-type: none"> • if we partner with BUCM, students will be required to completed 1 semester at BUCM for their TCM diploma • students will need two semesters at BUCM to complete their baccalaureate degree • BUCM is sponsoring an event in Orlando; this may be an opportunity to market the KPU-TCM program. • Question re: who is KPU looking to recruit? Students or practitioners. ANSWER: both practitioners for student clinical practice and as potential faculty 	Dr. John Yang

7.	Student Recruitment <ul style="list-style-type: none"> KPU has not made information available yet currently developing information sessions, campaigns for high school students, updates on our KPU website, FAQ sheets TCM program will participate in Langley Open House We will look into Vancouver health shows ICON Canadian Journal of Chinese Medicine (<i>Dr. Hardman to send KPU a copy of this journal</i>) BUCM seminars, community connection 	Dr. John Yang
8.	WFAS 2014 & 2015 conference <ul style="list-style-type: none"> great opportunity for TCM community to network and update their academic and clinical information Toronto will host the September 25-27, 2015 conference KPU will market the program as the first public university to offer a TCM program WFCMS – Chinese Medicine Society (<i>program in Spain, September, 2016</i>) 	Dr. John Yang
9.	How can we design clinical practice so students are more confident in their skills and abilities? <ul style="list-style-type: none"> clinical practise semester in China Lab, visiting, designated/observations Students connecting with local community TCM practitioners use of simulation ensure students have a good understanding of herbal knowledge 	Dr. Vincent Yu
10.	Adjournment	Dr. Weidong Yu
C.	NEXT MEETING	
DATE: October 6, 2015 March 29, 2016 September 2016 TBA – 1 st or 2 nd week in September		Dr. Weidong Yu

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Wednesday, April 27, 2016 3:05 PM
To: XT:HLTH registrar@ctcma.bc.ca; Jonathan Ho (Jonathan@ctcma.bc.ca)
Cc: Sal Ferreras (Salvador.Ferreras@kpu.ca); tru.freeman@kpu.ca; Valerie St. John
s.21 Lemmer, Nicola I AVED:EX; Loughran, Tony D AVED:EX; Perrault,
Kevin AVED:EX; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'David Snadden
(david.snadden@ubc.ca)'; 'Bill Miller (bill.miller@ubc.ca)'; Julia Horgan
Subject: RE: Questions for Executive Committee meeting April 27th at 4:30 pm
Attachments: KPU TCM-AD - CTCMA Questions - 2016-04-27 - Final.pdf; Chair Coordinator
Guidelines - 2015.pdf; KPU - v6 - AD clinical facilitator.pdf

Hi Mary,

Please find attached responses to the questions listed below. In the responses document, I split your third question into two separate questions.

I've also attached two additional documents from KPU with more information about the Program Coordinator and Clinical Facilitator roles. The Clinical Facilitator document is still in draft, but we thought it might be helpful.

We hope the conversation goes well at the Executive Committee meeting this evening and look forward to hearing about it. Please let us know if there is any additional information we can provide as we look ahead to the upcoming full CTCMA Board meeting.

Many thanks,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBiT Consulting Inc. | Strategic Program Management
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

From: Mary Watterson [<mailto:registrar@ctcma.bc.ca>]
Sent: April 26, 2016 7:14 PM
To: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Cc: Jonathan Ho <Jonathan@ctcma.bc.ca>
Subject: Questions for Executive Committee meeting April 27th at 4:30 pm
Importance: High

Hi Gabriel

Thank you for organizing the meeting today. We appreciated the program information and the focus on clinical training. It was helpful to meet with the UBC educators as they were able to speak to the actual application of the distributed clinical supervision model.

Tomorrow afternoon the CTCMA Executive Committee is meeting and the KPU Acupuncture program will be included in the Agenda. In anticipation of questions, it would be appreciated if you would provide reasonably detailed information on the following anticipated questions.

In order to provide information for the Committee members and facilitate a productive meeting tomorrow, it would be appreciated if you would put the responses in a printable form for circulation. You can call me tomorrow morning from 7:30 am if you have any questions (604-738-7100 ext 102 – don't forget the extension as it will bypass the message). I will be out of the office and away from email from 8:45 am -4:00 pm. The Executive Committee meeting starts at 4:30 pm.

In advance, thank you for your attention to the above.

Kindest regards

Mary

Mary Watterson
Dr. TCM, Registrar

**College of Traditional Chinese Medicine
Practitioners and Acupuncturists of British Columbia**
1664 West 8th Ave.
Vancouver, BC V6J 1V4
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Information about Kwantlen Polytechnic University's (KPU) Traditional Chinese Medicine Acupuncture Diploma (TCM-AD) program for the College of Traditional Chinese Medicine Practitioners and Acupuncturists of BC (CTCMA)

This document provides responses to questions raised by the CEO and Registrar of the CTCMA in preparation for the CTCMA Executive Committee meeting on April 27, 2016.

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GUIDELINES REGARDING CHAIRS AND COORDINATORS

June 23, 2006

Chairs and Coordinators are faculty for whom the primary responsibility and function is teaching and otherwise facilitating the learning process for students. At many colleges and universities, a faculty member in a department may be assigned to look after various administrative tasks for that faculty group. These tasks may include timetabling of courses, liaising with other departments, acting as a spokesperson for the department, liaising with external bodies such as professional or trade associations, etc. Faculty in the academic disciplines at Kwantlen have historically been called convenors. Faculty in the program areas, have historically been called coordinators.

NOTE: For the purposes of this document "the parties" refers to the Employer and the Union.

The following guidelines have been established for the time assignments for faculty doing Chair/Coordinator duties:

1. The title of "Chair" will replace that of "Convenor" (where faculty are elected to this role). The title of "Coordinator" will remain (where faculty are appointed to this role). Chairs/Coordinators are faculty for whom the primary responsibility and function is instruction and otherwise facilitating the learning process for students. They should be qualified to work in the department/area involved.
2. Article 4.05 of the Faculty Collective Agreement sets out provisions relating to Chairs and Coordinators. (See Appendix A.) Consequential amendments from these guidelines are in italics.
3. The attached list of Tasks of a Chair/Coordinator (Appendix B) replaces the list of Coordinator Functions and Convenor Functions now found in the faculty collective agreement. The list will be included in these Guidelines and maintained by Labour Management Relations Committee. Any disputes regarding the listed duties will be referred to the parties for final and binding resolution. If no resolution can be found, no change will take place.

NOTE: Deans need to meet with new Chairs/Coordinators to discuss which of the listed duties are applicable for the area and to discuss priorities.

4. Deans may request new Chair/Coordinator positions through the budget process. The KFA will be notified of any requests for new positions being put through the budget process.

5. Changes to chair/coordinator positions (creation, reduction, increase, deletion, change from chair to coordinator or vice versa), will be brought forward by the Dean with a rationale to LMRC. LMRC shall review the proposal, and make recommendations to the parties. If no resolution is reached at LMRC, there will be no change, except as noted in number 6 below.
6. The time assignment for any Chair/Coordinator position may not be reduced nor may any Chair/Coordinator position be eliminated except where a discipline/program is cancelled before the matter is referred to LMRC. There must be demonstrable reasons for reducing or discontinuing the position. Failing agreement at LMRC, the reduction or discontinuance may be grieved.
7. The preferred time assignment for any Chair/Coordinator position will be one-quarter time, budget permitting. Both parties recognize the usefulness of continuous time-release. The time assignment may be more or less than $\frac{1}{4}$ time. Individual departments or programs may apply for a different approach that is not vested in one position.
8. A basic principle that needs to be kept in mind when considering changes to the time assignment is that time releases need to be sufficient to allow Chairs/Coordinators to accomplish their role, given the size and composition of the department, its complexity, and the external relationships required.

Factors to be considered in the need for and/or amount of time assignment include:

- Number of campuses on which faculty teach/work
 - Number of support staff and amount of management support
 - Industry/Post Secondary liaison (if required)
 - Weeks of instruction per year
 - Assessment of incoming students (if required)
 - Time spent helping grads find jobs (if required)
 - Number of course sections taught in department
 - Diversity of course offerings taught in department
 - Number of levels of courses offered by the department
 - Number of regular faculty in the department
 - Number of non-regular faculty in the department
 - Number of teaching modes used in the department
 - Program events
9. In order to maintain the primacy of the instructional role in the workload of Chair/Coordinators, where the continuing workload of a Chair/Coordinator for a given Department or group of Departments has grown beyond what can be reasonably accomplished in the existing time assignment, the Dean, the

Chair/Coordinator and the Department faculty may consider various options, such as:

- a.) establishing priorities
- b.) additional support in the form of increased staff support (on an occasional or permanent basis);
- c.) splitting the Department or group of Departments; or
- d.) supplying equipment/computers as needed

10. The list of time assignments for chairs and coordinators will be maintained by LMRC. (See Chair/Coordinator list attached in Appendix C.) This list will be updated as needed and will be available on the Human Resources Website and through a link with the Collective Agreement.

11. Elections for Chairs will be held by secret ballot. All faculty in the discipline/program (except those on inventory and not working) are eligible to vote. A vote must be held every 3 years. The election may occur sooner, if the Chair resigns or is removed by majority vote of the faculty present at a duly called meeting of the discipline/department, or if the Chair is removed for just and reasonable cause by the employer. It is the responsibility of the Dean's office to notify faculty that an election is due. If there is only one candidate for Chair, that person may be acclaimed.

- a. It is the responsibility of the faculty to organize and conduct the election. That must include agreeing on someone to notify faculty about the vote, to receive nominations, to distribute the ballots, to supervise the vote, to count the ballots (ideally with a witness) and to announce the results. (See Appendix D for sample ballot.) The election supervisor must be a neutral party.
- b. All regular faculty are eligible to be elected as Chair. Non-regular Type 2 faculty may be eligible to be elected as Chair in exceptional circumstances.
- c. Faculty on leave shall be sent a ballot. Failure to return the ballot by the specified deadline will mean that their vote will not be considered.

NOTE: Chairs may temporarily be replaced on an approved leave of absence within the above timeframes. **The program/discipline/department has the choice when an elected chair goes on extended leave, from the following options. It is understood that the program/discipline/department will convey their decision to the Dean and the KFA.**

Options:

- a. **The elected chair will step down and an election will take place for a new chair for a new three year term.**
- b. **The elected chair will be replaced by a substitute interim chair elected for the period of the leave only. On returning from the leave, the original chair will resume the chair's duties until the three year term that started with their election as chair is completed.**
- c. **The elected chair taking leave will be replaced by a substitute interim chair elected for the period of the leave only, on returning from the leave, the original chair will resume the chair's duties until they have worked a total of three years as chair.**

12. **If a faculty member has served as chair for a maximum of two consecutive three year terms (in accordance with Article 4.05(f)) and there is no other faculty member willing to stand for election, then the faculty members in the discipline/program/department can vote to extend the term, subject to the approval of the Dean.**

13. **Coordinators are appointed for 3 years (with a 3 year extension possible). The 6 year limit may be waived if there is only one faculty member in the discipline/program or if they were hired to be a coordinator and failure to be re-appointed will result in a layoff. Otherwise, the time assignment for coordinators will be posted every 3 years. The posting may occur sooner if the Coordinator is removed by majority vote of the faculty members present at a duly called meeting of the discipline/program, or if the Coordinator resigns or is removed for just and reasonable cause by the employer.**

NOTE: Coordinators may temporarily be replaced on an approved leave of absence within the above timeframes.

14. **It is the responsibility of the outgoing and incoming Coordinators and Chairs to agree on an appropriate transition date, in consultation with their Dean.**

NOTE: In the initial implementation of these guidelines, to ensure that Deans do not have too many new coordinators or chairs at one time, the above time limits may be flexible. Any flexibility required would be reported to LMRC.

15. The parties will work on a joint orientation workshop and handbook for Chairs/Coordinators for May of each year.

16. A Chair or Coordinator can be removed from their position as outlined in Article 4.05(e)(i) of the collective agreement.

NOTE: If a contradiction exists between the language in the Chair/Coordinator Guidelines and the language in the Collective Agreement, the Collective Agreement language will supersede that language contained in this document.

Harry Gray, Kwantlen Polytechnic University

Maureen Shaw, Kwantlen Faculty Association

Appendix A - Article 4.05 CHAIRS AND PROGRAM COORDINATORS

4.05 CHAIRS AND PROGRAM COORDINATORS

- (a) The Employer agrees to establish, maintain and continue the positions of chair and coordinator agreed to at LMRC unless there are demonstrable reasons for discontinuing the position(s).
- (b) Whenever a vacancy arises for a chair it shall be filled by the following process:
 - (i) all faculty members of the discipline(s) or program(s) or closest related discipline(s) or program(s) shall be eligible to vote for chair;
 - (ii) all regular faculty members of the discipline(s) or program(s) or closest related discipline(s) or program(s) shall be eligible to be elected as chairs;
 - (iii) the chair shall be elected for a three-year term;
 - (iv) the administrator responsible shall offer an appointment to the faculty member(s) so chosen;
- (c)
 - (i) vacancies for program coordinators will be filled in accordance with procedures described in Article 4.02;
 - (ii) a coordinator's term of appointment is for a maximum period of three (3) years.
- (d) Duties and responsibilities of chairs and coordinators will include those agreed to at LMRC. Additional duties and responsibilities applying to a specific discipline/program will be mutually agreed upon by the Chair/Coordinator and their Dean after consultation with the discipline/program.
- (e)
 - (i) the incumbent(s) can be removed at any time from the position of chair or coordinator:
 - by majority vote of the faculty members present and voting at a duly called meeting of the discipline(s) or program(s);
 - or by the Employer for just and reasonable cause.
 - (ii) upon completion of a term(s) as a chair or a coordinator or removal from a chair or coordinator position, the faculty member will resume his/her former regular position or an equivalent position without loss of seniority and benefits.
- (f) A chair or coordinator may serve for a maximum of two consecutive three year terms.
- (g) If a current faculty member was hired to be a coordinator and failure to be re-appointed would result in a layoff, or where there is only one faculty member in a discipline/program, or if agreed to by a majority vote of the faculty members in the discipline/program and approved by the Dean, the limit for coordinator contained in Article 4.05(f) will not apply.
- (h) When a vacancy is unable to be filled by the above process, it is understood that the administration will assume the duties normally performed by the chair or program coordinator.
- (i) Time assignments for chairs and coordinators are identified and maintained by LMRC.

Appendix B – TASKS OF A CHAIR/COORDINATOR at Kwantlen Polytechnic University

Tasks for a Chair/Coordinator may include some of the tasks listed. The Dean should meet with Chair/Coordinators to establish which of these tasks are expected, and what are priorities needed for the department. The Chair/Coordinator may delegate tasks or be assisted by support staff. It is recommended that the Dean and the Chair/Coordinator sign off on the tasks/priorities expected.

1. ED-PLANNING AND CURRICULUM DESIGN AND IMPLEMENTATION

Ed-Planning and Timetabling

- Consult with Deans and colleagues
- Monitor past enrolment and projected trends
- Provide input to Dean
- Review, develop or revise program and/or mix of course offerings
- After consultation with Dean, colleagues and administrative assistant, develop student-centred timetables which respect Ministry guidelines for space utilization.
- Monitor graduates
- Consult with employment agencies, advisory committees, and/or other programs, as applicable
- In consultation with colleagues, design individual timetables for instructors

Monitor Educational Plan

- Assess student demand
- Assess employer demand
- Monitor enrollments and make recommendations about student recruitment, if necessary
- Monitor applicant lists and make recommendations about student recruitment, if necessary

Curriculum Design and Implementation

- Monitor currency of course outlines and update where needed
- Ensure department's representation at divisional curriculum committee
- Design and proofread approved Calendar and Timetable copy
- Oversee/participate in the design of new courses/programs
- Participate in program review
- Monitor the implementation of new curriculum/courses
- Liaise with colleagues in different departments offering program courses
- Participate/develop program policy
- Prepare for or participate in preparation of submissions for approval by professional organizations at program onset and at regular intervals
- Liaise with appropriate administrative and support staff on curriculum and articulation is
- In consultation with colleagues, monitor current trends in courses and pedagogy

Program Evaluation

- Contact all program graduates to obtain employment information

- Survey graduates, employment agencies, faculty, work experience area and current students
- Analyze feedback from various sources

Fostering Student Success

- In consultation with colleagues, review and develop admission requirements for program and prerequisites for courses
- Co-ordinate any necessary PLA
- In consultation with colleagues, design assessment tests
- Act as resource person in unofficial appeals
- Interview students to determine acceptance into program
- Monitor student progress
- Meet routinely with students
- Support students at risk
- Maintain student records for program-wide activities

2. INTERNAL CO-ORDINATION

Within Department

- Schedule and chair regular department meetings and prepare agenda
- Co-ordinate the activities of any department/program sub-committees
- Provide ongoing support for new faculty (eg: orientation, mentoring)
- Ensure that faculty are informed/reminded of deadlines
- Circulate information from Dean as requested
- Participate on/ensure appropriate faculty representation on search committees
- Encourage departmental and program cohesion and morale
- Consult with Dean on departmental budget
- Oversee the budget for the assigned area of responsibility
- Order and oversee departmental/program equipment and supplies
- Assist faculty with students at risk of failing
- Assist faculty with issues occurring during work/practicum experience
- Facilitate smooth operation of the work group in a collegial manner
- Refer issues and problems to Dean if appropriate
- Identify need for students, design marketing strategies and recommend advertisements

Within Kwantlen Polytechnic University

- Encourage/ensure department/program representation on appropriate Kwantlen committees
- Ensure department/program representation in planning processes
- General on-going liaison with Dean and other administrators on current issues
- Liaison with book store personnel
- Liaise with admissions and student services personnel
- Attend and participate in student appeals

3. EXTERNAL CO-ORDINATION

- Attend/ensure attendance at provincial articulation meetings
- Maintain on-going connection with members of the articulation committee.
- Liaise and communicate with other colleges and universities about shared extra-curricular activities (eg: seminars, visiting speakers, PD activities)
- Ensure communication with local school teachers
- Liaise with publishers and their representatives
- Liaise with professional organizations
- Liaise with/ensure representation in appropriate local/business/trade groups/other institutions
- Attend/ensure attendance at functions for student recruitment (eg: career fairs, open house)
- Liaise with potential employers facilitating employment of graduates
- Obtain and maintain student work/practicum placements

4. GENERAL SUPPORT ACTIVITIES

- Respond to public and professional inquiries by appropriate means (eg: Telephone, email, letter)
 - Mail distribution
 - Photo-copying
-

APPENDIX C - Chair/Coordinator List

Faculty	Position	Title
Faculty of Science & Horticulture	Chair	Horticulture
Faculty of Science & Horticulture	Chair	Horticulture
Faculty of Science & Horticulture	Coordinator	Apprenticeship
Faculty of Science & Horticulture	Chair	Biology
Faculty of Science & Horticulture	Chair	Biology
Faculty of Science & Horticulture	Chair	Chemistry
Faculty of Science & Horticulture	Chair	Environmental Technology
Faculty of Science & Horticulture	Chair	Environmental Technology
Faculty of Science & Horticulture	Chair	Mathematics
Faculty of Science & Horticulture	Chair	Physics
Faculty of Science & Horticulture	Coordinator	Bachelor of Applied Science in Sustainable Agriculture
Faculty of Science & Horticulture	Coordinator	Bachelor of Science Major in Health Science
Faculty of Science & Horticulture	Coordinator	Diploma in Brewing and Brewery Operations
School of Design	Coordinator	Bachelor in Design in Product Design (DEPD)
School of Design	Coordinator	Post Baccalaureate Diploma in Technical Apparel Design (DETA)
School of Design	Coordinator	Fashion and Technology (FASN)
School of Design	Coordinator	Fashion and Technology (FASN) Degree
School of Design	Coordinator	Foundations in Design (FIND)
School of Design	Coordinator	Fashion Marketing (FMRK) Diploma
School of Design	Coordinator	Graphic Design for Marketing (GDMA)
School of Design	Coordinator	Graphic Design for Marketing (GDMA) Degree
School of Design	Coordinator	Interior Design (IDSN)
School of Design	Coordinator	Interior Design (IDSN) Degree
Faculty of Arts	Chair	Anthropology
Faculty of Arts	Chair	Creative Writing
Faculty of Arts	Chair	Criminology
Faculty of Arts	Chair	Educational Studies
Faculty of Arts	Chair	English
Faculty of Arts	Chair	Fine Arts
Faculty of Arts	Chair	Geography and Geology
Faculty of Arts	Chair	History
Faculty of Arts	Chair	Modern Languages (LANC)
Faculty of Arts	Chair	Music
Faculty of Arts	Chair	Philosophy & Humanities
Faculty of Arts	Chair	Political Science
Faculty of Arts	Chair	Psychology
Faculty of Arts	Chair	Sociology
Faculty of Arts	Coordinator	Asian Studies
Faculty of Arts	Coordinator	Journalism
Faculty of Arts	Coordinator	Journalism Degree
Faculty of Arts	Coordinator	Psychology (BSc)
Faculty of Arts	Coordinator	Education Assistant Department
School of Business	Chair	Accounting
School of Business	Chair	Bachelor of Business Administration in Accounting (BBA)
School of Business	Chair	Applied Communications
School of Business	Chair	Bachelor of Business Administration in Entrepreneurial Leadership (BBA Entrepreneurship)
School of Business	Chair	Bachelor of Business Administration in Human Resources Management (BBA HRM)
School of Business	Chair	Bachelor of Technology in Information Technology (B. Tech)
School of Business	Chair	Business Management
School of Business	Chair	Computer Business Systems (CBSY)
School of Business	Chair	Computer Information Systems / Computer Science (CISY/CPSC)
School of Business	Chair	Economics
School of Business	Chair	Legal Administrative Studies (LGAL)
School of Business	Chair	Marketing
School of Business	Coordinator	Public Relations
Faculty of Trades and Technology	Chair	Appliance Servicing (APPL)
Faculty of Trades and Technology	Chair	Automotive Services Trades
Faculty of Trades and Technology	Chair	Building Construction Trades
Faculty of Trades and Technology	Chair	CADD Technologies
Faculty of Trades and Technology	Chair	Millwright / Farrier
Faculty of Trades and Technology	Coordinator	Public Safety Communication
Faculty of Trades and Technology	Chair	Welding / Metal Fabrication

s.22

Incumbent Fall 2015
Barnett, Carol
Jones, Gary
Cunnin, Betty
Davison, Ann Marie
Sussmann, Andrea
Adams, Michael
Drury, Melissa
Haulta, Christopher
Rozell, Allyson
Callaghan, Fergal
Harbut, Rebecca
Hobson, Jane
Egi, Aleksandar
Karash, Iryna
May, Evelyn
Goundrey, Andhra
Goundrey, Andhra
Wolf, Carla
Greeno, Sharon
Damon, Margaret
Damon, Margaret
Gagne, Lucie
Gagne, Lucie
Yoshida, Sara
Harwood, Nicola
Kitt, Lisa
TBA
Tyndall, Paul
Gelineau, Robert
Thompson, Janet
Kinney, Tracey
Clarival, Olivier
Hlus, Donald
Fenske, Wayne
Millard, Gregory
Pedersen, Cory
Whittington-Walsh, Fiona
Kinney, Tracey
Sinclair, Beverley
Sinclair, Beverley
Lymburner, Jocelyn
Johnston-Hatch, Victoria
TBA
Warren, Valerie
Richmond, Alexandra
Calao, Carlos
Fletcher, Douglas
Maydan, Catherine
Shay, Ron
Machado, Marcelo
Maydan, Catherine
Vujovic, Sinisa
May, Colleen
Bickell, M.
Del Monte, Sabrina
Fengstad, David
Shchegani, Gerard
Rohde, Sven
Massey, Daryl
McClinton, Brian
Wade, Natalie
Sumal, Al

s.22

APPENDIX C - Chair/Coordinator List

Faculty	Position	Title	Appt %	Incumbent Fall 2015	Release %
Learner Resources	Chair	Library	20	Samwald, Elaine	20
Faculty of Health	Coordinator	Bachelor of Psychiatric Nursing (BPN)	50	Dhesi, Harjit	50
Faculty of Health	Coordinator	Bachelor of Science in Nursing (BSN)	50	Lee, Judy	50
Faculty of Health	Coordinator	Bachelor of Science in Nursing - Post-Baccalaureate (BSN PB)	25	Kaminski, June (to Dec 31)	25
Faculty of Health	Coordinator	Bachelor of Science in Nursing - Post-Baccalaureate (BSN PB)		Nichols, Carrie (to Dec 31)	25
Faculty of Health	Coordinator	Grad Nurse / English as an Additional Language (GNJE external)	20	Sweeney, Sherilyn	20
Faculty of Health	Coordinator	Grad Nurse / English as an Additional Language (GNJE internal)	20	Sweeney, Sherilyn	20
Faculty of Health	Coordinator	Graduate Nurse Re-Entry (GNUR)	25	N/A - Program Discontinued	0
Faculty of Health	Coordinator	Health Care Assistant (HCAP)	25	DeGroot, Judith	25
Faculty of Health	Coordinator	Health Unit Coordinator (HAUC)	25	Kumar, Radhika	25
Faculty of Health	Coordinator	Nursing Lab	25	Beil, Arleigh	25
Counselling	Chair	Counselling	12.5	TBA	
Faculty of Academic and Career Advancement	Chair	Academic and Career Preparation (ACP) English	25	Wranch, Danny	25
Faculty of Academic and Career Advancement	Chair	Academic and Career Preparation (ACP) Math & Science	25	Dean, Geoffrey	25
Faculty of Academic and Career Advancement	Chair	Access Programs for People with Disabilities (APPD)	12.5	Morishita, Teresa	12.5
Faculty of Academic and Career Advancement	Chair	Access Programs for People with Disabilities (APPD)	12.5	Soles, Nicola	12.5
Faculty of Academic and Career Advancement	Chair	English Language Studies (ELST)	50	Williams, Martyn	50
Faculty of Academic and Career Advancement	Chair	English Language Studies (ELST)	50	Ling, Arthur	50
Faculty of Academic and Career Advancement	Coordinator	Career Choices and Life Success (CCLS)	25	Morgan, Elly	25
Faculty of Academic and Career Advancement	Coordinator	E-learning	25	Hemsworth, Lesley	25
Faculty of Academic and Career Advancement	Coordinator	E-learning	25	Manton, Lynette	25

Not in Appendix C:

Faculty of Science and Horticulture	Coordinator	Traditional Chinese Medicine		Yang, John	60
Faculty of Arts	Coordinator	Criminology Degree		Jonas Vidovic, Petra	25
School of Business	Chair	BBA Marketing		Bickell, Amanda	25
School of Business	Chair	Business Quants		Hassanlou, Ali	25
Faculty of Health	Chair	BSN Program Admissions		Malyon, Donna	12.5
Faculty of Health	Chair	BSN Program Review		Cato, Donna	25
Faculty of Health	Coordinator	Clinical Placement		Lee, Judy	25
Faculty of Health	Coordinator	Admission & Progression BSN PB		Tien, Laurel	25

Appendix D

_____ Department

Election for Chair

Procedures:

The ballot below has been enclosed in a numbered envelope. Please mark your ballot with an "X" and then seal it in the numbered envelope and send it to _____ at _____ Campus by _____ (Date). The ballots will be counted on _____ (Date).

Ballot:

To be elected as Chair of _____ for a 3-year term effective _____ (Date).

_____	<input type="checkbox"/>
(Name)	
_____	<input type="checkbox"/>
(Name)	
_____	<input type="checkbox"/>
(Name)	
_____	<input type="checkbox"/>
(Name)	

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Withheld pursuant to/removed as

s.13

Loughran, Tony D AVED:EX

From: Davinder Cheema <Davinder.Cheema@kpu.ca>
Sent: Thursday, April 28, 2016 8:26 AM
To: TCM PAC Distribution List
Cc: Salvador Ferreras
Subject: TCM-AD PAC

Message on behalf of Tru Freeman

Thursday, April 28, 2016

Hi PAC members,

On behalf of the Faculty of Health and KPU, I would like to thank those of you who were able to attend the PAC last night, either by phone or in person. Your support, counsel and guidance through the TCM-AD process has been invaluable. We do hear what you say and it allows us to take a step back and look at things from a different perspective. Thanks again to Dr. Bill Hardman for his role as Acting Chair; I appreciate you stepping up in the absence of our Chair.

As I mentioned last night, we will be getting our TCM-AD communication ready to go in the next week or so, in order to begin student recruitment for the Fall, 2016. Last night I heard that you would be willing to post our communication to individuals or groups that might be interested in our program.

Additionally, please keep in mind that we will be looking for practicum sites and TCM practitioners willing to provide clinical and theoretical instruction for our students. If you have any contacts that you think might be interested, please let me know and I will reach out to those individuals.

Davinder will be sending out a calendar invite for our next TCM-AD PAC slated for Wednesday, October 5, 2016.

Thanks again, Tru



Tru Freeman, PhD
Dean, Faculty of Health
Kwantlen Polytechnic University
t 604.599.2263 f 604.599.3130 e tru.freeman@kpu.ca
www.kpu.ca
Assistant: Davinder Cheema 604.599.2102

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Davinder Cheema
Dean's Assistant, Faculty of Health
Kwantlen Polytechnic University
t 604.599.2102 f 604.599.3130 e Davinder.cheema@kpu.ca
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intended recipient; please destroy the e-mail message and any attachments or copies.

Please note, all Kwantlen email addresses and url's have been changed recently. Please update your records accordingly.

Page 373 to/à Page 374

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Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Thursday, April 28, 2016 5:10 PM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 Lemmer,
Nicola I AVED:EX; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Gurdeep Parhar
(gurdeep.parhar@ubc.ca); 'David Snadden (david.snadden@ubc.ca)'; 'Bill Miller
(bill.miller@ubc.ca)'; Valensky, Cindi
Cc: Julia Horgan
Subject: KPU TCM-AD - updates and next steps
Attachments: KPU TCM-AD - Recruit, Recognize, Develop - 2016-04-28 - Draft-v3.docx

Good afternoon steering committee members,

Thank you for your participation in the meeting with the CTCMA earlier this week. Mary followed up to say that the information we provided for their Executive Committee meeting was helpful; however they have further questions and have asked Sal and me to join their Education and Examination Committee meeting next week.

In addition, the KPU TCM-AD Program Advisory Meeting went well yesterday. There were questions as expected, but the meeting ended on a positive and supportive note, which is great news.

s.13

Thanks again for your contributions to this initiative. We look forward to your feedback.

Gabe

Gabriel Rose, MA PMP
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604.662.3133 fax

Page 376 to/à Page 381

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Information Sources

This document is based on information from the following sources:

- Consultations with representatives from the KPU Faculty of Health, UBC Faculty of Medicine Health Professions Programs, Humber College School of Health Sciences, International TCM College of Vancouver, and PCU College; and
- Discussion and decisions at the KPU TCM-AD Clinical Supervision Design Steering Committee meetings.

Approval

This document was approved by the KPU TCM-AD Clinical Supervision Design Steering Committee on DATE.

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Friday, April 29, 2016 12:08 PM
To: Loughran, Tony D AVED:EX; 'David Snadden (david.snadden@ubc.ca)'; Valensky, Cindi
Cc: Julia Horgan
Subject: FW: KPU TCM-AD - updates and next steps
Attachments: KPU TCM-AD - Recruit, Recognize, Develop - 2016-04-28 - Draft-v3.docx

Hi Tony, Dave, and Cindi,

Picking up on the note below, Mary has asked me and Sal to join the CTCMA Education and Examination Committee meeting next week.

I spoke with Sal briefly yesterday and he indicated that, from his perspective, it would be very helpful to have me at the meeting to speak to the steering committee's process and outcomes.

I'm happy to attend and contribute if it's helpful. From a contractual perspective, it's peripheral to the scope that we agreed to in AMBIT's proposal. This will not have a material impact on the overall cost of the assignment and will not require any change to the agreed not-to-exceed fee. Nevertheless, I did want to flag it for you to confirm you're supportive of my involvement in this area of the project.

Many thanks,
Gabe

Gabriel Rose, MA PMP
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604.662.3130 office
604.662.3133 fax

From: Gabriel Rose
Sent: April 28, 2016 5:10 PM
To: Sal Ferreras (Salvador.Ferreras@kpu.ca) <Salvador.Ferreras@kpu.ca>; Valerie St. John s.21
s.21 Nicola Lemmer (nicola.lemmer@gov.bc.ca) <Nicola.Lemmer@gov.bc.ca>; Tony D Loughran
(Tony.Loughran@gov.bc.ca) <Tony.Loughran@gov.bc.ca>; Kevin Perrault (Kevin.Perrault@gov.bc.ca)
<Kevin.Perrault@gov.bc.ca>; Gurdeep Parhar (gurdeep.parhar@ubc.ca) <gurdeep.parhar@ubc.ca>; 'David Snadden
(david.snadden@ubc.ca)' <david.snadden@ubc.ca>; 'Bill Miller (bill.miller@ubc.ca)' <bill.miller@ubc.ca>; Valensky,
Cindi <Cindi.Valensky@ubc.ca>
Cc: Julia Horgan <julia.horgan@ambit-consulting.com>
Subject: KPU TCM-AD - updates and next steps

Good afternoon steering committee members,

Thank you for your participation in the meeting with the CTCMA earlier this week. Mary followed up to say that the information we provided for their Executive Committee meeting was helpful; however they have further questions and have asked Sal and me to join their Education and Examination Committee meeting next week.

In addition, the KPU TCM-AD Program Advisory Meeting went well yesterday. There were questions as expected, but the meeting ended on a positive and supportive note, which is great news.

Thanks again for your contributions to this initiative. We look forward to your feedback.

Gabe

Gabriel Rose, MA PMP

Project Manager

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KWANTLEN POLYTECHNIC UNIVERSITY
Faculty of Health

**Traditional Chinese Medicine (TCM)
Program Advisory Committee (PAC)**

DATE: Wednesday, April 27, 2016

TIME: 1730 – 1930 hours

LOCATION: KPU Richmond Boardroom, #1420

CONFERENCE CALL

Dial In #: 604-899-2339 Vancouver

Access Code: 8339699 #

AGENDA

Attending

Chung, Dr. Michael

Ferreras, Dr. Salvador

Freeman, Dr. Tru

Hardman, Dr. Bill (Chair)

Henley, Dr. Arden – via phone

Hu, Dr. Jenny

Liu, Dr. Jeffrey

Loh, Mason – via phone - tentative

Loughran, Tony – tentative

Nicolson-Church, Dr. Jean

Ranallo, Joseph – via phone

St. John, Val – via phone

Stan, Dr. John

Yang, Dr. John

Regrets

Brown, Dr. Lorne

Che, Dr. Fei

Graham, Dr. Kim

Yu, Dr. Vincent Cunhai

Yu, Dr. Weidong

Guests:

Lemmer, Ms. Nicola

#	AGENDA ITEMS	RESPONSIBLE
1.	Approval of Agenda	Dr. Tru Freeman
2.	Approval of March 2015 Minutes	Mr. Bill Hardman
3.	Welcome and Introductions	Dr. Tru Freeman / All
4.	TCM Update <ul style="list-style-type: none">Clinical facilitatorPracticumPractitionersCredential qualificationsDistributed model clinic	Dr. Salvador Ferreras / Dr. Tru Freeman
5.	AVED Update	Ms. Nicola Lemmer
6.	Adjournment <ul style="list-style-type: none">Next meeting	Dr. Tru Freeman

Perrault, Kevin AVED:EX

From: Loughran, Tony D AVED:EX
Sent: Wednesday, April 27, 2016 12:41 PM
To: 'Gabriel Rose'; Liscum, Rosemarie AVED:EX
Cc: Perrault, Kevin AVED:EX; Lemmer, Nicola I AVED:EX; Julia Horgan
Subject: RE: Questions for Executive Committee meeting April 27th at 4:30 pm
Attachments: tcm.docx

Importance: High

Hi Gabe,

Please find attached suggested bullets for Qs 1 and 2 – Kevin and me will review the roll-up of all seven questions raised by the CTCMA Registrar once it's ready to be circulated.

Thanks!

From: Gabriel Rose [mailto:gabriel.rose@ambit-consulting.com]
Sent: Tuesday, April 26, 2016 9:34 PM
To: Loughran, Tony D AVED:EX; Liscum, Rosemarie AVED:EX
Cc: Perrault, Kevin AVED:EX; Lemmer, Nicola I AVED:EX; Julia Horgan
Subject: FW: Questions for Executive Committee meeting April 27th at 4:30 pm
Importance: High

Hi Tony,

Please see Mary's request below. In order to respond, it would be very helpful to have a quick phone call with you sometime tomorrow. I can be available either between 7:30 and 8:30 or between 9:30 and 1:00. Earlier in the day would be preferable.

I'll also try to book a time with a representative from KPU and from UBC FOM.

Thanks in advance,
Gabe

Gabriel Rose, MA PMP
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From: Mary Watterson [mailto:registrar@ctcma.bc.ca]
Sent: April 26, 2016 7:14 PM
To: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Cc: Jonathan Ho <Jonathan@ctcma.bc.ca>
Subject: Questions for Executive Committee meeting April 27th at 4:30 pm
Importance: High

Hi Gabriel

Thank you for organizing the meeting today. We appreciated the program information and the focus on clinical training. It was helpful to meet with the UBC educators as they were able to speak to the actual application of the distributed clinical supervision model.

Tomorrow afternoon the CTCMA Executive Committee is meeting and the KPU Acupuncture program will be included in the Agenda. In anticipation of questions, it would be appreciated if you would provide reasonably detailed information on the following anticipated questions.

s.13

In order to provide information for the Committee members and facilitate a productive meeting tomorrow, it would be appreciated if you would put the responses in a printable form for circulation. You can call me tomorrow morning from 7:30 am if you have any questions (604-738-7100 ext 102 – don't forget the extension as it will bypass the message). I will be out of the office and away from email from 8:45 am -4:00 pm. The Executive Committee meeting starts at 4:30 pm.

In advance, thank you for your attention to the above.

Kindest regards

Mary

Mary Watterson
Dr. TCM, Registrar

**College of Traditional Chinese Medicine
Practitioners and Acupuncturists of British Columbia**
1664 West 8th Ave.
Vancouver, BC V6J 1V4
Tel: 604-738-7100
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Website: www.ctcma.bc.ca

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Perrault, Kevin AVED:EX

From: Loughran, Tony D AVED:EX
Sent: Wednesday, April 27, 2016 2:36 PM
To: Tru Freeman; Gabriel Rose; Salvador Ferreras; Valerie St. John s.21
Perrault, Kevin AVED:EX
Cc: Julia Horgan
Subject: Re: For review - Draft responses to CTCMA questions
Attachments: KPU%20TCM-AD%20-%20CTCMA%20Questions%20-%202016-04-27%20-%20tf%20comments.docx

Looks good. Very minor edits from my.

Thanks.

From: Tru Freeman <Tru.Freeman@kpu.ca>
Sent: Wednesday, April 27, 2016 1:40 PM
To: Gabriel Rose; Salvador Ferreras; Valerie St. John s.21 Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX
Cc: Julia Horgan
Subject: RE: For review - Draft responses to CTCMA questions

My thoughts



Tru Freeman, PhD
Dean, Faculty of Health
Kwantlen Polytechnic University
t 604.599.2263 f 604.599.3130 e tru.freeman@kpu.ca
www.kpu.ca
Assistant: Davinder Cheema 604.599.2102

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From: Gabriel Rose [mailto:gabriel.rose@ambit-consulting.com]
Sent: April-27-16 1:08 PM
To: Salvador Ferreras; Tru Freeman; Valerie St. John s.21 Tony Loughran; Kevin Perrault
(Kevin.Perrault@gov.bc.ca)
Cc: Julia Horgan
Subject: For review - Draft responses to CTCMA questions
Importance: High

Hi Folks,

Please review the attached draft responses to CTCMA questions and send your edits back to me by 2:30 today.

This was pulled together in haste, so I do apologize that the writing is not as crisp and concise as I would normally like.

Thanks in advance for your feedback and edits.

Gabe

Gabriel Rose, MA PMP

Project Manager

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KPU TCM-AD Program Information for CTCMA

Information about Kwantlen Polytechnic University's (KPU) Traditional Chinese Medicine Acupuncture Diploma (TCM-AD) program for the College of Traditional Chinese Medicine Practitioners and Acupuncturists of BC (CTCMA)

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KPU TCM-AD Program Information for CTCMA

s.13

April 27, 2016

Page 2 of 8

s.13

KPU TCM-AD Program Information for CTCMA

April 27, 2016

Page 8 of 8

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Friday, April 29, 2016 2:56 PM
To: Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Lemmer, Nicola I AVED:EX
Subject: FW: KPU Meeting with CTCMA

Hi Tony, Kevin, and Nicola,

Please see below from Mary in preparation for Tuesday evening with the CTCMA Committee.

Would you be willing to indicate the best way to answer the questions?

s.13

I think I have a good handle on the other elements, but want to make sure I have the messaging right for those two points.

Thank you,
Gabe

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From: Mary Watterson [mailto:registrar@ctcma.bc.ca]
Sent: April 29, 2016 2:23 PM
To: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Cc: Salvador Ferreras (salvador.ferreras@kpu.ca) <salvador.ferreras@kpu.ca>
Subject: RE: KPU Meeting with CTCMA

Hi Gabe

s.13

Feel free to call if you have any other questions.

Kindest regards
Mary

From: Gabriel Rose [<mailto:gabriel.rose@ambit-consulting.com>]
Sent: April-29-16 1:36 PM
To: Mary Watterson; Salvador Ferreras (salvador.ferreras@kpu.ca)
Subject: RE: KPU Meeting with CTCMA

Hi Mary,

Looking ahead to next week, what would be most helpful for us to prepare? You mention a brief presentation. Would this be focused on the content similar to what we discussed on Tuesday?

Thanks and have a good weekend,
Gabe

Gabriel Rose, MA PMP
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www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

From: Mary Watterson [<mailto:registrar@ctcma.bc.ca>]
Sent: April 28, 2016 11:48 AM
To: Salvador Ferreras (salvador.ferreras@kpu.ca) <salvador.ferreras@kpu.ca>; Gabriel Rose <gabriel.rose@ambit-consulting.com>
Subject: KPU Meeting with CTCMA

Hello Sal and Gabriel

The procedure for bylaw amendments is for the relevant committee to undertake a full review and then make a recommendation to the board to amend the bylaw. The Education and Examination Committee (EEC) were sent the material provided by KPU and AMBIT on Tuesday. Several questions and concerns have been expressed.

The EEC will need to meet in person to discuss the proposed amendment to CTCMA Bylaws Schedule E. It would be very helpful to have you both attend the meeting for the first hour to make a short presentation and to answer any questions. We are in the process of scheduling the meeting on Tues May 3, Wed May 4 or Thurs May 5 from 6:00 pm to 8:00 pm.

Please advise your availability for the above dates.

With thanks and kindest regards

Mary

Mary Watterson
Dr. TCM, Registrar

**College of Traditional Chinese Medicine
Practitioners and Acupuncturists of British Columbia**
1664 West 8th Ave.
Vancouver, BC V6J 1V4
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Loughran, Tony D AVED:EX

From: Perrault, Kevin AVED:EX
Sent: Friday, April 29, 2016 3:03 PM
To: 'Gabriel Rose'; Loughran, Tony D AVED:EX; Lemmer, Nicola I AVED:EX
Subject: RE: KPU Meeting with CTCMA

s.13

Thanks.

Kevin Perrault
Director, Health Programs
Research Universities and Health Programs Branch
Ministry of Advanced Education
Province of British Columbia
Victoria, BC
Tel: 250-356-8257
Email: kevin.perrault@gov.bc.ca

From: Gabriel Rose [<mailto:gabriel.rose@ambit-consulting.com>]
Sent: Friday, April 29, 2016 2:56 PM
To: Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Lemmer, Nicola I AVED:EX
Subject: FW: KPU Meeting with CTCMA

Hi Tony, Kevin, and Nicola,

Please see below from Mary in preparation for Tuesday evening with the CTCMA Committee.

Would you be willing to indicate the best way to answer the questions?

s.13

I think I have a good handle on the other elements, but want to make sure I have the messaging right for those two points.

Thank you,
Gabe

Gabriel Rose, MA PMP
Project Manager
AMBIT Consulting Inc. | Strategic Program Management
www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

From: Mary Watterson [<mailto:registrar@ctcma.bc.ca>]
Sent: April 29, 2016 2:23 PM
To: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Cc: Salvador Ferreras (salvador.ferreras@kpu.ca) <salvador.ferreras@kpu.ca>
Subject: RE: KPU Meeting with CTCMA

Hi Gabe

s.13

Feel free to call if you have any other questions.

Kindest regards
Mary

From: Gabriel Rose [<mailto:gabriel.rose@ambit-consulting.com>]
Sent: April-29-16 1:36 PM
To: Mary Watterson; Salvador Ferreras (salvador.ferreras@kpu.ca)
Subject: RE: KPU Meeting with CTCMA

Hi Mary,

Looking ahead to next week, what would be most helpful for us to prepare? You mention a brief presentation. Would this be focused on the content similar to what we discussed on Tuesday?

Thanks and have a good weekend,
Gabe

Gabriel Rose, MA PMP
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Sent: April 28, 2016 11:48 AM

To: Salvador Ferreras (salvador.ferreras@kpu.ca) <salvador.ferreras@kpu.ca>; Gabriel Rose <gabriel.rose@ambit-consulting.com>

Subject: KPU Meeting with CTCMA

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Loughran, Tony D AVED:EX

From: Julia Horgan <julia.horgan@ambit-consulting.com>
Sent: Friday, April 29, 2016 3:20 PM
To: XT:HLTH registrar@ctcma.bc.ca; Jonathan Ho; Salvador Ferreras (salvador.ferreras@kpu.ca); Tru Freeman; Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Lemmer, Nicola I AVED:EX; Westgate, Brian A HLTH:EX; Dave Snadden (david.snadden@ubc.ca); Bill Miller (bill.miller@ubc.ca); Gurdeep Parhar (gurdeep.parhar@ubc.ca); Valerie St John s.21 Cindi Valensky (Cindi.Valensky@ubc.ca)
Cc: Gabriel Rose
Subject: KPU TCM-AD - CTCMA Meeting Notes
Attachments: KPU TCM-AD - CTCMA Meeting Notes - 2016-04-26.pdf

Hi All,

Attached are the Meeting Notes from our meeting with the CTCMA on 26 April. I've also included a summary of action items below for convenience. Please review the meeting notes and let me know if I've missed or misrepresented anything.

Thank you,
Julia

Summary of New Action Items

s.13

Please advise Gabriel Rose or Julia Horgan of any errors or omissions in these minutes within one week of issuance or they will be deemed true and accurate.

Julia Horgan, BSc
Project Analyst
AMBiT Consulting Inc. | Strategic Program Management
www.ambit-consulting.com
778.991.0021 direct
604.662.3130 office
604.662.3133 fax

Meeting Notes: KPU TCM-AD Clinical Supervision Design – CTCMA Meeting

Date: April 26, 2016
Time: 2:30pm – 3:30pm
Location: DHCC 2250; Video conference; Audio conference
Attendees: **CTCMA:** Mary Watterson, Jonathan Ho. **KPU:** Sal Ferreras, Tru Freeman. **AVED:** Tony Loughran, Kevin Perrault, Nicola Lemmer. **Ministry of Health:** Brian Westgate, Andrea Grey. **UBC Faculty of Medicine:** David Snadden, Bill Miller, Gurdeep Parhar. **AMBIT:** Gabriel Rose, Julia Horgan.
Regrets: n/a
Next Meeting: n/a

Agenda

1. Introductions
2. Legislative Content
3. Proposed clinical supervision model
4. Input from other public health professions programs
5. Next steps

Discussion, Decisions, and Action Items

1. Introductions

- Mary Watterson – Registrar and CEO, CTCMA
- Jonathan Ho – Deputy Registrar, CTCMA
- Salvador Ferreras – Provost & VP, Academic, KPU
- Tru Freeman – Dean, Faculty of Health, KPU
- Nicola Lemmer – ADM Institutions & Programs, BC Ministry of Advanced Education
- Tony Loughran – Executive Director, Research Universities and Health Programs, BC Ministry of Advanced Education
- Kevin Perrault – Director, Health Programs, BC Ministry of Advanced Education
- Brian Westgate – Director, Regulatory Initiatives, Professional Regulation and Oversight, BC Ministry of Health
- Andrea Grey – Policy Analyst, BC Ministry of Health
- Gurdeep Parhar – Executive Associate Dean, Clinical Partnerships and Professionalism, UBC Faculty of Medicine
- David Snadden – Executive Associate Dean, Education, UBC Faculty of Medicine
- Bill Miller – Associate Dean, Health Professions Education, UBC Faculty of Medicine

- Gabriel Rose – KPU TCM-AD Clinical Supervision Design Assignment Lead and Project Manager, AMBiT Consulting
- Julia Horgan – Project Analyst, AMBiT Consulting

See the slide deck that was distributed in advance of the meeting for additional details regarding the discussion summarized below.

2. Legislative context

- TL gave a high-level summary of the legislation relevant to public post-secondary education institutions in BC.
 - Universities have a bicameral governance model comprised of Board (financial) and Senate (academic) divisions. The KPU TCM-AD has been approved by both the Board and Senate of KPU.
 - Provincial institutes provide instruction and perform functions designated by the Minister, but it is the institution that is responsible for program quality and delivery.

3. Proposed clinical supervision model

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Page 410

Withheld pursuant to/removed as

s.13

s.13

Summary of New Action Items

s.13

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From: Perrault, Kevin AVED:EX
Sent: Monday, May 2, 2016 11:03 AM
To: 'Gabriel Rose'
Cc: Loughran, Tony D AVED:EX
Subject: RE: KPU Meeting with CTCMA

s.13

Thanks.

Kevin Perrault
Director, Health Programs
Research Universities and Health Programs Branch
Ministry of Advanced Education
Province of British Columbia
Victoria, BC
Tel: 250-356-8257
Email: kevin.perrault@gov.bc.ca

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I think I have a good handle on the other elements, but want to make sure I have the messaging right for those two points.

Thank you,
Gabe

Gabriel Rose, MA PMP
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s.13

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To: Salvador Ferreras (salvador.ferreras@kpu.ca) <salvador.ferreras@kpu.ca>; Gabriel Rose <gabriel.rose@ambit-consulting.com>
Subject: KPU Meeting with CTCMA

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Perrault, Kevin AVED:EX

From: Millier, William <bill.miller@ubc.ca>
Sent: Wednesday, May 4, 2016 3:51 PM
To: Snadden, David; Rose, Gabriel (ambit-consulting.com)
Cc: Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Lemmer, Nicola I AVED:EX; Westgate, Brian A HLTH:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 tru.freeman@kpu.ca; Parhar, Gurdeep; Valensky, Cindi; Julia Horgan
Subject: Re: CTCMA consultation update

s.13

Sent from Bill Miller's BlackBerry 10 smartphone. Pardon my succinct response.

From: Snadden, David
Sent: Wednesday, May 4, 2016 14:23
To: Rose, Gabriel (ambit-consulting.com)
Cc: Tony D Loughran (Tony.Loughran@gov.bc.ca); Kevin Perrault (Kevin.Perrault@gov.bc.ca); Nicola Lemmer (nicola.lemmer@gov.bc.ca); Brian Westgate (Brian.Westgate@gov.bc.ca); Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 tru.freeman@kpu.ca; Parhar, Gurdeep; Miller, William; Valensky, Cindi; Julia Horgan
Subject: Re: CTCMA consultation update

s.13

Dave

David Snadden
Sent by my iPhone

On May 4, 2016, at 13:17, Gabriel Rose <gabriel.rose@ambit-consulting.com> wrote:

Good afternoon,

Sal and I joined the CTCMA's Education and Examination Committee meeting yesterday evening to provide information on the proposed clinical supervision model and answer their questions.

They appreciated the information and understood the request. However,

s.13

Suggestions from the group to further encourage the CTCMA on this front would be greatly appreciated.

Thank you,
Gabe

Gabriel Rose, MA PMP
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www.ambit-consulting.com
604.842.3951 direct
604.662.3130 office
604.662.3133 fax

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Monday, May 2, 2016 4:23 PM
To: Perrault, Kevin AVED:EX; Loughran, Tony D AVED:EX; Westgate, Brian A HLTH:EX
Subject: CTCMA meeting

Hi Kevin, Tony, and Brian,

I'm preparing for the meeting with the CTCMA Education and Examination Committee meeting tomorrow.

In case there's an opportunity to contribute to the discussion of wording changes for Schedule E, what wording do you think would be best? Would you recommend the approach of exempting public institutions from the 50% requirement? Or is there a different approach that you think would be best?

Many thanks,
Gabe

Gabriel Rose, MA PMP
Project Manager
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604.662.3130 office
604.662.3133 fax

Loughran, Tony D AVED:EX

From: Gabriel Rose <gabriel.rose@ambit-consulting.com>
Sent: Wednesday, May 4, 2016 1:17 PM
To: Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Lemmer, Nicola I AVED:EX; Westgate, Brian A HLTH:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 tru.freeman@kpu.ca; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'Bill Miller (bill.miller@ubc.ca)'; 'David Snadden (david.snadden@ubc.ca)'; 'Valensky, Cindi'
Cc: Julia Horgan
Subject: CTCMA consultation update
Importance: High

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604.842.3951 direct
604.662.3130 office
604.662.3133 fax

Perrault, Kevin AVED:EX

From: Loughran, Tony D AVED:EX
Sent: Thursday, May 5, 2016 12:21 PM
To: 'Gabriel Rose'; Westgate, Brian A HLTH:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca); Gurdeep Parhar (gurdeep.parhar@ubc.ca)
Cc: Julia Horgan; Perrault, Kevin AVED:EX; Lemmer, Nicola I AVED:EX; Valerie St. John s.21 tru.freeman@kpu.ca; 'Bill Miller (bill.miller@ubc.ca)'; 'David Snadden (david.snadden@ubc.ca)'; 'Valensky, Cindi'
Subject: RE: CTCMA consultation update

Thanks for this Gabe.

I also had a chat with Brian a short time ago and he communicated a similar message. Brian will be having some follow-up conversations with Mary so for the moment we'll stand down on a teleconference this afternoon. I'll be back in touch with everyone over the coming day or two to reschedule if there's a sense that a call would be beneficial.

Tony

From: Gabriel Rose [mailto:gabriel.rose@ambit-consulting.com]
Sent: Thursday, May 5, 2016 10:45 AM
To: Loughran, Tony D AVED:EX; Westgate, Brian A HLTH:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca); Gurdeep Parhar (gurdeep.parhar@ubc.ca)
Cc: Julia Horgan; Perrault, Kevin AVED:EX; Lemmer, Nicola I AVED:EX; Valerie St. John s.21 tru.freeman@kpu.ca; 'Bill Miller (bill.miller@ubc.ca)'; 'David Snadden (david.snadden@ubc.ca)'; 'Valensky, Cindi'
Subject: RE: CTCMA consultation update

Hi Tony and all,

Sal and I received an email from Mary this morning. Apparently the EEC meeting continued until after 10pm on Tuesday (we left around 7:30). They are working on an amendment that would satisfy the CTCMA Board and facilitate the distributed training model. She'll keep us informed.

She said that the Board will not be making a decision at Saturday's meeting, but she's hopeful that they can find a reasonable solution shortly and move forward.

Looking forward to the call this afternoon.

Gabe

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From: Loughran, Tony D AVED:EX [mailto:Tony.Loughran@gov.bc.ca]
Sent: May 5, 2016 9:48 AM
To: Westgate, Brian A HLTH:EX <Brian.Westgate@gov.bc.ca>; Sal Ferreras (Salvador.Ferreras@kpu.ca) <Salvador.Ferreras@kpu.ca>; Gurdeep Parhar (gurdeep.parhar@ubc.ca) <gurdeep.parhar@ubc.ca>

Cc: Julia Horgan <julia.horgan@ambit-consulting.com>; Perrault, Kevin AVED:EX <Kevin.Perrault@gov.bc.ca>; Gabriel Rose <gabriel.rose@ambit-consulting.com>; Lemmer, Nicola I AVED:EX <Nicola.Lemmer@gov.bc.ca>; Valerie St. John s.21 <tru.freeman@kpu.ca>; 'Bill Miller (bill.miller@ubc.ca)' <bill.miller@ubc.ca>; 'David Snadden (david.snadden@ubc.ca)' <david.snadden@ubc.ca>; 'Valensky, Cindi' <Cindi.Valensky@ubc.ca>
Subject: RE: CTCMA consultation update
Importance: High

Hi everyone,

Nicola has asked that we pull together this afternoon for a 30 minute conference call - also inviting the CTCMA Registrar to join us - to discuss what transpired at the Education and Examination Committee this week and better understand what the process is from here with moving the bylaw change forward. Perhaps we could also canvass what additional information Mary Watterson thinks the Board might need in its upcoming deliberations, that's provided the proposed bylaw amendment is still on the agenda for Board's upcoming meeting.

For the call today, it would be great if Sal, Brian and Gurdeep could be available to participate, at a minimum. Could the three of you please send me a quick email to confirm your availability between 1 and 4 pm and I'll arrange a time that works best for most and include teleconference dial-in information. I'll also reach out to Mary to confirm her participation.

Thanks,
Tony

From: Westgate, Brian A HLTH:EX
Sent: Thursday, May 5, 2016 8:43 AM
To: Perrault, Kevin AVED:EX; 'Gabriel Rose'; Loughran, Tony D AVED:EX; Lemmer, Nicola I AVED:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 <tru.freeman@kpu.ca>; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'Bill Miller (bill.miller@ubc.ca)'; 'David Snadden (david.snadden@ubc.ca)'; 'Valensky, Cindi'
Cc: Julia Horgan
Subject: RE: CTCMA consultation update

s.13

Brian Westgate
Director of Regulatory Initiatives, Professional Regulation and Oversight
Health Sector Workforce Division
Ministry of Health | 1515 Blanshard Street | PO Box 9649 STN PROV GOVT
Victoria BC V8W 9P4

Phone: 250-952-3145
Mobile: 250-507-7423
Brian.westgate@gov.bc.ca

From: Perrault, Kevin AVED:EX
Sent: Wednesday, May 4, 2016 2:49 PM
To: 'Gabriel Rose'; Loughran, Tony D AVED:EX; Lemmer, Nicola I AVED:EX; Westgate, Brian A HLTH:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John s.21 <tru.freeman@kpu.ca>; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'Bill Miller (bill.miller@ubc.ca)'; 'David Snadden (david.snadden@ubc.ca)'; 'Valensky, Cindi'
Cc: Julia Horgan
Subject: RE: CTCMA consultation update

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Kevin Perrault
Director, Health Programs
Research Universities and Health Programs Branch
Ministry of Advanced Education
Province of British Columbia
Victoria, BC
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Email: kevin.perrault@gov.bc.ca

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Sent: Wednesday, May 4, 2016 1:17 PM

To: Loughran, Tony D AVED:EX; Perrault, Kevin AVED:EX; Lemmer, Nicola I AVED:EX; Westgate, Brian A HLTH:EX; Sal Ferreras (Salvador.Ferreras@kpu.ca); Valerie St. John **s.21** tru.freeman@kpu.ca; Gurdeep Parhar (gurdeep.parhar@ubc.ca); 'Bill Miller (bill.miller@ubc.ca)'; 'David Snadden (david.snadden@ubc.ca)'; 'Valensky, Cindi'

Cc: Julia Horgan

Subject: CTCMA consultation update

Importance: High

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Suggestions from the group to further encourage the CTCMA on this front would be greatly appreciated.

Thank you,
Gabe

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Loughran, Tony D AVED:EX

From: Snadden, David <david.snadden@ubc.ca>
Sent: Monday, May 9, 2016 9:51 AM
To: Rose, Gabriel (ambit-consulting.com)
Cc: Sal Ferreras (Salvador.Ferreras@kpu.ca); tru.freeman@kpu.ca; Valerie St. John
s.21 Parhar, Gurdeep; Miller, William; Valensky, Cindi; Loughran, Tony D
AVED:EX; Perrault, Kevin AVED:EX; Lemmer, Nicola I AVED:EX; Julia Horgan
Subject: Re: CTCMA Bylaws
Attachments: UBC DME Papers.docx
Importance: High

Not sure if these help, but these are the UBC DME Published papers,

Dave

On May 9, 2016, at 09:29, Gabriel Rose <gabriel.rose@ambit-consulting.com> wrote:

Hi folks,

Please see below from Mary. Do any of you know of any published material that would help answer the Board's questions?

Clearly this is very time sensitive. We are happy to help pull things together, but will need to draw heavily on your subject matter expertise.

I'm in Toronto for work today and tomorrow, so my email response time will be delayed. Also, I'm out of the office Thursday through Tuesday. Julia is available in my absence to compile this.

Thanks in advance,
Gabe

Gabriel Rose, MA PMP
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Cc: Salvador Ferreras (salvador.ferreras@kpu.ca) <salvador.ferreras@kpu.ca>
Subject: CTCMA Bylaws

Good morning Gabe

What is needed is a summary of published material on the advantages of the distributed clinical training model. Firstly, papers on the model used in medical schools – but the positive outcome of distributing physicians throughout the provinces is not relevant here. The questions include: what are the outcomes of the model? Is use of the model increasing? Where the model is used, what percentage of training indirect patient care is through the model – this is a question that has been repeated a number of times – I understand Lakehead and Laurentian use the model for medical schools after the first couple of years, but how much? This is versus “lab” learning where students practice on each other, or observe clinicians etc.

Reports or stats would be somewhat helpful on students training in other health professions re the percentage of clinical training done with this model compared to the training institution’s ‘outpatient/clinical teaching facility’. However, there are significant differences in their scope and type of practice (majority of CTCMA registrants are in solo practice).

If there are sound reasons to bring the model into TCM training regimes, then both students, institutions would benefit – and that is what the Board is looking for.

I am at my desk until a meeting at 5pm if you would like to discuss 604-738-7100 ext 102

With thanks

Mary

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Published Peer reviewed Papers on UBC's Undergraduate Regional DME Program (September 2014)

Descriptive articles (may include program evaluation data or descriptive statistics):

- Snadden, D. Bates, J. Expanding undergraduate medical education in British Columbia: A distributed campus model. *Canadian Medical Association Journal*, 173(6), 589-90
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- Ford, J. C., Pinder, K. E., Ovalle, W. K., & Li, C. H. (2008). Pathology education in a multisite urban/rural distributed curriculum. *Human Pathology*, 39(6), 811-816.
- Gingerich, A., Mader, H., Payne, G. W. (2012). Problem-based learning tutors within medical curricula: An interprofessional analysis. *Journal of Interprofessional Care*, 26(1), 69-70.
- Ho, K., A. Gingerich, et al. (2011). "Remote hands-on interactive medical education: video feedback for medical students." *Medical Education* 45(5): 522-523.
- Hoag, N. A., Hamidzadeh, R., & MacNeilly, A. E. (2013). Undergraduate exposure to urology: Impact of the distributed model of medical education in British Columbia. *Canadian Urological Association Journal*, 7(1/2), 20-25.
- Kelly, N., Gaul, K., Huynh, H., Grunau, G. L., & Murphy, C. (2008). Quality trumps face-to-face presence when delivering lectures in a distributed multi-site medical education programme. *Medical Education*, 42(2), 225.
- Pinder, K. E., Ford, J. C., & Ovalle, W. K. (2008). A new paradigm for teaching histology laboratories in Canada's first distributed medical school. *Anatomical Sciences Education*, 1(3), 95-101.
- Towle, A. (2010). The University of British Columbia Faculty of Medicine. *Academic Medicine*, 85(9) supplement, 618-619.
- Thorneloe B., MacPherson C., Jenkin D., Pandachuck K., Love M., McCrea P. (2008) Medical school distribution: The student perspective. *BCMJ*, Vol. 50, No. 7, 373-375.
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- Lovato C., Murphy C. (2008) Comparability of student performance and experiences in UBC's distributed MD undergraduate program: The first 2 years. *BCMJ*, Vol. 50, No. 7, 380-383
- Webber E., Rungta K., Sivertz K. (2008) Expansion of postgraduate medical education. *BCMJ*, Vol. 50, No. 7, 384-387
- Armstrong, R. (2008) Focus on the profession: Academic and clinical departments. *BCMJ*, Vol. 50, No. 7, 390-392
- Snadden D., Casiro O. (2008) Maldistribution of physicians in BC: What we are trying to do about it. *BCMJ*, Vol. 50, No. 7, 371-372
- Bates J. (2008) Medical school expansion in BC. *BCMJ*, Vol. 50, No. 7, 368-370



Dickeson R. (2008) Residency on the road: Providing care and gaining experience in rural BC. *BCMJ*, Vol. 50, No. 7, 388-389

Fabian M. (2008) Selecting the best for our future: MD undergraduate admissions procedures at UBC. *BCMJ*, Vol. 50, No. 7, 376-377

Leung, J. M. W. S., & Ross, M. (2012). Quantitative evaluation of public health teaching in a multi-site medical school. *Medical Teacher*, 34(7), 598.

Expertise and opinion:

Bates, J., Lovato, C., Buller-Taylor, T. (2008). "Mind the gap": Seven key issues in aligning medical education and healthcare policy. *Healthcare Policy*, 4, 46-58

Rusticus, S. A., & Lovato, C. Y. (2011). Applying tests of equivalence for multiple group comparisons: Demonstration of the confidence interval approach. *Practical Assessment, Research and Evaluation*, 16(7). Available online: <http://pareonline.net/getvn.asp?v=16&n=7>.

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Tesson, G., Curran, V., Pong, R., & Strasser, R. (2005). Advances in rural medical education in three countries: Canada, the United States and Australia. *Education for Health*, 18(3), 405-415.

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Research papers (these papers required the collection of new data):

Hanlon, N., Halseth, G., & Snadden, D. (2010). "We can see a future here": Place attachment, professional identity, and forms of capital mobilized to deliver medical education in an underserved area. *Health and Place*, 16(5), 909-915.

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- Peterson, L.N., Eva, K. W., Rusticus, S. A., & Lovato, C. Y. (2012). The readiness for clerkship survey: Can self-assessment data be used to evaluate program effectiveness? *Academic Medicine*, 87(10), 1355-60.
- Orzanco, M., C. Lovato, et al. (2011). "Nature and nurture in the family physician's choice of practice location." *Rural and Remote Health* 11(1849): 1.24-26.06
- Toomey, P., Hanlon, N., Bates, J., Poole, G., & Lovato, C. Y. (2011). Exploring the role of social capital in supporting a regional medical education campus. *Rural and Remote Health*, 11(4), 1774.
- Toomey, P., Lovato, C. Y., Hanlon, N., Poole, G., & Bates, J. (2013). Impact of a regional distributed medical education program on an underserved community: Perceptions of community leaders. *Academic Medicine*, 88, 811-818.
- Fletcher, S., J. Mullett, et al. (2014). "Value of a regional family practice residency training program site: Perceptions of residents, nurses, and physicians." *Canadian Family Physician* 60(9): e447-e454.

Review and synthesis papers:

- Lau, F., & Bates, J. (2004). A review of e-learning practices for undergraduate medical education. *Journal of Medical Systems*, 28(1), 71-87.

Published Articles on UBC's Undergraduate LIC Program July, 2014

- Bates, J., J. Konkin, et al. (2013). "Student perceptions of assessment and feedback in longitudinal integrated clerkships." *Medical Education* 47(4): 362-374.
- Bates, J. and A. Towle (2012). "Longitudinal integrated clinical placements: where are we going?" *Medical Education* 46(11): 1024-1026.
- Fleming, B. and M. MacKenzie (2013). "Integrated community clerkship: Medical education at UBC and the challenge of underserved communities." *British Columbia Medical Journal* 55(4).
- McLaughlin, K., J. Bates, et al. (2011). "A comparison of performance evaluations of students on longitudinal integrated clerkships and rotation-based clerkships." *Academic Medicine* 86(10): S25-S29.
- Mihalynuk, T., J. Bates, et al. (2008). "Student learning experiences in a longitudinal clerkship programme." *Medical Education* 42(7): 729-732
- Petersen, L.N. Rusticus S.A. Ross, L.P. (2015) Comparability of the National Board of Medical Comprehensive Clinical Science Examination and a Set of Five Clinical Science Subject Examinations. *Academic Medicine*, 90(5): 684-690.