College of Homeopaths of Ontario

www.collegeofhomeopaths.on.ca

Preparing Your Individual Assessment Submission

Determining Eligibility for Registration

Check eligibility for registration with the College of Homeopaths of Ontario.

a. Have you graduated from an approved program in homeopathy in Ontario in the last 12 months?

☐ **Yes** (Proceed to prepare and submit Individual Assessment.)

☐ **No (Contact the CHO for more information on next steps.)**

b. Have you received pre-approval from CHO to complete the Individual Assessment?

☐ **Yes** (Proceed to prepare and submit Individual Assessment.)

☐ **No (Contact the CHO for more information on next steps.)**

c. Did you submit an application for registration to CHO prior to April 2, 2016 and have not yet completed your IA or are resubmitting your IA?

☐ **Yes** (Proceed to prepare and submit Individual Assessment.)

☐ **No (Contact the CHO for more information on next steps.)**

d. If you answered "yes" to any of the above, proceed to complete this form and the individual assessment. **If you answered no to all three**, please contact CHO Registration Staff at registration@collegeofhomeopaths.on.ca, or visit the College's website at www.collegeofhomeopaths.on.ca for more details on determining eligibility.

The Individual Assessment (IA) is a requirement for all applicants who are eligible for registration in Full class.

DO NOT complete the IA until eligibility for Full class registration has been determined.

Registration Requirement

You will need to submit *one essay* and *three cases* in order to comprehensively demonstrate your knowledge, skill and judgment in homeopathy.

Before You Begin

A. The College of Homeopaths of Ontario has prepared the following materials, available on the College's website, for the individual assessment process:

1. Homeopathy Individual Assessment Applicant Guide
2. Individual Assessment Application Form
3. Self-Assessment Form (The Self-Assessment Form has been developed to help you structure the content of your submission.)
4. Individual Assessment Consent Form
5. Individual Assessment Request for Review Form
6. Professional Practice Standards and Guidelines
7. Competency Profile for Entry-to-Practice Homeopaths Practising in Ontario

B. Read the Applicant Guide and the Self-Assessment Form that are provided as part of the Individual Assessment application package found on the College's website.

C. Read the Professional Practice Standards and Guidelines. These documents have been designed to be both educational and prescriptive: educational to help you understand the requirements of the standards and guidelines; and, prescriptive to help you understand how you can use the standards in your practice. These are found on the College's website.

D. Review the *Competency Profile for Entry-to-Practice Homeopaths Practising in Ontario* (competencies) found on the College's website. The competencies will help you understand how to structure your content to meet the assessment criteria.

E. This is a process that will take time to complete. Do not try to do everything at once. Take time to plan your approach and schedule your time accordingly.

F. Follow the guidelines provided in the Self-Assessment Form.

Once you are Ready to Submit

Complete the Individual Assessment Application Form found on the College's website. The Individual Assessment Application Form includes payment information and a fee structure. Your application fee must be paid before you can submit your Individual Assessment application package.

To be eligible to apply for ***Full Class Registration***, you must complete the Individual assessment and demonstrate ALL six (6) of the case categories at least two times throughout your three **CASES *and*** demonstrate all the Homeopathy Principles through the **ESSAY**.

Fee Schedule – Individual Assessment Fees – Effective December 5, 2014

Please Note: All Individual Assessment fees are non-refundable.

Standard Fees	Fee	HST	Total
Individual Assessment of **three cases and one essay**[1]	$650.00	$84.50	$734.50
Request for IA Review for reason of an appeal (three cases and one essay)	$650.00	$84.50	$734.50
Request for IA review for reason of an appeal (three cases only)	$500.00	$65.00	$565.00
Request for IA Review for reason of an appeal (one essay only)	$350.00	$45.50	$395.50

Reassessment of any component(s) following previous attempt	Fee	HST	Total
Request for reassessment to address gaps noted in previous results	$350.00	$45.50	$395.50

Length and Format – General Rule

APPLICATION: **The recommended maximum is 33 pages, typed, single-spaced, 12-point font or 16,500 words, not including references or supporting material.**

CASES: **As a suggested rule, the total length of cases submitted should be a maximum of 25 pages, typed, single-spaced, 12-point font, or 12,500 words.**

ESSAY: **The recommended length of the essay is a maximum of 8 pages, typed, single-spaced, 12-point font or 4,000 words.**

[1] Eligibility requirement for Full Class of Registration, when three cases are submitted in conjunction with essay. Individuals may only submit the essay on its own if they have already successfully completed the three cases

Developing Homeopathic Cases

THIS IS AN OVERVIEW (FOR DETAILED INSTRUCTIONS READ THE APPLICATION GUIDE): As a suggested rule, the total length of cases submitted should be a maximum of 25 pages, typed, single-spaced, 12-point font, or 12,500 words, not including references or supplementary material.

To be eligible to apply for Full Class Registration, you must demonstrate ALL six (6) of the case categories at least two times throughout your cases.

You need to demonstrate the following six assessment categories in your cases:

1. Initial Intake
2. Case Taking - Consultation
3. Patient Communication and Rapport
4. Case Analysis & Repertorization
5. Selection and Dispensing of Medicines
6. Case Management and Follow-up

The *Competency Profile for Entry-to-Practice Homeopaths Practising in Ontario* serves as the underlying foundation of how the six case-based categories need to be demonstrated. The competencies support the six assessment categories as follows:

Category	Competencies
1. Initial Intake	2.25, 2.26
2. Case Taking - Consultation	2.28
3. Patient Communication and Rapport	2.30
4. Case Analysis & Repertorisation	2.33, 2.8, 2.9, 2.19, 2.35, 2.6, 2.34, 2.32, 2.21, 2.36
5. Selection and Dispensing of Medicines	2.37, 2.38, 2.39, 2.40
6. Case Management and Follow-up	2.43, 2.46

These categories are organized in a logical progression illustrating how a practitioner would normally structure his/her case. The categories are based on the *Competency Profile for Entry-to-Practice Homeopaths Practising in Ontario.*

Case Development Guidelines

1. Submitted cases must be current in the three year period immediately prior to the date the cases are submitted for review.

2. Keep the case anonymous by removing all identifying details and any patient initials, name(s), or contact information from the case.

3. The case needs to be edited in a way that includes a full explanation of the symptoms as they relate to the competencies that need to be covered.

4. Use cases that demonstrate the effective use of homeopathy as defined in *Organon of Medicine*. Choose cases in which you can clearly demonstrate how your actions (e.g., homeopathic prescription and/or treatment) led to patient improvement.
5. Provide a description of the case – subject, patient, and the complaint/issue.
6. The case is given in the words of the patient throughout the case consultations, edited as necessary for brevity but including the important aspects of the case. The patient description can be reported using first person or third person with the intent being to capture the patient's experience.
7. The dates of the initial visit and every follow-up visit are recorded.
8. The case is analyzed based on observed and relevant symptoms. The identified repertory is followed or *Materia Medica* is searched.
9. In the repertorization, the practitioner indicates which source was used. Rubrics are noted correctly as found in the repertory or *Materia Medica*. If necessary for clarity, practitioners may wish to explain why specific rubrics were included.
10. Remedies have been selected based on etiology, characteristic symptoms, the results of repertorization, miasmatic terrain, etc., or whatever the practitioner felt was important.
11. Descriptions of what you considered to be unique in the case, apart from general symptoms, are identified.
12. The applicant's thinking about the remedies selected is shown with the comparative *Materia Medica* discussion, as may be required. The practitioner notes other relevant texts referenced in the investigation to support the case.
13. The practitioner explains the final remedy selection, indicating the potency, frequency and dosage and explains the thinking behind these choices.
14. In follow-up consultations, the (edited) patient report is given in the patient's own words (see point 5, above), followed by the practitioner's assessment of symptoms showing the practitioner's thoughts on what has improved or changed, and how that influences the decisions on the case.
15. Case management – in each follow up, the practitioner has noted any changes or improvement in the patient's health and explains any action taken and the reason why that action was chosen.

Homeopathic Case Factors – See the *Homeopathy Individual Assessment Applicant Guide*

Developing the Homeopathic Essay

You need to demonstrate a thorough understanding of the philosophy and fundamental principles of homeopathy as outlined in the Organon of the Medical Art including but not limited to:

a) Law of similars;
b) Totality of symptoms;
c) Minimum dose;
d) Individualization of the case;
e) Theory of health and disease (e.g., acute and chronic miasm);
f) Principles and methods of cure;
g) Potentization of the medicines; and
h) Provings and action of medicine.

You need to be able to explain the above principle(s)/terms in detail, how they relate to each other and how they are used to reach an understanding of the case and form a remedy picture. Use examples from your cases to describe how these principles are used.

The recommended length of the essay should be maximum 8 pages, typed, single-spaced, 12-point font or 4,000 words, not including references.

To be eligible to apply for Full Class Registration, you must demonstrate the Homeopathy Principles through the essay.

Essay Development Guidelines

1. As you write the essay, note how well you explained your thought process. View your essay through the eyes of the assessors.

2. Make sure to follow a logical progression when writing an essay. Describe the example or situation and explain how your example or situation supports the competency.

3. Try to describe everything in your own words. This shows the assessors that you can demonstrate the competency. If you are citing an external source, make sure to reference it correctly, by using quotes, author names, book or journal title, dates and page numbers.

4. Essays can be written as full sentences or in point form.

Homeopathic Essay Factors – See the *Homeopathy Individual Assessment Applicant Guide*

QUESTIONS?

Individual Assessment: Preparing your submission – Ask a Subject-Matter Expert at NO COST
Applicants may ask questions about preparing the individual assessment cases and/or the essay. To set up an appointment, email communications@collegeofhomeopaths.on.ca.

Individual Assessment: Submission to College of Homeopaths
Applicants may email with questions on the IA submission process, IA fees or to submit cases and essays for review by the third-party assessor.

Email: ia@collegeofhomemopaths.com

Tips for Preparing a Well-Organized Individual Assessment Application

Putting together a well-organized package will help you ensure that your application is complete and will help the assessors navigate through the materials submitted. Here are two simple tips that will help you prepare a well-organized application package.

1. **Organize the materials**
   - Put all the cases in one document and the essay in another, naming the documents "Cases" and "Essay."
   - Number the pages in each document.
   - Within the "Cases" document, label and number each case, clearly stating when one case begins and when it ends, for example CASE 1 START and CASE 1 END.
     - For an example of how the cases and essay are to be labeled, refer to the *Homeopathy Individual Assessment Applicant Guide*.
   - Each document must be submitted in either Word or pdf format.

2. **Use clear and simple names for electronic files**
   Avoid using long phrases to name your files. If you need to label a document to identify its purpose (e.g., patient intake form) include the title of the form in the document on the front page or in the header and name the file "Appendix 1: Patient intake form." As you may be submitting various types of supporting materials, we recommend using the same naming convention such as: "Appendix 1: Patient intake form," "Appendix 2: Homeopathy brochure," etc.

You should also submit a one-page document listing all the supporting materials as part of your application package. For example, supporting materials include:

1. Appendix 1: Patient intake form
2. Appendix 2: Homeopathy brochure
3. etc.

This will help the administrators quickly identify whether any material is missing and will help the assessors reference your supporting information within your cases and essays.

The table below summarizes the recommendations for preparing a well-organized application.

Tips	Recommended
Organize the materials	Include all cases in one document and name it "Cases." Label the cases individually within the document.
	Include the essay in one document and name it "Essay."
Use clear and simple names	If a document needs to be labeled, add the label on the front page or in the header.
	Name all supporting material files using a common scheme (e.g., Appendix 1, Appendix 2, etc.).
	Provide a document with a list of the appendices as part of your application package.

SUBMISSIONS

Your Individual Assessment Application Form and Individual Assessment Application Package must be submitted electronically to ia@collegeofhomeopaths.com.

How to submit:

First, complete the Individual Assessment Application Form *(pages 1-4)* **and submit this form to ia@collegeofhomeopaths.com.** Make sure to make a copy of the form for your own records before you send it.

Submit your payment ($734.50) by e-transfer to **fees@collegeofhomeopaths.com**. As this address is set up as auto-deposit, you will not be asked to specify a password.

Then, once the CHO confirms that your payment has been processed, you can submit your three cases, essay, supporting documents, copy of photo ID, and the consent form by email.

Checklist of <u>all</u> required documents for the Individual Assessment Package:

- ❑ Individual Assessment Application Form (pages 1 – 4), complete with signed declaration
- ❑ Individual Assessment fee payment (enclose a copy of proof of payment)
- ❑ Individual Assessment Consent Form, signed and dated
- ❑ One legible photocopy or scan of a government-issued photo ID (for example: driver's license, passport) with an original signature on the photocopy that must match the signature on the document
- ❑ Three homeopathic patient cases in pdf or Word format
- ❑ One essay on homeopathy theory and principles in pdf or Word format
- ❑ Supporting documents including anonymized patient intake forms, consent forms and/or brochures
- ❑ A copy of the Applicant Summary Form from your previous assessment (*if applicable*)

IMPORTANT: Do **NOT** include any identifying information **WITHIN** your cases, essay, or supporting materials. This includes: your own name, patient names, patient addresses, name of your clinic, your business address, and any names of other practitioners or clinics you may be affiliated with. Your application submission will be anonymized before being assessed in order to ensure impartial and objective review; therefore, please remove all identifying information.

Please ensure that the CHO has received your Individual Assessment Application Form and payment before sending additional documents. Then, when you are prepared to send your cases and essay, make sure you have enclosed **all** the materials required as noted in the checklist above. It is your responsibility to ensure that you submit a complete Individual Assessment application package. It is not the responsibility of the College to ensure that you submit a complete package.