



BOUCHER INSTITUTE
of Naturopathic Medicine

BOUCHER INSTITUTE POLICY

Policy Title: Quality Assurance in Naturopathic Medical Education (replaces Quality Assurance in the teaching clinic lab and dispensary)

Date of Initial Board Approval: October 2004

Date of Last Approved Revision: October 18, 2017

Person(s) Responsible for Implementation & Adherence: Provost, Deans, Associate Deans, Managers, supervisors, Department heads

Related Policies & Procedures: Hiring Policy and Guidelines, Performance Evaluation Policy, Faculty Ranking Policy, Faculty Development Policy, Program Review Policy, Academic Standing Policy, Student Progress and Evaluation Policy, Admissions Policy, Essential Skills and Abilities Policy, Research Policy and Procedure Manual

The Boucher Institute is committed to quality assurance in all areas of the naturopathic medical education program. Internal quality assurance in medical education starts with the Vision and Mission and is driven by the goals and objectives of the program. The accrediting bodies for the program oversee external quality assurance.

1. Academics

Quality assurance is guided by the naturopathic medical competencies and includes;

- a. An ongoing cycle of programmatic review overseen by the Curriculum Review Committee
- b. Establishing well defined student learning outcomes and objectives
- c. Encouraging a wide variety of teaching and learning to ensure learning objectives are appropriately delivered and assessed
- d. Establishing standards for faculty hiring, professional development, performance review and progression through rank.
- e. Providing timely feedback for faculty improvement through student evaluations and regular performance review
- f. Setting standards for student performance and providing timely and effective feedback and evaluation
- g. Standards for entry into the program through clear Admissions requirements and application process
- h. Ensuring adequate resources to deliver the curriculum

2. Clinical Education

Quality assurance in the naturopathic medical teaching clinics establishes guidelines for safe and effective patient care and excellence in clinical training. QA in the clinics includes;

- a. Setting standards of care for patients with respect to consistent and effective intake, diagnosis, case analysis and application of evidence informed practice.
- b. Adherence to standard precautions and infection control guidelines
- c. Establishing standards for Faculty hiring, professional development and performance review
- d. Providing timely feedback for faculty improvement through student evaluations and regular performance review
- e. Ensuring all dispensary products meet federal standards for “Good Manufacturing Practices” (1). Suppliers from companies outside of Canada to which current Canadian site licensure and registration requirements do not apply must provide copies of certificates of analysis and other proof of the quality of their products as deemed necessary.
- f. Establishing standards for the medical laboratory including;
 - i. A documented operational manual that includes lab policies and procedures which follows all jurisdictional regulations and federal laboratory guidelines (2) and specimen collection and handling instructions (3)
 - ii. Ensuring standard and routine precautions are followed at all times.
 - iii. Utilizing recognized professional labs for off site testing.
 - iv. Requiring external lab companies provide to their quality assurance procedures and policies for review and reference.

3. Research

Quality assurance in naturopathic medical research is guided by the BINM Research Policy and Procedure manual, and the federal Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans. (3) Research activities at the Institute are overseen by a Research Committee.

References:

1. www.canada.ca/en/health-canada/services/drugs-healthproducts/natural-non-prescription/legislation-guidelines/guidance-documents/good-manufacturing-practices.html
2. <http://www.bclaws.ca/civix/document/id/complete/statreg/14008>
3. <http://www.lifelabs.com/healthcare-providers/Pages/Specimen-Collection-and-Handling-Instructions.aspx?Province=BC>
4. <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>