



The College of Naturopaths of Ontario

HANDBOOK

ONTARIO PRESCRIBING AND THERAPEUTICS EXAMINATION

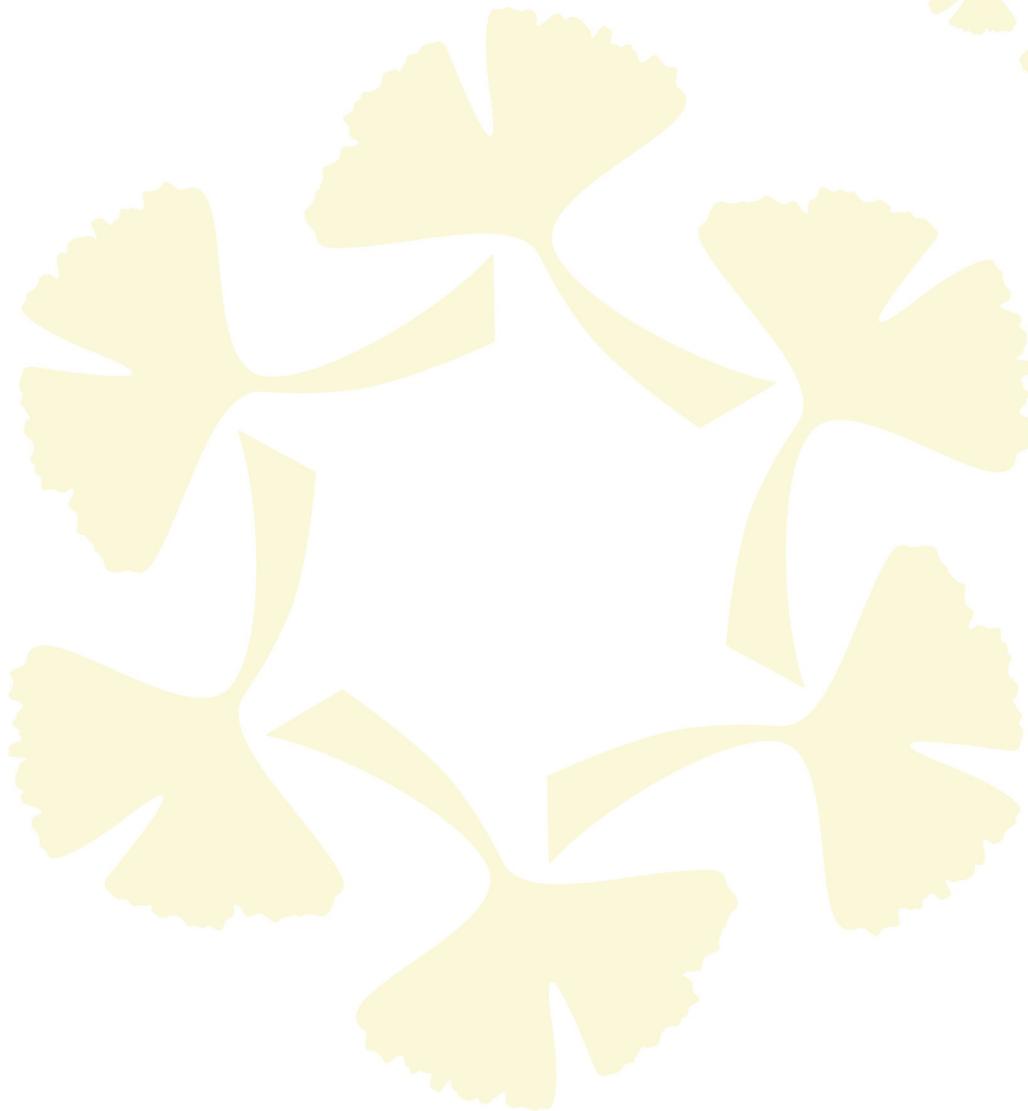
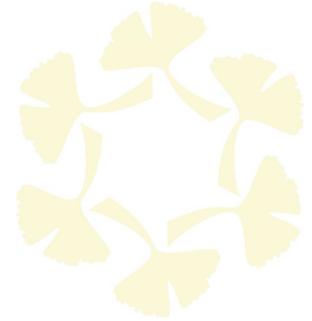


Table of Contents

<u>General Information.....</u>	<u>3</u>
COVID-19 & Exams	
About the College of Naturopaths of Ontario	
About the Prescribing and Therapeutics Examinations	
Exam Attempts	
<u>Applying for the Prescribing and Therapeutics Examination.....</u>	<u>4</u>
Changes to Contact Information	
Name Changes	
Exam Eligibility Requirements	
Exam Registration Requirements	
Required Documents	
Examination Fees	
Exam Confirmation & Timetables	
<u>Exam Accommodations.....</u>	<u>6</u>
Exam Accommodation Requests	
General Requirements for Accommodation Documentation	
Disability Accommodations (Cognitive and Physical)	
Religious Accommodations	
Pregnancy or Breast-Feeding Accommodations	
Supporting Documentation – Academic Accommodations	
Disclosure of Accommodation Information	
<u>Waiting Lists and Exam Seat Swapping.....</u>	<u>9</u>
<u>Withdrawing from the Examination.....</u>	<u>9</u>
Withdrawal Fees	
<u>Exam Deferrals.....</u>	<u>9</u>
Deferral Requests – General Requirements	
Deferral Requests Due to COVID-19	
Deferral Fees	
Illness or Emergency during the Examinations	
<u>Routine Practices and Additional Precautions for Preventing the Transmission of Infection.....</u>	<u>11</u>
<u>Day of Examination.....</u>	<u>11</u>
Candidate Arrival on the Day of the Exams	
Arriving Late to the Exam	
Exam Site Access	
General Comfort	
Required Items & Equipment	
Permitted Items (Food, Drink and Personal Belongings)	
Scheduled Breaks	
Restricted Items	

Leaving the Examination Room/Exam Site
Exam Groups

Incident Reporting (Appeal Prerequisite)14

Conduct During the Exam.....14

Expectations of Candidates
Exam Violations
Exam Violations Consequences
Assessors

Preparing for the Ontario Prescribing & Therapeutics Examinations Blueprint.....16

Core Competencies in Prescribing & Therapeutics
Exam Format: Oral Assessment
Exam Format: Written Test

Study References18

Post-Examinations Procedures.....18

Exam Scoring
Exam Results
Exam Attempts & Remediation
Candidate Access to Exam Material
Appeals
Appeals Process
Candidate Feedback
Meeting the Standard of Practice for Prescribing - Unregistered Fourth Year Naturopathic Students and Non-Ontario NDs

Appendix I
Appendix II: Examination Rules of Conduct

GENERAL INFORMATION

This handbook has been prepared to assist exam candidates in preparing for the Ontario Prescribing and Therapeutics examination under the College of Naturopaths of Ontario (the College). The information contained herein outlines the College's pre- and post- examinations' policies and procedures. Candidates are asked to refer to this document prior to making any examination inquiries, and to retain the handbook until exam results have been received.

For basic administrative information pertaining to an upcoming session of the Ontario Prescribing and Therapeutics Examination, such as the examination's application deadline date, date of the examinations, and exam site location, please visit the [Ontario Clinical Prescribing and Therapeutics Examinations](#) page of the College's website, under the "[Become an ND](#)" tab.

Candidates who require further clarification on administrative issues related to the exam which have not been addressed in this handbook, may direct their inquiry in writing via email to: exams@CollegeofNaturopaths.on.ca.

Questions pertaining to examination content can be directed to the Therapeutics Education Collaboration (TEC) instructors via the "contact" option on the [Ontario Prescribing and Therapeutics course homepage](#).

COVID-19 & Exams

To mitigate the risk of the 2020 novel coronavirus (COVID-19) transmission to exam candidates, assessors, proctors, invigilators and exam staff, the College will employ additional measures which include:

- Limiting registration for all exams to maintain social distancing measures.
- Having candidates and all exam personnel acknowledge their understanding and compliance with the College's imposed actions around COVID-19.
- Administering a COVID-19 screening questionnaire 1.5 weeks prior to the exam date (you may be asked to not attend the exam if any or some of the conditions are met).
- Changes to candidate required and permitted items to include face masks and hand sanitizer (non-labeled or label covered with tape or marker).
- Changes to candidate required items (please refer to page 7).
- Exam day screening protocol including taking temperature of exam staff and candidates [note: **individuals with a temperature of 100.4°F (38° C) will not be granted access to the exams**].
- Requirements for PPE. All in attendance (exam staff and candidates) are required to wear a mask while on site at the exam.
- Ensuring extra health and safety requirements at the test facilities (e.g., additional cleaning regimens).

About the College of Naturopaths of Ontario

The College is a legislated body established by the provincial government to regulate the naturopathic profession in Ontario which operates under the provisions of the *Regulated Health Professions Act, 1991* (RHPA) and the *Naturopathy Act, 2007* to enforce its mandate of public protection.

As part of its responsibility to the public, the College establishes the requirements for safe, competent and ethical practice, including the administering of the profession's entry-to-practise Clinical and Standard of Practice Examinations (e.g., IVIT), development of professional Standards and Guidelines, administering a Quality Assurance program and enforcing professional Standards of Practice.

About the Prescribing and Therapeutics Examinations

In accordance with the General Regulation, Naturopathic Doctors wishing to meet the Standard of Practice for Prescribing in Ontario for the purposes of prescribing, compounding, dispensing, selling and administering by inhalation or injection those drugs and substances tabled in the General Regulation, must successfully complete a course that includes relevant training in therapeutic prescribing, approved by Council, and an examination in therapeutic prescribing approved or administered by the College.

This examination, which includes written and oral components, tests whether candidates have demonstrated the competencies necessary to be able to develop, implement and monitor evidence-based therapeutic plans, and have the relevant knowledge to use the drugs and substances listed in the tables of the General Regulation. **This exam is administered in Ontario only.**

Exam Attempts

Candidates are permitted to retake only the component of the examination they were unsuccessful with, provided the retake component is completed within three attempts and two years of their successful completion of the course.

As the course is comprised of self-guided study modules, the College uses the date declared by the candidate during online registration for the examination. This information is recorded and referred to for any subsequent retakes of the examination. Candidates who are re-applying to sit the exam due to a previous unsuccessful attempt, will be permitted to retake only the component they were unsuccessful with provided they are within the three attempt/two-year window as noted above.

Candidates who have exceeded the two-year window must retake all components of the examination. Examination retakes and attempts are managed in accordance with the [Prescribing & Therapeutics Program & Examination Policy](#).

Applying for the Prescribing and Therapeutics Examination

Individuals not registered with the College (see page 6 for exam eligibility), must submit a completed Exam Pre-Registration Form to enable access to the College's online exam portal. This form is available in the Resources section of the College website under "[Handbooks, Tools & Forms > Examinations](#)."

Changes to Contact Information

Candidates are responsible for ensuring the contact information provided to the College, for the purposes of communication around the examinations, is correct and up to date. Changes to contact information, following registration for an exam session, may be made by logging onto the [College website](#) and amending one's profile information. An email, notifying the College's Exam Department of changes to contact information must also be sent within 48 hours of any account profile changes being made to ensure this information is also reflected in any prepared mailings (e.g. exam results letter and transcript).

The College is not responsible for any lapses in communication due to incorrect or outdated contact information provided by the candidate.

Name Changes

If the name on any documentation differs from the name on file with the College, candidates must submit a [Name Change](#) form to the College immediately, along with a clear copy of their updated valid photo identification and a copy of one of the following documents as proof of the name change:

- change of name certificate issued by the government of Ontario,
- marriage certificate,
- certificate of divorce, or
- sworn affidavit for validation of identity signed by a Commissioner of Oaths.

Exam Eligibility Requirements

To be considered eligible to sit the Ontario Prescribing and Therapeutics examination, candidates must:

- a) be a registered Member of the College, OR
- b) be a registered ND in another regulated Canadian jurisdiction, OR
- c) be a student in their 4th year of a CNME-accredited program in naturopathy (or recent graduate),

AND

d) have enrolled in and completed the Ontario Prescribing and Therapeutics course and mandatory self-study work as listed on the [Therapeutics Education Collaboration course welcome page](#). **Note:** you will be required to declare your date of course completion (month and year) as part of your exam registration.

Course enrollment lists are reviewed on a regular basis to ensure compliance with the eligibility requirements noted above. Should the eligibility criteria not be met, the individual will be un-enrolled from the exam.

Exam Registration Requirements

When registering for the examination, it is the candidate's responsibility to:

- Register and pay for the examination by the registration deadline.
- Adhere to the posted deadline dates for exam registration, and exam accommodations noted on the [Prescribing Examination Schedule](#), under the Members Practice tab of the website. **LATE EXAM REGISTRATIONS AND LATE EXAM ACCOMMODATION REQUESTS ARE NOT ACCEPTED.**
- Read the [Ontario Prescribing and Therapeutics Handbook](#) and any associated examination documents (e.g., Examination Rules of Conduct, [Ontario Prescribing and Therapeutics Examination FAQs](#)); the answers to most examination questions can be found in these supporting materials.
- Ensure their contact information is correct and up to date.
- Comply with the requirements stipulated in the Ontario Prescribing and Therapeutics Handbook and the Examination Rules of Conduct.

Required Documents

Online Examinations Registration & Fee Payment – The online registration portal for the Ontario Prescribing and Therapeutics Examinations provides the candidates with an opportunity to declare any exam accommodation needs, previous exam attempts and additional information not required by the Application for Pre-Registration.

[Online exam registration](#) and fee payment must be made by the exam registration deadline noted for that

session. The link to register for an exam is posted under the “Upcoming Exams” heading at the bottom of the exam overview page.

Exam Accommodation Request & Supporting Documentation – IF requesting an exam accommodation, such as requesting additional time due to a disability, please refer to page 8 of this handbook for detailed information regarding necessary documentation. Requests and accompanying documentation for an exam accommodation must be received by the exam registration deadline.

[Exam Pre-Registration Form for Non-Members](#) (required for NDs registered in another regulated Canadian jurisdiction and 4th year students/new graduates not yet registered with the College) - used by the College to create a profile for those not registered with the College, to establish candidate identity with the College and allow for creation of a user account to allow access to the online exam portal. **It is recommended that this form be submitted at least one week prior to the exam registration deadline and must be received by the exam registration deadline.**

Examination Fees

The Ontario Prescribing and Therapeutics examination fees are set out in the College by-laws and are nonrefundable. This fee must be paid in full by credit card (Visa or MasterCard), by cheque or by money order made payable to the “College of Naturopaths of Ontario”. Payment must be received by the College by the exam registration deadline. **A \$35 NSF will be charged for any returned or refused payment due to insufficient funds.**

The examination fee covers the costs of assessors, exam staff and training, the exam location, and examination administration. Candidates are charged for **each** attempt at the examination.

Prescribing and Therapeutics examination	\$500 + HST
Fee for withdrawing exam registration (by noted deadline)	\$50 + HST
Deferral fee	\$50 + HST
Retake of the examination	\$500 + HST
Exam appeal fee	\$75 + HST

Exam Confirmation & Timetables

Following receipt of payment and review of the candidate’s submission, they will receive a confirmation of acceptance by email to confirm registration for the examinations.

Specific details pertaining to the written and practical exam times, exam sign-in locations and a receipt for fees paid will be sent to exam candidates, by email, on the ‘Timetable Notices Release’ date noted on the [Prescribing and Therapeutics Exam Schedule](#).

Exam Accommodations

An exam accommodation is viewed as any adjustment to testing conditions, examination requirements or examination scheduling to address a candidate’s current needs arising from a disability (whether physical or cognitive), a health condition or issue, or religious requirements.

In accordance with the Ontario *Human Rights Code*, the College will consider all accommodation requests received from any examinations candidate to ensure candidates are provided with a fair opportunity to sit the Ontario Prescribing

and Therapeutics examination. Accommodations will be made on an individual basis and will reflect the nature and extent of the identified need.

The College's duty to accommodate is limited only by undue hardship. The Ontario *Human Rights Code* specifies three factors to be considered in assessing whether the requested accommodation would cause undue hardship to the College: cost, availability of outside sources of funding, and health and safety requirements (such as would pose a risk to health and public safety).

Candidates will be notified in writing of the exam accommodation request decision within 10 business days of the exam application submission date unless additional information is required either from the candidate or the individual providing any supporting documentation. Should additional time be needed, the candidate will be apprised of the revised timeframe for a decision on their request. If the request is granted, the candidate will receive additional details outlining the accommodation that will be provided on the day of the exam; if the request is denied, the grounds for refusal will be disclosed to the candidate. In instances where an accommodation is denied due to reasons of undue hardship, the College may provide terms for an alternate form of accommodation where possible.

Exam Accommodation Requests

To request an exam accommodation, candidates must submit a signed letter to the College at the time of application to the Ontario Prescribing and Therapeutics Exam. This letter must specify the type of accommodation being requested, address the reason for the request, and include written authorization for the College to contact any provider of any supporting documentation.

Requests received after the exam registration deadline cannot be granted. In such instances, candidates who cannot perform the examination without an exam accommodation may request to defer their examinations to the next scheduled Prescribing and Therapeutics Exam session (please refer to pages 10-12 for additional information on deferrals).

General Requirements for Accommodation Documentation

Any supporting documentation submitted to validate a candidate's request for an exam accommodation must:

- be dated within six months of the examination application date,
- be submitted with the candidate's signed letter, prior to the exam registration deadline,
- substantiate the reason for the exam accommodation and the specific exam accommodation(s) required (e.g. if requesting additional time, how much time and why it is required), and
- contain the contact information for the individual providing supporting documentation on the candidate's behalf, and authorization to contact them should additional information be needed to substantiate the candidate's exam accommodation request.

Disability Accommodations (Cognitive and Physical)

In addition to the general requirements, supporting documentation for candidates requesting an exam accommodation due to a disability, as defined in s. 10(1) of the *Human Rights Code*, must:

- Be provided by a regulated health care professional, as defined in the RHPA, or other relevant regulated professional, qualified to make an assessment or diagnosis on the condition (or physical injury), AND who currently has or previously had a doctor/patient relationship with the candidate.
- Provide information regarding how the requested accommodation relates to the disability.

- Substantiate the reason for the exam accommodation and the specific exam accommodations being requested.
- Contain the title and professional credentials of the regulated health professional who has made the assessment or diagnosis.

Religious Accommodations

In addition to the general requirements, supporting documentation for candidates requesting an exam accommodation due to religious requirements (e.g., gender requirements for exam partner or assessors) must:

- be provided by the candidate's religious leader,
- provide information regarding how the requested accommodation relates to the candidate's religious requirements, and
- provide information regarding the religious holiday if the request is for an alternate examination date due to religious observance.

Pregnancy or Breast-feeding Accommodations

In addition to the general requirements, supporting documentation for candidates requesting an exam accommodation, due to a pregnancy-related matter must:

- be provided by a regulated health care practitioner, as defined in the RHPA,
- provide information regarding how the requested accommodation relates to the candidate's pregnancy, and
- contain the title and professional credentials of the regulated health care practitioner.

Candidates who require an accommodation to permit them to breastfeed during the examination day **must request this by the exam registration deadline** and provide information which speaks both to the frequency of feedings and length of time needed as this information will need to be considered with respect to the overall exam day schedule and feasibility of the request in comparison to the time constraints of each exam component.

NOTE: Please note that due to COVID-19, breast-feeding accommodations will also be reviewed in the context of new health and safety measures, which include pre-exam and exam day screening protocol and limiting the number of individuals on site at the exam.

Supporting Documentation - Academic Accommodations

Candidates are asked to refrain from submitting copies of documents related to accommodations requested in their educational program, and from seeking supporting documentation from academic advisors, supervisors, instructors or other individuals associated with their academic program unless the individual meets the supporting documentation requirements as noted above.

Disclosure of Accommodation Information

Information disclosed for the purposes of seeking an accommodation may be subject to a review, and the filing of a report to the Inquiries, Complaints and Reports Committee, by the Registrar if the disclosed information calls into question a Member's fitness or capacity to practice.

Waiting Lists and Exam Seat Swapping

Due to the administrative logistics involved, the College does not offer exam waiting lists. Registration for each session is handled through the online event registration module and granted on a first come, first served basis.

The College does not permit candidates who have registered for an exam session to offer up their exam spot to another member, or swap exam times following the release of exam timetables. Candidates with specific scheduling requests (e.g. needing to start and end later in the day due to travelling to the exam site from a considerable distance) should contact exams@collegeofnaturopaths.on.ca **prior to registering for the exam** to request a scheduling consideration.

Withdrawing from the Examination

Candidates have the option of withdrawing their exam registration for an exam provided that the request is made in writing to the College PRIOR to the close of exam registration for that exam session. Candidates who wish to withdraw their registration following the exam registration deadline may do so however the exam fee paid will be forfeited.

Withdrawal Fees

An administrative fee of \$50 plus HST is applied to all exam withdrawal requests and will be deducted from any refund issued by the College for the exam fee paid.

Exam Deferrals

The College understands that unforeseen circumstances occasionally arise which may prevent a candidate from sitting the prescribing examination as scheduled. Any candidate who is registered for an examination may seek a deferral to postpone their examination attempt to the next regularly scheduled exam session if a) they become debilitated due to illness, injury, or have encountered an emergency situation (e.g. a death in the family) which prevents their attendance at the examinations or b) those who, due to a medical issue or injury, could not perform the examinations in the usual manner and would therefore require an exam accommodation AFTER the deadline had passed for submitting an exam accommodation request. **Deferral requests made on the grounds of being unprepared to sit the exam will not be granted.**

Deferral Requests – General Requirements

Candidates who are unable to attend the exam, for the reasons noted above, must notify the College immediately, by telephone or by email. Exam deferral requests cannot be used to seek an exam accommodation that was previously requested and declined by the College.

An official exam deferral request (made in writing) must be submitted to the College within two weeks of the original notification date, accompanied by a letter from a regulated health care practitioner or other supporting documentation verifying the circumstances for the missed examination.

Deferrals will be granted based on the validity of the circumstances which prevented a candidate's attendance at the examination.

Deferral Requests Due to COVID-19

As a result of COVID-19, additional health and safety measures must be employed by all to prevent transmission of the virus. As current (and future) health care providers, candidates are expected to exercise their best judgement, including not attending an exam if they are unwell or have been recently exposed to the virus. If you are experiencing any of the common COVID-19 symptoms, have had recent exposure (i.e. 14 days or less prior to the exam) to the virus, or are otherwise unwell, please remain at home and contact the College immediately, or at latest by 7 a.m. on the day of the exam by phone or email.

Common COVID-19 symptoms include, but are not limited to:

- fever,
- chills,
- cough that's new or worsening,
- difficulty breathing,
- sore throat, difficulty swallowing or hoarse voice,
- runny nose or stuffy and congested nose,
- lost sense of taste or smell,
- headache,
- digestive issues,
- fatigue, or
- falling down more than usual.

An online self-assessment tool is offered by the province of Ontario at <https://covid-19.ontario.ca/self-assessment/>. Please consider taking the assessment and following the directions provided.

Candidates who have been advised by their health care provider to stay home and are therefore unable to obtain medical documentation to support their deferral request, may contact the College for information on accepted alternatives.

Deferral Fees

An administrative fee of \$50 plus HST is charged for the review of the exam deferral request. **Examination fees are not refunded for exam deferrals**; however, a credit of the amount paid will be applied to the next regular sitting of the examination by the exam candidate. In the event that an exam candidate does not sit the next regularly scheduled sitting of the examination, the examination fee paid is forfeited.

NOTE: Failure by the candidate to appropriately notify the College of an inability to attend the examinations, submit the required documentation within the specified timeframe, or pay the required fee may result in denial of the deferral request, and a forfeiture of the examination fee paid.

Illness or Emergency during the Examinations

Candidates who become ill, or who experience a medical emergency during an examination must notify exam staff immediately and return all examination materials. A medical note must be obtained (dated within 24 hours of the time the candidate left the exam site), and submitted to the College within two weeks of the exam date, along with a request to sit the next regularly scheduled exam session without penalty.

Results will be issued for any completed examination components. Exam components which were not completed, due to a substantiated illness or medical emergency, will not be counted as part of the exam attempt. In these instances,

candidates will be provided with an opportunity to sit those examination components which they were unable to complete at the next regularly scheduled exam session.

Routine Practices and Additional Precautions for Preventing the Transmission of Infection

Candidates have the responsibility to decide for themselves whether they are well enough to sit a College exam and if they are putting themselves or others at risk. The College reserves the right to ask a candidate showing symptoms of a cold, flu, or general unwellness to leave the exam site. Candidates must return all examination materials and promptly exit the building. All candidates are encouraged to seek medical help immediately and follow the directions of their local health authority. Please see the Exam Deferrals section of this Handbook for further information regarding the process to defer an examination before or during the exam.

All exam staff attendees are expected to exercise best practices regarding infection control and to employ appropriate hand hygiene.

To help prevent the spread of diseases:

- Wash your hands regularly and thoroughly with soap and warm water for at least 20 seconds, or with an alcohol-based hand sanitizer, to kill any viruses that maybe on your hands. It is highly advised that you clean your hands before and after leaving any premises to prevent any further passing of germs.
- If you cough or sneeze, turn your face away from others and cover your nose and mouth with your bent elbow or with a tissue (and not with your hands). Please discard the tissues immediately and clean your hands to remove any traces of the flu.
- Maintain at least one-meter (three feet) distance between yourself and anyone coughing or sneezing to prevent breathing in the droplets from their mouth or nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wear a mask.

For further information on how to prevent catching or spreading infections, please visit online resources available from [Infection Prevention and Control Canada](#), [Ontario Ministry of Health](#), [Toronto Public Health](#) and the [World Health Organization](#).

Day of Examinations

Candidate Arrival on the Day of Exams

Candidates are required to arrive at the exam site at the sign-in time noted **in their Exam Timetable Letter**, in order to sign-in with exam staff, confirm identification and undergo a COVID-19 screening (including temperature check). To ensure all candidates accessing the exam site have undergone this screening, **we ask that you not arrive prior to your scheduled sign-in time.**

Candidates must arrive for exam sign-in wearing a face mask (re-usable or disposable). This is required to be worn for the entirety of your time on site at the exam, other than when showing your face briefly at sign-in to confirm identity, and when consuming food during your scheduled break. Face masks must fully cover the nose, mouth, and chin (without gapping) and fit securely to the head with ties or elastics (bandanas and face shields are not a sufficient substitution).

Failure to wear a mask will result in being denied access to the exam. *Note: Exam staff may perform a non-contact visual inspection of any mask being used at their discretion*

Candidates are also required to present valid (i.e., not expired) government-issued photo I.D. (e.g. passport, driver's license, or Ontario Photo Card; **electronic copies of I.D., health cards, and non-government issued photo cards are not accepted**). The first and last name on the government-issued photo identification **must** match the first and last name on the College's exam registration list. **Candidates without valid government-issued photo identification, or whose identification does not match the name noted on the exam registration list, will not be permitted entry to the examinations (no exceptions).**

Arriving Late to the Exam

Latecomers (i.e. those arriving more than five minutes after the scheduled start time of the examination) will not be permitted entry, and the missed examination will result in a forfeiture of the exam fee. Arriving late creates a disruption for those already taking or waiting to take their examinations and may affect the exam day schedule.

A candidate who arrives late, due to unforeseen or dire circumstances (e.g. a car accident) may apply for an exam deferral, to allow a sitting of the examination at the next regularly scheduled exam session without penalty. Such requests must be substantiated with documented proof, dated within 24 hours of the missed exam, which supports the reason for the late arrival and must be submitted to the College within two weeks of the examination date.

Exam Site Access

No one other than College exam staff, College assessors, College exam invigilators, agents of the College and examination candidates are permitted in the exam rooms and designated exam and clinic areas on the day of the exams. **Due to the potential for disruption, and the College's duty to enforce social distancing measures as much as possible, candidates are asked to have friends or family members wait for them at an alternate location, away from the designated exam areas.**

General Comfort

Since the temperature in the examination rooms is beyond the control of exam staff, it is suggested that candidates wear layered clothing for flexibility. For the comfort of all, we ask exam staff and candidates alike to avoid wearing scented products on exam day.

Required Items & Equipment

Candidates should come prepared for the written open-book test with a copy of their Therapeutic Choices text book, and any other hard copy printed or written reference material they wish to use during the written exam (e.g., a printed copy of the Ontario Regulation Module, notes made during course study, etc.).

Candidates are also required to bring:

- The exam confirmation letter.
- Pens, pencils, erasers, a pencil sharpener, and a non-programmable calculator for quick calculation of basic math (cell phones may **not** be used for this purpose) for the written exam components.
- Blank template forms (as per the form attached) will be available from exam invigilators during the exam: however, candidates may bring pre-filled templates for the oral exam component.
- A lunch/snack items (candidates are not permitted to leave their cohort during the scheduled break).

Accessing electronic references or copies of sample exam questions from the course during the exam is prohibited.

Permitted Items (Food, Drink and Personal Belongings)

Bottled water or water in a clear, shatter-proof drinking container is allowed; no bags, purses or other personal belongings are permitted on or near the examination desk during the test administration.

In addition, candidates are allowed to bring/use hand sanitizer (non-labeled or label covered with tape or marker) and disposable gloves if they wish. Hand sanitizer will be available at all entry points of the exam site (including classrooms and clinic).

Scheduled Breaks

One hour is provided in between the examination components for a sequestered lunch break (i.e. you will be expected to remain in your designated room(s), with your cohort, outside of bio breaks) and an additional 15-minute bio break will be provided to candidates in between the oral prep time and the start of the oral assessments. Food may not be consumed during exam components unless granted by the College as an exam accommodation.

As the CCNM cafeteria will **not** be open during the exam, candidates must pack a lunch and/or snack items to sustain them for their time at the exam site. Candidates will not be permitted to leave their cohort, or the exam site during the lunch break (this includes running to one's car, or visiting the BMS store; please ensure you have brought food items with you).

Restricted Items

Books, cellular phones, papers, bags, pocket PCs, and audio and/or video recording or transmitting devices are not permitted at the candidate's desk or inside the clinic room. **Electronic devices are to be turned off at check-in and stored with the candidate's personal belongings in the designated areas.** Possession of any of these devices during an examination may be considered an examination violation and may result in the candidate's removal from the examination and/or other appropriate action, as deemed necessary by the College.

Please note that cellphone devices are not accessible once you have signed in for your first exam component. In cases of emergency necessitating the candidate to make a call, the candidate must seek permission from the exam proctor to access their phone prior to the start of the exam. Candidates may access their personal belongings offsite during their scheduled break.

Leaving the Examination Room/ Exam Site

Once the examination has begun, candidates are not permitted to leave the examination room without the permission of the exam invigilator (please use the restroom before check-in and/or during scheduled breaks). Those finished an examination component early will be asked to remain in the examination room or area designated by the exam invigilator until the entire cohort has completed the exam.

Candidates who have completed their last exam component for the day are asked to immediately leave the exam site to avoid disrupting candidates still completing their exam. Those who must remain at CCNM post examination (e.g., for transportation) must wait at an alternate location on campus, away from the exam areas.

Exam Groups

Each candidate will be assigned to a cohort (group), which they must remain with for the entirety of the exam day (during exam prep time, exams, and during breaks). Each cohort will be assigned an invigilator who will be present to monitor and instruct as needed. **Socializing with other cohorts during the exam day or leaving one's assigned cohort is not permitted and may be viewed as an exam violation.**

Incident Reporting (Appeal Prerequisite)

Candidates, who **on the day of the examination**, feel that a procedural irregularity (e.g. such as not being provided with the full allotted amount of time to complete the exam), environmental irregularity (e.g. such as being required to sit the exam at an exam location not required of other examination candidates) or a perception of undue bias (e.g., a bias based on gender, ethnicity, creed, sexual orientation, etc.) had a material adverse impact on their performance during an examination, may file an Incident Reporting Form with an exam invigilator or exam staff member to log their complaint. It is the candidate's responsibility to report the incident on the exam day to confirm the incident has been recorded. All exam proctors and assessors are required to document all incidents that occur during the exam.

This form **must be filled out at the exam and signed off on by the exam invigilator or exam staff member before the candidate leaves the exam site.** All candidate Incident Reporting Forms will be reviewed during each exam session's post-examinations analyses and logged by the College for review in the case of an appeal. **Appeals for which there is no supporting incident report on file cannot be considered for review by the Examination Appeals Committee. The College cannot take any action on exam incidents reported after the exam, and/or those for which no substantiating incident report had been filed on the day of the exam.**

Conduct During the Exams

Expectations of Candidates

Candidates are reminded that their behaviour during the examinations is expected to be **professional and respectful (i.e. demonstrating the qualities of a regulated health care practitioner)** at all times, both with examinations staff and fellow exam candidates. Hostile (whether verbal or physical), disrespectful, or otherwise unprofessional behaviour will not be tolerated and may result in the candidate's removal from the exam.

Exam Violations

The College maintains strict security over exam content before, during and after the examinations to eliminate unfair advantages among candidates and to avoid the costs of replacing the content of the exams. Exam violations refer to any contravention of the **Examination Rules of Conduct** regarding the examination's procedures, and/or any suspected breach of security around the content of the examinations.

Violations before the examinations include:

- accessing unauthorized study materials before the exam,
- speaking with or communicating in any way with candidates who have just completed the examinations on the day(s) of the exam(s), and
- providing false admittance information.

Violations during the examinations include:

- failing to adhere to the exam invigilator's or examiner's instructions,
- copying or allowing answers to be copied during the exam,
- accessing written (other than those items specifically noted) or electronic information or devices while taking an examination,
- failing to cease writing an exam once the time has been called, taking notes about the exam, or failing to return or removing from the exam room any exam materials at any time during or after the exam,
- talking to other exam candidates once the written examinations component has begun,
- non-verbal signaling or coaching to other exam candidates once an exam has begun, and
- disruptive behaviour during the examinations.

Violations after the examinations include:

- discussing or posting the content of any examination following the exams,
- reconstructing exam items from memory for the purpose of disclosing content to others, and
- altering exam transcripts.

Any indications that an exam violation may be occurring during the exam may result in immediate removal of the candidate from the examination.

Any suspected violations are documented by the exam invigilator, exam staff or examiner, who will record and report all observations to the College's Registrar or his/her delegate.

Any candidate suspected of an examination violation will be issued a written Notice of an Exam Violation which details the nature of the allegation. Candidates will be provided with a reasonable opportunity to respond either in writing, or by scheduling an in-person meeting with the Registrar or his/her delegate. If a candidate fails to provide a response to a violation allegation within the specified time frame or to participate in the process, the Registrar may proceed to make a determination on the violation. No examination transcripts will be issued to the candidate until a final decision has been rendered on any alleged exam violation.

All information related to the alleged violation will be reviewed by the Registrar, or his or her delegate, and a determination will then be made as to whether sufficient information exists to support the allegation. Candidates will be notified of the final decision in writing within four to six weeks of the date of the initial notice.

Final decisions issued by the Registrar regarding exam violations are appealable to the Examination Appeals Committee.

Exam Violations Consequences

A finding that an exam violation has occurred will result in a fail and be recorded as one of a total of three attempts to successfully complete the Prescribing and Therapeutics Examinations.

If evidence is found of a breach in the security of the exam materials before an exam administration, and such evidence suggests that the behaviour was organized and/or may involve a number of candidates, the College reserves the right to cancel the exam session.

If evidence is found of a breach in the security of exam materials after an exam administration, and such evidence suggests that the behaviour was organized and/or may have involved a number of candidates, the College reserves the right to disqualify the exam results of some or all candidates.

The College may also take special measures at any subsequent examination to prevent the reoccurrence of the violation at the expense of any candidates involved in the security breach, seek damages from any persons involved in a security breach, and/or take any other action deemed appropriate by the College.

Assessors

Assessors are instructed to refrain from providing candidates with feedback during or after the oral exam, and to avoid personal conversation. Candidates in turn are to refrain from asking assessors for feedback, or validation. Candidates may however ask an assessor to repeat an instruction, or any piece of information imparted to them during the oral exam component.

Preparing for the Ontario Prescribing & Therapeutics Examinations Blueprints

Core Competencies in Prescribing & Therapeutics

Candidates will be required to demonstrate current knowledge of:

- Prescription medications that are appropriately used as initial or second-line treatments for selected medical conditions.
- Appropriate monitoring parameters for safety and efficacy that are required for initiating or assessing the effect of a prescription medication.
- Common and significant adverse events, drug interactions and contraindications of various prescription medications.
- Calculating an estimate of risk for cardiovascular outcomes.
- Estimating the magnitude of the effect of selected prescription medications.
- Appropriate starting doses and titration schedules when initiating a prescription medication.
- Key goals of therapy to treat selected medical conditions.
- Writing a legal prescription according to guidelines and satisfying the legal requirements of the Ontario College of Pharmacists and the College of Naturopaths of Ontario.
- Strategies to determine when a prescription medication may be harmful and should be discontinued.
- Important clinical trial design factors to consider when critically evaluating pharmaceutical literature and promotional materials.
- The Ontario Regulation Module and the General Regulation with respect to the controlled acts of prescribing, dispensing, compounding, or selling a drug, or administering a drug or substance by injection or inhalation and the tables of substance therein.

Information on what disease states are covered on the oral and written exams can be found by reviewing the course spreadsheet document at <https://therapeuticseducation.org/getting-started>.

Exam Format: Oral Assessment

In addition to the assessment of knowledge, the oral assessment is designed to assess a candidate's thought process and proposed actions based on a case scenario. Candidates will have 75 minutes to review three patient cases (i.e. 25 minutes per case). Each case will list the pertinent background information, a brief description of the patient's chief concerns, the diagnosis, the patient's current drug therapy, pertinent lab values and any possible additional questions the candidate should consider while reviewing the case.

Pre-populated templates are permitted to be used during the oral prep however, **only ONE sheet of reference notes per case may be used during the oral assessment**. Case sheets and case notes must be turned into the assessor following each oral assessment. Candidates are advised that the purpose of the oral prep time is to make notes which aid them in speaking to their treatment recommendations for the cases being examined as part of their oral

assessments and that pre-populated templates which just provide textbook information and do not clearly indicate the selected treatment option(s)/rational may lose marks. Blank paper and blank template documents will be available during the exam for those candidates who want/need them.

Candidates should be prepared to provide the following for each case:

- at least five relevant goals of prescription therapy,
- five treatment options, including two advantages and two disadvantages for each treatment option,
- a treatment plan, including why the plan was chosen, how the therapy will be implemented and if any drugs would need to be stopped,
- the monitoring parameters for efficacy and safety, and
- **a written prescription for the patient, which must be written on the sheet of paper provided, to be reviewed by the assessor following the oral assessment.**

Following the review period, a twenty-minute oral assessment will be conducted with the candidate for each case (i.e. one hour will be allotted in total per candidate for the completion of the oral assessment portion).

Each candidate will be assessed on:

- appropriate drug recommendations, written prescription, and the proposed treatment plan based on the patient case,
- knowledge of potential drug interactions with other concomitant therapies the patient is receiving,
- knowledge of appropriate treatment dosages,
- knowledge of potential contraindications and concerns with the treatment options provided,
- the ability to speak to how each treatment plan would be monitored,
- the ability to speak to benefits and the intended outcome of each treatment plan, and
- the ability to identify potentially serious conditions and patient referral indicators.

Oral assessment result

To be successful, candidates are required to pass at least two of the three cases AND achieve an overall score of 60% on the oral component. Results issued will note a “pass” or “fail” mark only; unsuccessful candidates will be provided with the reason(s) for the failed exam. Note: **automatic failures can occur** during the oral assessment component.

Common reasons for failures and mark deductions during the oral assessment:

- Recommending a drug to which a patient has a significant allergy or intolerance.
- Recommending a drug that has an important interaction with other concomitant therapies the patient is receiving.
- Initiating a treatment that could harm the patient (e.g. recommending a dose that significantly exceeds the usual or maximum recommended dose without a compelling reason to use a high dose).
- Not treating a potentially serious condition.
- Not stopping a medication that could be making the patient's symptoms worse.

Exam Format: Written Test

Each candidate will have 2.5 hours to complete an open book written exam consisting of 100 multiple choice questions and 10 practice-related short answer questions. Candidates cannot use electronic references or practice questions during this open book written exam.

Questions for the written exam are based on the following sources:

- course modules,
- webinars,
- Compendium of Therapeutics Choices (CTC) 2019,
- handouts provided on the Therapeutics Education Collaboration website, and
- Basic and Clinical Pharmacology, Bertram Katzung (<15% of written exam).

Written exam result

To be successful, candidates are required to achieve a score of at least 60% on the written exam. Results issued will note a “pass” or “fail” mark only.

Exam candidates are reminded to manage their time during the MCQ exam. While it is an open-book examination, candidates do not have enough time to look up every answer. It is advised that the candidate review the MCQs for the questions that can be answered more readily and identify the questions that must be looked up (i.e. try to eliminate those questions that can be answered versus the ones that need to be looked up).

Study References

- Basic and Clinical Pharmacology, 13th Edition, Bertram Katzung.
- Compendium of Therapeutics Choices (CTC) 2019.
- Videos of the live presentations.
- TEC Podcasts.
- TEC Webinars.
- TEC Website “other resources” (http://therapeuticseducation.org/Other_Resources).
- The Ontario Regulation Module.
- The General Regulation (<http://www.ontario.ca/laws/regulation/150168>).
- Related College Standards on: Record Keeping, Prescribing, Dispensing, Compounding, Selling, Inhalation, Injection, and Recommending Non-Scheduled Substances.

Post-Examinations Procedures

Exam Scoring

Prescription exams are hand scored by course instructors. Candidates are not faulted for listing more than one incorrect item and, in marking the short answer sheets instructors give every possible chance for a candidate to obtain the mark if they identified an error or issue that would cause a pharmacist to not be able to fill the prescription. Scantron sheets for the multiple-choice exam are scored using standard university scanning software to reduce the risk of marking discrepancies.

Exam Results

Results are released electronically, by email, as of the ‘Results Release’ date noted for that session on the [Prescribing Exam Schedule](#).

Under no circumstances will the College release or discuss examination results over the phone.

Exam Attempts & Remediation

A candidate may attempt the exam three times over a period of two years. A candidate who fails a first attempt of the examination will be entitled to a second attempt of the examination. A candidate who is unsuccessful at the second attempt must undergo a mandatory review conducted by a panel of the Registration Committee (the Panel) to determine any additional training or education that must be completed prior to being allowed to sit a third and final attempt of the exam. A candidate must provide a written request to initiate the review to exams@collegeofnaturopaths.on.ca.

Reviews are conducted within the Panel only; no in-person meetings occur between the candidate and the Panel. The Panel will be provided with detailed information regarding the candidate's exam performance from both examination attempts. This information will include comparative data to allow the Panel to determine areas where improvement was noted at the second attempt and areas where additional study would be beneficial.

Candidates also have the option to include a letter to the Panel addressing any factors they would like the Panel to take into consideration, such as any study materials or additional training undertaken between the first and second attempt of the exam. Please note that the Panel does not have the authority to waive the remediation review requirement, nor is it an Exam Appeals body. As such, any submission made to the Panel should address their review regarding additional training or education.

Following the review, the candidate will be provided with information regarding any training or education or combination thereof required by the Panel, which must be successfully completed (within the specified timeline) by the candidate prior to being permitted to register for a third attempt of the exam.

Candidate Access to Exam Material

Due to the sensitive nature of the examination's material, candidates are not permitted to review their examination documents. General feedback regarding exam performance will be included on the examination transcript.

Appeals

The appeal process is limited solely to questions concerning procedural irregularities (please refer to the Incident Reporting section on page 15). Such appeals must include facts demonstrating that the procedural and/or environmental irregularities or perception of undue bias had a material adverse impact on the candidate's performance on the examination. It is incumbent upon the candidate to establish, to the satisfaction of the Examination Appeals Committee, that had the procedural and/or environmental irregularity not occurred, it is more likely than not that the candidate would have passed the examination.

The Examination Appeals Committee does not review complaints regarding the content of the exam, possible responses to examination questions or requests for a remarking of the exam. Therefore, the content of the examinations is not subject to appeal. **In no instance will a candidate who has failed an examination be deemed to have passed the exam.**

Appeals Process

Additional information concerning filing an examinations appeal is available by contacting the College at exams@collegeofnaturopaths.on.ca and noted in the College's [Exam Appeals Policy](#).

Candidate Feedback

The College considers all constructive feedback and concerns of our stakeholders. If you wish to provide the College with any feedback on the exam reference materials, exam process and/or testing experience, please send your suggestions to exams@collegeofnaturopaths.on.ca.

Exam content, handbooks and reference guides are reviewed and updated by the College annually and/or following each exam administration, as necessary. Feedback received following an exam is taken into consideration as part of these reviews.

Meeting the Standard of Practice for Prescribing - Unregistered Fourth Year Naturopathic Students and Non-Ontario NDs

To be deemed to have met the Standard of Practice for Prescribing in Ontario, a candidate must:

- successfully complete the Ontario Prescribing and Therapeutics examinations,
- be a Member of the College in Good Standing, or
- become a Member with the College within two years of successfully completing the exam.

Completion of the examination does not entitle non-registered individuals to prescribe, dispense, compound, or sell a drug, or administer a drug or substance by inhalation or (non-intravenous) injection.

Appendix I

Oral Case Template Sample

Examinee Name: _____

Date: _____

Case #	Primary Medical Condition:		
Goals of Therapy	1.		
	2.		
	3.		
	4.		
	5.		
Treatment Options	Rx medication	Advantages	Disadvantages
	1.	1. 2.	1. 2.
	2.	1. 2.	1. 2.
	3.	1. 2.	1. 2.
	4.	1. 2.	1. 2.
5.	1. 2.	1. 2.	

Prescription Choice/Treatment Plan: (Drug, dose, frequency) Justification:
--

Special instructions for patient?

Drugs to stop?

Drug interactions to consider?

Monitoring Parameters for Efficacy and Safety	What to Monitor	When/How often	Who
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		

Anything else to do?

- 1.
- 2.
- 3.
- 4.
- 5.

OTHER:

PICO question (optional – only if asked in case)

CVD Risk Calculation (only if asked)

Population:	
Intervention:	
Comparator:	
Outcome:	

Appendix II: Examination Rules of Conduct

In addition to the information that has been provided in this handbook, it is understood that all examination candidates will comply with the following general procedural and conduct requirements established by the College of Naturopaths of Ontario (the College). Contraventions of these rules may result in the candidate's immediate removal or disqualification from the examination, in addition to other appropriate consequences.

1. Candidates must check-in with their exam proctor at their assigned check-in location at least ten (30) minutes prior to the exam commencement time noted on their exam booking confirmation.
2. Candidates must bring a piece of valid photo identification (Ontario driver's license, passport, or Ontario Photo Card only) to present to exam staff upon arrival at the exam site/sign-in desk. The name on the photo I.D. must match the name on the exam registration list. It is not permitted for another person to impersonate a candidate for the purpose of taking an examination, nor may another person take any part of an exam on a candidate's behalf.
3. Candidates arriving at their assigned examination location after the commencement time noted by the College will be denied access to the examination. Candidates who arrive late due to exigent circumstances may apply for a deferral (see deferral section of the College's Examination Handbook) to sit the exam without penalty at the next regularly scheduled session.
4. Access to the exam site (defined as any exam rooms, and sequestering areas designated for use for the purpose of administering an examination) is restricted to examination candidates, support persons approved by the College in advance of the examination, examination proctors, College staff and agents of the College.
5. Candidates must turn cellular devices off and may not access them for the duration of their time at the exam site.
6. Prior to the commencement of an exam, candidates are to place bags, purses and other personal belongings in an area designated by the exam proctor. Only those materials expressly authorized by the College are permitted to be with the candidate during the exam. Please note that the College is not responsible for lost, stolen, or broken items or items left at the examsite.
7. During the examination, candidates may not have on their person any electronic devices, nor may they have any materials except those expressly authorized by the College in advance of the examination. Electronic devices include, but are not limited to cellular telephones, laptop computers, MP3 players, data storage devices (e.g., USB keys), or programmable calculators.
8. Candidates who are in possession of unauthorized materials or electronic devices or who assist or obtain assistance from other candidates or from any unauthorized source during the examination (written or practical) are subject to examination violation consequences, including, but not limited to, removal from the examination and assignment of a failing grade.
9. Examination proctors have the authority to designate the desk/table/computer terminal at which a candidate sits while writing an examination. Candidates are expected to comply with such designations.

10. Prior to the commencement of an examination, candidates must refrain from reading exam questions, writing, providing any answers to questions, and/or commencing any part of the exam until instructed to do so by the exam proctor.
11. During an examination, candidates are not permitted to communicate, in any manner, with anyone except their exam proctor, examiner/assessor or a College pre-approved support person.
12. After the announcement of the conclusion of any written examination or exam component, candidates are to refrain from adding information to, erasing information from or otherwise altering their exam documents. Exam proctors have the authority to seize the exam documents of candidates who fail to cease writing after the announcement of the conclusion of an examination.
13. Examination times are monitored by exam proctors and/or examiners/assessors. No additional time is provided over the time allotted to the candidate by the College.
14. During an examination, candidates are not permitted to leave the examination room without the permission of an exam proctor.
15. Candidates may not retain any exam materials; this includes, but is not limited to exam sheets, response booklets, and scrap paper. All exam materials must remain with the exam proctor.
16. Candidates must comply with requests made or instructions given by exam proctors, examiners/assessors and other exam staff.
17. Candidates who are being sequestered prior to the commencement of an exam component must remain in the designated sequestering area unless otherwise authorized by an exam proctor or exam staff.
18. Candidates who have completed their examination are required to immediately leave the examination site. Candidates are expected to make arrangements in advance of the exam to meet others (e.g., for transportation) at an alternate location away from the immediate exam site.
19. Candidates are not permitted to recount an examination to other exam candidates waiting to complete their examinations, nor post, discuss or disclose the content of the examination to others.