

**Manitoba Naturopathic Association
Continuing Education Policy
For the CE Period November 1, 2015 - October 31, 2017**

NOTE: Verification forms must be completed in full and sent to the Registrar by email/mail.

Deadline for submitting credits: October 31, 2017.

Forms and copies are to be mailed/mailed to the Registrar:

**Manitoba Naturopathic Association
971 Corydon Avenue, PO Box 434
Winnipeg, MB R3M 0Y0
info@mbnd.ca**

Purpose:

All Naturopathic doctors licensed in Manitoba are required to maintain their competency skills. This policy applies to all course material necessary for the practice of Naturopathic medicine in Manitoba. Upgrading of competency skills is mandated under the Manitoba Naturopathic Association Regulations, and serves to protect the public.

Requirements:

☐ 1. Minimum Hours:

40 hours of continuing education over each two-year continuing education period drawn from a combination of categories A, B and C.

Category A	4 hours
Category B & C	+ <u>36 hours</u>
Total	= 40

☐ 2. Category D (Self-Study Hours):

Registrants with certification designations must earn an additional two self-study hours per certification area.

Certifications:

- Acupuncture
- Intravenous Therapy
- Ozone
- Hyperbaric Oxygen Therapy
- IV Chelation Therapy
- **NEW!!** Prolotherapy

Self-Study Methods:

- Books/Articles/Journals
- DVD's/CD's
- Webinars
- Courses/Seminars

☐ 3. CPR Requirements:

All members must complete ***CPR Level C for Health Care Providers with AED*** annually or every two years (see below.) CPR hours DO NOT count towards education hours:

- **IV Therapy Registrants:** must complete annual certification of ***CPR Level C for Health Care Providers with AED*** and submit proof with their annual membership renewal. Renewals will not proceed without this.
- **Non IV Therapy Registrants:** must complete certification of ***CPR Level C for Health Care Providers with AED every TWO YEARS***

☐ 4. Emergency Training for IV Practitioners: Mandatory for all IVT Certified Registrants. Registrants must successfully complete the *Emergency Medicine for IV Certification* course **every three (3) years** and submit proof of completion with their renewal application or in advance to the Registrar.

☐ 5. Non-Practicing Registrants: are required to submit proof of continuing competency hours for resumption of practice and are subject to fines/penalties for missing hours.

☐ 6. Preceptor Policy: 1 CE hour for each two hours of activity when taking on a preceptor student or precepting with another health professional to a maximum of ten (10) hours per two-year cycle.

General:

Verification of Credits:

*To receive credit(s) for CE hours for approved naturopathic seminars it is the Registrant's responsibility to provide the Registrar with official verified documentation. All other CE functions require the submission of an official MNA *CE Verification Form* (enclosed).

Credit Report(s):

Six months prior to October 31 the Registrar will email each member with a credit hour status report.

*Should a discrepancy be present, it is the registrant's responsibility to notify the MNA and provide documentation supporting the corrected hours.

Calculating Hours:

- Category A and B hours are granted on an hour per hour basis (e.g. if a course is 5 hours, 5 hours of CE are granted), as determined by the seminar outline
- Category C hours are given on the basis of one hour for each two hours of activity; board and committee hours are capped at 25 hours
- CE hours are valid during the two-year period in which they take place and may not be carried forward. However, up to two months prior to the end of a cycle up to twelve (12) course or seminar hours (excludes Category A) may count towards the next cycle. For example if you have completed your required 40 hours in September and wish to register for a course in that month you may put those hours towards the next cycle. Please note this on the applicable CE form along with proof of registration

Penalties:

At the end of the CE period, the Registrar will submit to the MNA Board a list of all Registrants and their credit hours. Penalties for registrants who fail to fulfill their continuing educational requirements are as follows:

1. Payment of a fine:

Fine is \$50.00 for each outstanding hour, to a maximum of \$500.00 due immediately upon expiration of the continuing education period.

2. Registration Cancellation:

- If more than 20 hours are outstanding, the result is immediate referral to the MNA Board for potential licensing restriction(s).
- If compliance with the above penalties does not occur within the time specified, the registrant's name will be forwarded to the MNA Board for suspension of their license to practice.

New Registrants:

New Registrants to the MNA will be required to fulfill continuing education hours on a prorated basis. For new registrants, the two-year continuing education period will be divided into four terms of 6 months each. Each term represents the equivalent of 10 credit hours, prorated for every 6 months of registration. Certification credit hours will be prorated on a similar basis with one Certification CE hour being required for each 6 months of registration.

*It is the registrant's responsibility to ensure that all continuing educational hours are submitted and recorded with the MNA by the deadline. Remember to keep photocopies for your records.

Category Definitions & Examples

Category A Attendance or presentation Verification Form A Required 4 Hours

Examples:

- MNA General Meeting (AGM/SGM)
- CAND Annual General Meeting in person/Skype
- Any other AGM of a naturopathic regulatory body or association in person/Skype
- AANP Annual General Meeting in person/Skype

Category B Attendance/Presentation/Participation Verification Form B Required 36 Hours Combined with Category C

Examples:

- Approved educational seminar offered by recognized naturopathic organization such as the: MNA, BCNA, OAND, AANP, CAND, etc.
- Approved seminars sponsored by other medical organizations such as: chiropractic, medical, nursing, psychology, acupuncture, etc.
- Approved nutraceutical/pharmaceutical company sponsored educational seminars
- Approved training on the use of therapeutic equipment/medical devices relevant to the scope of naturopathic medicine in Manitoba
- Teleconference, web-conference, video and audio recordings of approved seminars, computer-based learning programs and other distant-learning programs

Category C Committee/Board, Preceptors, Development Verification Form C Required 36 Hours Combined with Category B

Examples:

Note: Category C hours are given on the basis of one hour for each two hours of activity

- MNA Committee or Board membership (maximum of 25 hours)
- Approved attendance or participation in meetings for Naturopathic initiatives that advance the profession (i.e. Canadian Naturopathic Coordinating Council) contact the Registrar for approval
Teaching: Preapproved courses or workshops to either the public or professionals
- Participation in the preceptor program: (Taking on a preceptor student or preceptoring with another health professional.) 1 CE hour for each two hours of activity when taking on a preceptor student or preceptoring with another health professional to a maximum of ten (10) hours per two-year cycle.
- Attendance or participation at approved professional development courses related to business, office/financial management, communication skills, leadership development, public speaking

Category D Advanced Certification Self-Study Verification Form D Required 2 hours per certification in addition to the regular 40 hours

Certifications:

- Acupuncture
- Intravenous Therapy
- Ozone
- Hyperbaric Oxygen Therapy
- IV Chelation therapy
- **NEW!!** Prolotherapy

Self-Study Methods:

- Books/Articles/Journals
- DVD's/CD's
- Webinars
- Courses/Seminars

Advanced Certification Policy

Approved Course Listings (See Appendix I)

The following are the practice requirements and standards of practice for therapies administered by Naturopathic Doctors requiring additional Certification in Manitoba. Guidelines have been established for each therapy requiring Certification. These guidelines have been approved by the board of the Manitoba Naturopathic Association (MNA) and must be attained to receive Board Certification.

Naturopathic doctors are required to maintain continuing education for each therapy requiring Certification and must provide the Registrar with verification of hours completed. Registrants are required to use the term 'Board Certified' when expressing Certification in a Board approved therapy.

Liability Insurance:

Registrants must have professional liability coverage that adequately insures the registrant and their staff for the practice of any of the therapies that require Board Certification. Proof of this insurance coverage must be forwarded to the Registrar with the application for Certification. Those working in Intravenous therapies require a minimum of \$3,000,000.00 (three-million dollar) coverage.

Emergency Training for IV Certifications:

Members who practice IV Therapies must successfully complete the following course every three years and submit proof of completion with their renewal application or in advance to the Registrar.

- *Emergency Medicine for IV Certification*

Acupuncture Certification Requirements:

MNA Board Certification to practice Acupuncture requires all of the following:

1. Certified evidence of a minimum of 200 hours of study in Traditional Asian Medicine, which include:
 - A) Syndrome differentiation and formulation of point prescriptions
 - B) Traditional acupuncture anatomy, physiology and pathology
 - C) Acupuncture and moxibustion techniques and point location
2. Certified evidence of a minimum of 50 hours of supervised clinical training by a licensed acupuncturist or practitioner authorized by the Manitoba Naturopathic Association.
3. Official transcripts of the NPLEX Part II Clinical Science Elective Examination in Acupuncture indicating a cut score of at least 75% on examinations taken prior to August 2007, or a pass designation on examinations taken after August 2007.
4. A naturopathic doctor registered in another province of Canada or another country, who has qualified to practice in Manitoba as a naturopathic doctor and is certified to practice acupuncture elsewhere, may automatically be granted certification to practice acupuncture in Manitoba upon review of his or her records.
5. Naturopathic doctors who are registered with the Manitoba Naturopathic Association prior to November 1, 2011 and are currently practicing acupuncture are exempt from these requirements.
6. Applicants not registered in another regulated jurisdiction must successfully pass a competency examination conducted by a Board Certified naturopathic doctor.
7. To maintain valid certification, a naturopathic doctor must maintain the required amount of continuing education hours in Acupuncture.

Intravenous Therapy Certification Requirements:

MNA Board Certification to practice Intravenous Therapy requires all of the following:

1. Successful completion of a minimum 24-hour course approved by the Board. See Appendix II for Intravenous Therapy Course Guidelines and Appendix I for MNA Board Approved Courses for Certification.
2. Applicants who have been trained in Intravenous Therapy during their education are exempt from subsection 1 as long as their training meets the MNA Intravenous Therapy Course Guidelines (see Appendix II) and they can provide certified evidence of such training.
3. Possession and maintenance of liability insurance coverage issued by a company licensed to carry on business in Manitoba that provides coverage of a minimum of \$3,000,000.00
4. Proof of current certification in ***CPR Level C for Health Care Providers with AED***. This is also recommended for any staff working directly with therapies requiring certification in the clinic.
5. To maintain valid certification, a naturopathic doctor must maintain the required amount of continuing education hours in Intravenous Therapy.
6. Those working in advanced certifications must complete the *Emergency Medicine for IV Certification* to be completed every three years; copies of attendance must be submitted with continuing education reports.

Hyperbaric Oxygen Therapy Certification Requirements:

A qualified and licensed naturopathic doctor may be certified to practice and supervise hyperbaric oxygen therapy in the Province of Manitoba with the successful completion of all three of the following.

Part 1

Education:

The doctor must have certified evidence they have taken the 40-hour Introduction to Hyperbaric Medicine Course approved and offered by the Undersea and Hyperbaric Medical Society (UHMS) and successfully passed the attendant exam. There shall be no further examination process by the MNA after completing this UHMS approved training. The doctor must be certified in *Advanced Cardiac Life Support (ACLS)*, and maintain current certification.

Practice:

The safe administration of high-dose inhaled oxygen at pressure is to be practiced as full life-support of a critical life function. The doctor must establish the following for each patient: examine suitability and fitness of patient for therapy, evaluate medical contraindications, inform patient or their agent of the benefits and risks of Hyperbaric Oxygen Therapy (HBOT), and obtain written informed consent for therapy. The supervising doctor overseeing HBOT shall remain in the facility during the patient's first treatment, and the doctor or another HBOT qualified medical practitioner shall be available within five minutes during the treatment of any patient in the facility. Any hyperbaric treatment supervised by a doctor shall only proceed while a reliable communications link is established with the chamber operator. Baro-trauma and emergency procedures may require medical consultation or evacuation to critical care facilities.

Part 2

Facilities:

The facility housing a hyperbaric oxygen chamber shall meet the National Fire Protection Association codes for healthcare facilities NFPA 99, and all applicable sections of Chapter 19 codes for hyperbaric installations. Fire and electrical inspection and approval by local authorities are mandatory. The hyperbaric chamber must meet Lloyd's Register Safety Standard for Pressure Vessels for Human Occupancy. It must be fit for use, properly installed to manufacturer's specifications, commissioned by qualified personnel, and maintained to the specifications of the manufacturer.

Part 3: Other Qualifications:

- i) Possession and maintenance of liability insurance coverage issued by a company licensed to carry on business in Manitoba that provides coverage of a minimum of \$3,000,000.00
- ii) Proof of current certification of the Canadian Red Cross Standard First Aid Course with Level C CPR. This is also recommended for any staff working directly with therapies requiring certification in the clinic.

Re-Registration:

- i) To maintain valid certification, a naturopathic doctor must maintain the required amount of continuing education hours in Hyperbaric Oxygen Therapy.
- ii) Possession and maintenance of liability insurance coverage issued by a company licensed to carry on business in Manitoba that provides coverage of a minimum of \$3,000,000.00
- iii) Proof of current certification of the Canadian Red Cross Standard First Aid Course with Level C CPR. This is also recommended for any staff working directly with therapies requiring certification in the clinic.

Facility:

The facility may be inspected at anytime with 48 hours notice. This may include a site inspection of the chamber, its housing, its records, records of conformation to the standards of the committee, clinical records of the practice of hyperbaric medicine, and credentials of personnel administering hyperbaric therapy.

Standards of Practice:

In addition to the completion of these requirements, it is expected of a naturopathic doctor to adhere to common standards of practice of hyperbaric therapy as recommended by the Undersea and Hyperbaric Medical Society Operations Committee (1999).

Primary Approved Indications for Hyperbaric Oxygen Therapy:

In addition to the completion of these requirements, it is expected of a naturopathic doctor to adhere to the Board approved indications for appropriate use of hyperbaric oxygen therapy. The MNA Board approved indications are those published and listed by The Undersea and Hyperbaric Medical Society (1977). These indications have scientific and mechanistic validity based on high quality controlled clinical trials, and are an important guideline to practitioners and third party reimbursement agencies.

Ancillary Therapies:

Other conditions may be utilized only if approved by the Board upon institutional review. Review shall consist of evidence of safety and risk analysis effectiveness, recommended protocols and standard of care.

Oxidative Therapies Certification Requirements:

MNA Board Certification in Oxidative Therapies requires all of the following:

1. Current MNA Board Certification in Intravenous Therapy
2. Successful completion of an MNA approved Oxidative Therapies course (Appendix I).
See Appendix III for course guidelines
3. To maintain valid certification, a naturopathic doctor must maintain the required amount of continuing education hours in Oxidative Therapies

I.V. Chelation Therapy Certification Requirements:

MNA Board Certification in I.V. Chelation Therapy requires all of the following:

1. Current MNA Board Certification in Intravenous Therapy
2. Successful completion of an MNA approved I.V. Chelation Therapy course (Appendix I). See Appendix IV for course guidelines
3. To maintain valid certification, a naturopathic doctor must maintain the required amount of continuing education hours in I.V. Chelation Therapy

Prolotherapy certification requirements:

Certification in Prolotherapy requires successful completion of one of the following recognized courses:

1. Hackett Hemwall Foundation -4 day course
2. American Academy of Musculoskeletal Medicine -3 part course
3. American Academy of Orthopedic Medicine courses

It is strongly recommended that registrants complete the first two listed courses to become proficient in practicing prolotherapy. Achieving proficiency in peripheral injections prior to attempting axial injections is also strongly recommended.

APPENDIX I

Approved Course List for Advanced Certifications

Therapy	Course	Instructor(s)	Contact Information
ALL	CPR Level C for Health Care Providers with AED		Canadian Red Cross, St. John's Ambulance, Heart & Stroke Foundation etc.
Intravenous Therapy	Parenteral Therapy	Dr. Paul Saunders, ND	Dundas, ON (905) 627-9434 psaunders@ccnm.edu
Intravenous Therapy	Fundamentals of IV Micronutrient Therapy and Clinical Application	Dr. Virginia Osborne, ND and colleagues	Lake Oswego, OR www.IVNutritionalTherapy.com
Intravenous Therapy	IV Therapy Course developed by Dr. Virginia Osborne, ND	ND's selected by the Ontario Association of Naturopathic Doctors (OAND)	Toronto, Ontario www.oand.org
Intravenous Therapy	Emergency Medicine For IV Certifications	1. Dr. Michael Prytula, ND 2. Dr. Paul Anderson, ND	St. Catherines, ON www.naturomedic.com Seattle, WA www.amsa1.com
Oxidative Therapies*	IV Oxidative Therapies	Dr. Michael Prytula, ND	St. Catherines, ON www.naturomedic.com
I.V. Chelation Therapy*	Chelation Course	Dr. Michael Prytula, ND	St. Catherines, ON www.naturomedic.com
I.V. Chelation Therapy*	Chelation Therapy for Heart Disease	American College for Advancement in Medicine (ACAM)	Laguna Hills, CA www.acam.org
Prolotherapy Requires completion of one of the following courses➔	1. Hackett Hemwall Foundation (4 day course) 2. American Association of Musculoskeletal Medicine (3 part course) 3. American Academy of Orthopedic Medicine Course It is strongly recommended that registrants complete the first two listed courses to become proficient in practicing prolotherapy. Achieving proficiency in peripheral injections prior to attempting axial injections is also strongly recommended.		www.hacketthemwall.org www.prolotherapyeducation.com www.aomed.org

***Certification in Intravenous Therapy is required prior to certification in IV Chelation and other Oxidative therapies.**

Additional courses may be considered, please contact the Registrar in advance

APPENDIX II

Intravenous (IV) Therapy Course Guidelines

- Minimum 24 Hour Course including a practical component
- Attendant written and practical examination with a 70% passing grade
- Introduction- including history, uses, basic science, clinical rationale, definitions, advantages/disadvantages, indications/contraindications
- Pharmacology- of all substances used
- Patient Assessment- including relevant health history and physical exam, laboratory assessment
- Review of equipment necessary to perform intravenous therapy
- Sterile technique and waste disposal for intravenous therapy
- Materials and Medicines Used in Intravenous Therapy- including quality assurance and preparation for safe administration
- Intravenous Therapy Techniques- including set up procedures and IV management
- IV Fluid Parameters- including infusion rates and osmolarity
- Emergency protocols for intravenous therapy
- Charting protocols for intravenous therapy
- Formulas/Protocols for intravenous therapy

APPENDIX III

Oxidative Therapies Course Guidelines

(Ozone Therapy, Hydrogen Peroxide Therapy and Ultraviolet Blood Irradiation)

- Minimum 16 hour course including a practical component
- Attendant written examination with a 70% passing grade
- Requirement to successfully administer one ozone and UVBI treatment
- Introduction- including clinical rationale and uses, basic science, definitions, advantages/disadvantages, indications/contraindications, adverse effects and potential complications
- Pharmacology- a comprehensive review of ozone, hydrogen peroxide and UVBI
- Patient Assessment- including relevant health history and physical exam, laboratory assessment
- Review of equipment necessary to perform oxidative therapies
- Materials and Medicines Used in Oxidative Therapies
- Sterile Technique and Waste Disposal- any additional requirements beyond what is taught in basic Intravenous Therapy
- Oxidative Therapies Techniques- includes set up procedures, administration and patient management for ozone therapy (major autohemotherapy, minor autohemotherapy, rectal and vaginal application and topical application), hydrogen peroxide therapy and UVBI therapy.
- Emergency protocols for oxidative therapies
- Formulas/Protocols for oxidative therapies

APPENDIX IV

Intravenous (I.V.) Chelation Therapy Course Guidelines

- Minimum 13.5 hour course including a practical component
- Attendant written examination with a 70% passing grade
- Introduction- clinical rationale and uses, basic science, definitions, advantages/disadvantages, indications/contraindications, adverse effects and potential complications
- Pharmacology- a comprehensive review of medicines including EDTA, DMSA and DMPS
- Patient Assessment- including relevant health history and physical exam, laboratory assessment
- Review of equipment necessary to perform I.V. chelation therapy
- Materials and medicines used in I.V. chelation therapy
- Sterile Technique and Waste Disposal- any additional requirements beyond what is taught in basic Intravenous Therapy
- I.V. Chelation Therapy Technique- includes set up procedures and therapy management
- Emergency protocols for I.V. chelation therapy
- Formulas/Protocols for I.V. chelation therapy