



## THE FEDERATION

CANADIAN FEDERATION OF CHIROPRACTIC REGULATORY AND  
EDUCATIONAL ACCREDITING BOARDS

## LA FÉDÉRATION

LA FÉDÉRATION CHIROPRACTIQUE CANADIENNE DES ORGANISMES  
DE RÉGLEMENTATION PROFESSIONNELLE ET D'AGRÈMENT DES  
PROGRAMMES D'ENSEIGNEMENT

### **POLICIES FOR CHIROPRACTIC SPECIALTY COLLEGES**

Approved by the CFCREAB Board November 28, 2009

#### **SECTION I - INTRODUCTION**

##### **1. The CFCREAB**

The Canadian Federation of Chiropractic Regulatory & Educational Accrediting Boards is composed of accredited chiropractic educational programmes as well as provincial and territorial regulatory boards across Canada which are responsible for licensure and the establishment and maintenance of standards for the practice of chiropractic.

##### Mission

The Canadian Federation of Chiropractic Regulatory & Educational Accrediting Boards serves the public interest by promoting national excellence in regulatory practice.

##### Goals

- provide a forum for the exchange of best practices concerning regulatory issues
- develop the capacity to:
  - educate federal government policy makers in the public interest concerning regulatory affairs
  - educate those involved in chiropractic regulation
  - educate the chiropractic profession concerning the public interest
  - establish standards and to evaluate and accredit chiropractic educational programmes
  - provide leadership on issues such as licensure, accreditation, examination, continuing competence, inter-jurisdictional mobility, scope of practice, standards of practice, codes of ethics and specialty designation.

Each provincial and territorial regulatory board is autonomous and has the responsibility for the regulation of specialties within its jurisdiction. However, the CFCREAB has been delegated

responsibility for overseeing the specialties at the national level and its decisions are then subject to implementation by each provincial and territorial regulatory board.

## **2. Definition of a Specialty**

A specialty is a discipline recognised by chiropractic regulatory boards for which a chiropractor has acquired postgraduate qualification in a separate and distinct body of knowledge, in a particular branch of the chiropractic arts and sciences, and which focuses on diagnostic and/or therapeutic acts.

## **3. CFCREAB Specialties Standing Committee**

### Composition

The CFCREAB Specialties Standing Committee will include one person nominated by each accredited specialty college, one lay person appointed by the CFCREAB Board of Directors from a list of nominees submitted by the accredited specialty colleges, and a chairperson who will be a chiropractor who does not have a specialty designation and who is appointed by the CFCREAB Board.

### Responsibilities

The functions of the Standing Committee will be to:

1. Oversee the activities of accredited colleges and review reports annually from each college detailing:
  - a. Number of active and inactive Fellows,
  - b. Annual Financial Statements,
  - c. Residency Programmes,
  - d. Examinations, including number of candidates and pass/fail rates,
  - e. Peer review and other programmes to ensure the maintenance of Fellow status,
  - f. Continuing Education programmes,
  - g. Research activities;
2. Oversee the CFCREAB Specialty Accreditation Sub-Committee and the process for new applicants;
3. Undertake legislation recognition activities;
4. Promote joint continuing education programmes;
5. Report to the CFCREAB Board of Directors;

6. Ensure that provincial and territorial regulatory boards receive timely notification regarding any change in the status of a Fellow.

#### **4. CFCREAB Specialty Accreditation Sub-Committee**

##### Composition

The CFCREAB Specialties Accreditation Sub-Committee will include one person nominated by each accredited specialty college. These persons will not also serve concurrently on the CFCREAB Specialties Standing Committee. The Sub-Committee will appoint a Chair from among its members.

##### Responsibilities

The Sub-Committee reports to the CFCREAB Specialties Standing Committee, who in turn report to the CFCREAB Board of Directors. The Sub-Committee operates at arm's length from the residency programmes and specialty colleges it is accrediting.

The Sub-Committee will:

1. Draft and submit for approval to the CFCREAB Specialties Standing Committee a clear description of the accreditation process utilising the CFCREAB accreditation system as the model;
2. Draft and submit for approval to the CFCREAB Specialties Standing Committee a clear set of criteria for accreditation including organisational and educational principles relating to a new specialty college's:
  - a. administrative structure,
  - b. goals and objectives,
  - c. content and organization of the academic programme,
  - d. physical, technical and human resources;
3. Be responsible for dealing with new groups applying for accredited status as a specialty college. It will receive applications, determine if the accreditation process should be initiated, and appoint an Accreditation Panel when appropriate;
4. Examine whether there is a perception of a conflict of interest with the specialty area of an existing accredited college;
5. Review the documentation of the new group for both their initial procedure for certification of Fellows and their procedures for ongoing renewal of the certification of Fellows;

6. Not recommend the accreditation of a new specialty college if it does not have a residency programme in or through a chiropractic programme accredited by the Commission on Accreditation of the CFCREAB or a recognized Canadian university;
7. Obtain appropriate expert input from each accredited specialty college regarding academic and clinical content and resources;
8. Ensure that the residency programme being accredited is sponsored by an organization with a clearly defined educational mission;
9. Ensure that the process of accreditation occurs on a regular basis and includes visits to the sites at which the programme is being delivered; that this review is conducted in a manner that includes input from and meetings with residents/students, teachers, and administrators; and that this review also includes a mechanism for constructive criticism to be relayed to the programme administrators;
10. Define categories or levels of accreditation approval or censure in order to promote the continuing improvement of the programmes under review;
11. Ensure that the accreditation process includes a description of an appropriate mechanism for appeal;
12. Ensure that the accreditation criteria and processes are grounded in principles of quality, equity, and natural justice.

### **5. Requirements for Maintenance of Specialist Certification**

Members of a specialty college must, as a minimum, annually fulfil one of the following requirements as approved by their specialty college:

1. Teach a minimum of 12 hours in a year in a postgraduate programme;
2. Teach a minimum of 12 hours in a year to undergraduate students;
3. Write and submit for evaluation paper of not less than 2000 words that is suitable for publication;
4. Write and submit for evaluation a case report of not less than 2000 words;
5. Attend a scientific symposium.
6. Participate in a leadership capacity with the respective college for at least 12 hours per year.

7. Participate in project or field work (e.g. serving as a team chiropractors at a sports event) for at least 12 hours per year.
8. Participate in a research project of scientifically admissible quality.

Fellows who have not met their currency requirements as determined by the executive committee of their college will be designated as “inactive” members and will not be eligible to vote. The college will immediately notify the CFCREAB office whenever a Fellow is designated “inactive” so that the relevant provincial/territorial regulatory board may be informed. Inactive members who have been so classified for a period of at least two years will be liable to suspension by vote at a college annual general meeting. Each college will establish a protocol for allowing “inactive” member’s to regain active status and submit this protocol to the CFCREAB Specialties Standing Committee for approval.

## **SECTION II - PROCEDURES FOR ACCREDITATION OF A NEW SPECIALTY COLLEGE**

### **1. Application Procedures**

1. Applying group expresses interest in applying for recognition as a Specialty College to the CFCREAB office.
2. The CFCREAB office provides an application package to the applying group, comprised of the following:
  - a. the document "CFCREAB Policies for Chiropractic Specialty Colleges";
  - b. an application form to be completed and sent to the CFCREAB office, soliciting:
    - i. a statement confirming the applying group's area of interest is not in conflict with any existing chiropractic specialty college;
    - ii. detailed information from the applying group detailing how they have met the criteria required for accreditation;
    - iii. information from the CFCREAB accredited chiropractic programme or recognized Canadian university which is providing the residency programme confirming the offering of the full time, minimum two-year residency programme or equivalent;
    - iv. information about the content and organization of the residency programme(s);
    - v. information about the physical, technical and human resources of the residence programme (s);
    - vi. contact information for the applying group;
    - vii. history of the applying group;
    - viii. proposed definition of the new specialty;
    - ix. administrative structure of the applying group;
    - x. goals and objectives of the applying group;
    - xi. membership list of the applying group;
    - xii. information on examination procedure for Fellowship candidates;
    - xiii. criteria for obtaining Fellowship status;
    - xiv. criteria for maintaining Fellowship status;
    - xv. completed application checklist.
3. The CFCREAB office reviews contents of application package and within 30 days:
  - a. If incomplete, returns to applicant noting deficiencies;
  - b. If complete, send copies to Sub-Committee members.
4. In conjunction with CFCREAB Executive Director, Sub-Committee Chair convenes a meeting within 45 days to deliberate on whether the accreditation process should proceed, addressing in particular the questions of whether there is a conflict with an existing Specialty College and that all of the required information has been provided. If it is agreed that the application should proceed, the Sub-Committee will appoint an

Accreditation Panel composed of three members from three different accredited specialty colleges, none of whom shall be serving on the Standing Committee. The Accreditation Panel shall appoint a Chair from among its members.

5. The Accreditation Panel will review the application and determine if a visit to the site(s) at which the residency programme is being delivered is appropriate. If yes, the panel will visit the residency programme. The applying group shall ensure that the panel is provided free and unfettered access to all information and communities connected with the residency programme(s). During the site visit the panel will seek the input from and meetings with residents/students, teachers, and administrators.
6. The Accreditation Panel will meet with representatives of the applying group to provide an opportunity to interact on a direct basis.
7. The Accreditation Panel will then either recommend the approval of the application, or that it be denied. The recommendation will be provided to the Accreditation Sub-Committee in writing with reasons and a copy will be provided to the applying group.
8. If the Accreditation Panel recommendation is that the application be denied, the applying group will have the opportunity to appeal the decision by submitting its response in writing to the Accreditation Sub-Committee within 30 days of receipt of the decision.
9. The Accreditation Sub-Committee will review the application and recommendation of the Panel (along with any response from the applying group if it is in response to a negative recommendation). In the case of a positive recommendation from the Accreditation Panel, and the Accreditation Sub-Committee approves the application, then it is forwarded to the Specialties Standing Committee. If the recommendation from the Accreditation Panel is negative, the Accreditation Sub-Committee may refer it back to the Accreditation Panel for reconsideration with reasons. The reasons will also be conveyed to the applying group.
10. If the application is returned to the Accreditation Panel, the applying group will be provided with an opportunity to address any outstanding issues and resubmit their application.
11. If the application is approved by the Standing Committee, it will be submitted to the CFCREAB Board of Directors who shall make a final determination.
12. If the application is rejected by both the Accreditation Panel and Accreditation Sub-Committee a second time, the applying group may make a final appeal in writing within 30 days of receipt of the decision to the CFCREAB Board.

## **2. Costs**

All out-of-pocket costs, including, but not limited to travel, copying, courier, per diem, etc., incurred by an Accreditation Panel convened as a result of an application is the responsibility of the applying group. The applying group is responsible for any costs it incurs in the process of applying for recognition from the CFCREAB.

### **SECTION III - CRITERIA FOR ACCREDITATION**

The applying group must:

1. Be incorporated as a non-profit corporation by the Government of Canada.
2. Be composed of at least:
  - a. an executive committee comprising at least three members elected by the fellows of the specialty college either at a general meeting of the college or by mailed ballot to all fellows;
  - b. an examining committee, composed of at least three members;
  - c. a peer review committee, composed of at least three members.
3. Have, as a minimum, the following requirements for chiropractors to obtain a Fellowship:
  - a. completion of at least a two-year full-time or equivalent postgraduate residency programme offered in or through a CFCREAB accredited chiropractic programme or a recognized Canadian university or equivalent whose content has been approved by the specialty college;
  - b. completion of a residency programme as set out in Section IV.
4. Have a residency programme(s) with the following minimum components:
  - a. is offered in or through a CFCREAB accredited chiropractic programme or a recognized Canadian university;
  - b. is at least two calendar years in length;
  - c. has core courses in the following areas:
    - i. research, critical appraisal and use of health care literature,
    - ii. research methodology and biostatistics,
    - iii. teaching methodology and learning theory,
    - iv. graduate student and advanced graduate student seminars.
5. Have clear policies relating to the:
  - a. administrative structure;
  - b. goals and objectives;
  - c. content and organization of the academic programme;
  - d. physical, technical and human resources.
6. Be prepared to:
  - a. Appoint representatives and take an active role in the CFCREAB Specialties Standing Committee and the CFCREAB Specialties Accreditation Sub-Committee;
  - b. Submit an annual report to the CFCREAB Specialties Standing Committee.
7. Have a programme for the maintenance of the certification of fellows which meets the CFCREAB minimum requirements.

## **SECTION IV - GRADUATE CORE CURRICULUM**

The curriculum of the residency programmes of each specialty colleges covers key areas integral to the preparation of the resident for Fellowship examinations. All residents are required to complete the following: 1. Common Graduate Curriculum, 2. Required courses specific to his/her Residency Programme and 3. Residency Practica, and 4. Publication/writing requirements and 5. Teaching Practica.

### **1. Common Graduate Curriculum**

Students in all Graduate Programmes are required to take courses that cover the following topics:

1. Searching, Critically Appraising and Using the Health Care Literature
2. Research Methodology and Biostatistics
3. Clinical Epidemiology
4. Advanced Chiropractic Jurisprudence and Medical-Legal Report Writing
5. Common Graduate Student Seminars (Rounds)
6. Radiology - Advanced Diagnostic Imaging (Reading course)
7. Basic Clinical Sciences - Clinical anatomy and tissue injury repair, orthopedics, neurology, rheumatology
8. Interdisciplinary Communication Skills

### **2. Required Courses Specific To Each Residency Programme**

In addition to the common graduate curriculum, students are required to complete specific courses to their Residency Programme.

### **3. Residency Practica Requirements**

All residents are encouraged to seek out opportunities to attend and participate in self directed and small group learning situations such as graduate student seminars, educational rounds, academic round tables, etc, to compliment their academic courses and development as a chiropractic specialist. The topics in these opportunities should relate to the specific specialty for which the resident is pursuing fellowship status. Examples of these opportunities would include but are not limited to:

#### 1) Graduate Student Seminars (Rounds):

- a) Resident rounds: Resident rounds utilise self-directed and small-group learning to complete an evidence-based review of neuromusculoskeletal clinical sciences related to chiropractic. They emphasise conceptual understanding and problem solving, as opposed to factual recall, and encourage discussion by creating an atmosphere for learning. Various types of rounds take place, including clinical, radiology, and anatomy.

b) Hospital rounds: Attendance at hospital rounds exposes residents to interdisciplinary discussions related to neuromusculoskeletal conditions not commonly seen in an office practice. Residents are required to attend rounds in the areas of medical specialty related to the neuromusculoskeletal system on a rotation and availability basis. These specialties may include but are not limited to orthopaedics, neurology, rheumatology, sport, rehab, radiology.

## 2) Placements (Field work\Clinical Practica):

Each programme should have mandatory and optional practica. A minimum of 1000 hours is required with direct and indirect supervision by the Coordinator or their designate. This may cover several areas including clinical placements, hospital placements, organized games and multidisciplinary placements, working with different Sports as are available which will permit the resident the opportunity to observe and participate. A minimum of 200 hours through direct Coordinator supervision and 200 hours spent with at least 2 different placements is required. Subsequent hours may be indirectly supervised by the Coordinator.

Placements (Clinical Practica) normally include:

- a) Internal Clinical Practica: Students in all graduate programmes spend time practicing in local designated clinics.
- b) External/Multidisciplinary Practica: The graduate student's skills are further developed at specialized external rotations. Students in all graduate programmes are required to participate in a number of external/Multidisciplinary clinics.

## **4. Publication/Written Requirements**

Written requirements must be of publishable quality and approved by the student's faculty research mentor and the programme. It is recommended that the research project be submitted to the Residency Committee for review and comment. Successful completion of the programme requires the resident to submit the following:

- Four (4) written scientific book reviews of publishable quality.
- Four (4) written case reports/studies of publishable quality.
- One (1) written literature review manuscript of publishable quality.
- Complete one major research project of scientifically admissible quality.

## **5. Teaching Practica**

By the nature of the respective specialty programmes, residents are exposed to a variety of teaching strategies and lecturing skills. Residents are encouraged, as part of their education and development as a future chiropractic specialist, to demonstrate in labs, lecture or tutor in

undergraduate courses, and present at seminars, conferences or as part of continuing education programmes.

### Fellowship Requirements - Candidates

Keeping in mind that Graduate Programmes are generally self-directed learning programmes, it is the Candidate's responsibility to prove that they have met the necessary requirements for completion of their programme.

1. Successful completion of the common graduate curriculum, required courses specific to the candidate Residency Programme, and practical requirements of the residency programme approved the Specialty College within a three to four (3 - 4) year period.
2. Complete the assigned Placements (Field work\Clinical Practica) - the candidate is responsible for providing confirmation of attendance.
3. Publication/written requirements
  - Four (4) written scientific book reviews of publishable quality.
  - Four (4) written case reports/studies of publishable quality.
  - One (1) written literature review manuscript of publishable quality.
  - Complete one major research project of scientifically admissible quality.
4. Fellowship examinations must be written by candidates within the designated time frame set out in the examination policies established by the respective Fellowship Committee.
5. Successful completion of an examination designed and administered by the respective Fellowship Committee.
6. Payment of the Fellowship examination fees and yearly membership dues as set by the respective Board and Fellowship Committee.

## **APPENDIX 1**

### **Record Retention Policy**

Specialty Colleges recognized by the Federation are recommended to maintain all records pertaining to Fellows on an indefinite basis.

This would include, but is not limited to:

- Requirements to attain Fellowship status.
- Fellowship examinations and results.
- Records of requirements necessary for maintaining Fellowship status.

It is also recommended that these records be retained in both 'hard copy' and electronic format.

Electronic records and documentation should be periodically reviewed to ensure that the data and information can still be accessed as technology changes. As an example, ensure that the computer program used to create an electronic version can still be accessed in the future given advances in technology.