College of Naturopaths of Ontario

HANDBOOK

ONTARIO INTRAVENOUS INFUSION THERAPY EXAMINATION



Table of Contents

GENERAL INFORMATION 5
About the College of Naturopaths of Ontario 5
About the Ontario IVIT Examination 5
Eligibility to Practise IVIT 5
Exam Attempts 6
Applying for the Ontario IVIT Examination 6
Changes to Contact Information 6
Name Changes 7
Eligibility Requirements 7
Exam Registration Requirements 8
Required Documents 8
Examination Fees 8
Sitting the Exam in French 8
Exam Confirmation and Timetables 9
Exam Accommodations 9
Exam Accommodation Requests 9
General Requirements for Accommodation Documentation 10
Disability Accommodations 10
Religious Accommodations 11
Pregnancy-related or Breast-feeding Accommodations 11
Accommodations Received from Academic Programs 11
Disclosure of Accommodation Information 12
Review of Accommodation Request Decision 12
Patient Modelling and Exemptions 12
Waiting Lists and Exam Seat Swapping 12
Withdrawing from the Examination 13
Exam Deferrals 13
Deferral Requests – General Requirements 13
Deferral Fees 13

Illness or Emergency *during* the Examination....14
Routine Practices and Additional Precautions for Preventing the Transmission of Infection....14
Day of Examination....14
Candidate Arrival on the Day of the Exam....14
Exam Access Requirement....14
Arriving Late to the Exam....15
Exam Site Access....15
Required Items and Equipment....15
Permitted Items (Food, Drink and Personal Belongings)....15
Restricted Items....15
Attire and General Comfort....16
Leaving the Examination Room/Exam Site....16
Incident Reporting (Appeal Prerequisite)....16
Conduct During the Exam....17
Expectations of Candidates....17
Exam Violations....17
Exam Violations Consequences....18
Examiners....18
Exam Supplies and Set-up....18
Sterile Compounding....18
Vascular Access....19
Supply Substitutions and Allergies....20
Preparing for the Ontario IVIT Examination Blueprint....20
WRITTEN COMPONENTS....20
Multiple Choice Exam....20
Osmolarity Calculations....23
PRACTICAL COMPONENTS....24
Sterile Compounding....24
Vascular Access....24
Practical Component Automatic Fails....25
Post-Examinations Procedures....25

Exam Scoring 25
Exam Results 25
Exam Remediation 25
Candidate Access to Exam Material 26
Appeals 26
Appeals Process 26
Candidate Feedback 27
Meeting the Standard of Practice for Intravenous Infusion Therapy 27
Meeting the Standard of Practice for Intravenous Infusion Therapy – Inter-provincial (CFTA) Applicants 28
Appendix I: Examination Rules of Conduct 29

GENERAL INFORMATION

This Handbook has been prepared to assist registrants of the profession who are applying to and preparing for the Ontario Intravenous Infusion Therapy (IVIT) Examination under the College of Naturopaths of Ontario (the College). The information contained herein outlines the College's pre- and post-examination's 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 IVIT Examination (such as the examination application deadline date and date of the examination), please review the Schedule & Fees page of the College's website, found on the Ontario IVIT Examination page.

If you require further clarification on administrative issues related to the exam which have not been addressed in this Handbook, please contact the Examinations Team at exams@collegeofnaturopaths.on.ca.

About the College of Naturopaths of Ontario

The College is the regulatory authority governing naturopaths in Ontario. Its mandate is to serve the public interest by enhancing safety for patients using naturopaths. The College meets its mandate by ensuring that individuals wishing to be naturopaths in Ontario meet the entry-to-practise requirements, by ensuring practising naturopaths maintain their competency, by establishing and maintaining standards of practice in Ontario and by holding naturopaths accountable through the complaints and disciplinary processes.

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., the Ontario Prescribing and Therapeutics Exam), development of professional Standards and Guidelines, administering a Quality Assurance program and enforcing professional Standards of Practice.

About the Ontario IVIT Examination

In accordance with the General Regulation, Naturopathic Doctors wishing to meet the Standard of Practice for IVIT in Ontario for the purposes of administering by intravenous injection those drugs and substances tabled in the General Regulation, must successfully complete a course that includes relevant training in IVIT approved by Council, and examinations in IVIT approved or administered by the College.

Currently there are three College-approved IVIT training courses (as of November 2019):

- "IVIT Certification Course" by the Ontario Association of Naturopathic Doctors.
- "Practice of Intravenous Infusion Therapy (IVIT) Certification Course" by Liberty Clinic.
- "IVIT Certification Course" by the Canadian College of Naturopathic Medicine (CCNM).

The Ontario IVIT Examination includes both written and practical components, and tests whether candidates have demonstrated the competencies necessary to perform this controlled act.

Eligibility to Practise IVIT

If wishing to perform IVIT procedures (compounding for or administering IVIT), you must:

1. Hold a General certificate of registration with the College without any terms, conditions or limitations which restrict you from engaging in direct patient care.
2. Be in good standing with the College.
3. Have met the Standard of Practice for IVIT with the completion of a College-approved IVIT course and the College's IVIT Examination.

4. Have met the Standard of Practice for Prescribing with the completion of a College-approved course in therapeutic prescribing and the College's Prescribing and Therapeutics Examination.
5. Hold $3 million per claim and $3 million aggregate level in professional liability insurance in addition to the $2 million coverage required of all Registrants holding a General Class certificate of registration, in accordance with section 19 of the College By-laws.
6. Meet the requirements as set out in the Quality Assurance Program for Continuing Education related to IVIT.
7. Only perform IVIT procedures in an IVIT premises registered with the College which has undergone an inspection and received an outcome of a pass or a pass with conditions.

Exam Attempts

Candidates have a total of five opportunities to successfully complete the examinations. **Re-attempts must be made of the entire examinations, regardless of which exam component the candidate was unsuccessful in,** within two years of the date of a candidate's successful completion of a Council-approved Ontario IVIT training course. A candidate who, at the time of the next Ontario IVIT Examination, will have exceeded this two-year window will be ineligible to sit the Ontario IVIT Examination until they re-take an IVIT training course**.**

After a second failure, the candidate is required to complete additional education or training, if any, as determined by a panel of the Registration Committee (the Panel) to qualify to attempt the examination for a third time (please refer to Exam Remediation section of the Handbook for further information).

Following an unsuccessful third attempt, a two-year window of exam ineligibility will be imposed (effective as of the date of the third unsuccessful attempt), during which time the candidate will not be permitted to register for the Ontario IVIT Examination.

Prior to being eligible to make a fourth attempt of the Ontario IVIT Examination, a candidate must successfully re-take and complete a Council-approved Ontario IVIT training course. For reasons of public protection, candidates who have made five unsuccessful attempts will not be granted any further access to re-take the Ontario IVIT Examination.

Exam candidates have two years (calculated from the date of having re-completed a College-approved IVIT course) to successfully complete the Ontario IVIT Examination. To be deemed to have met the Standard of Practice for IVIT, registrants must also meet the Standard of Practice for Prescribing within this two-year window.

Examination retakes and attempts are managed in accordance with the Ontario IVIT Program and Examination Policy.

Applying for the Ontario IVIT Examination

Changes to Contact Information

As a candidate, you are responsible for ensuring the contact information provided, for the purposes of communications with the College (including receipt of exam timetable information), is correct and up to date. You may make changes to your contact information by logging into your College User Account, selecting 'My Profile' from the left-hand panel, and clicking the 'Edit Profile' icon in the top-left corner. Non-registrants (i.e., registered ND in another regulated Canadian jurisdiction) are required to email their updated contact information to the Examinations Team at exams@collegeofnaturopaths.on.ca, after which examination staff will update the concerned College account.

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

Note: changing your contact email will also change your login email to access your College user account.

Name Changes

To change your legal name on file with the College, please submit a Name Change form, along with a clear copy of your 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.

If you are a registrant of the College and are seeking to change your name, please note that a copy of your updated Professional Liability Insurance certificate, displaying your new name, is also required.

The name on the photo I.D. you present on exam day must match the name on file with the College.

Eligibility Requirements

To be considered eligible to sit the College's Ontario IVIT Examination, you must:

a) Hold a General class certificate of registration in Good Standing with the College without any terms, conditions or limitations that restricts you from engaging in direct patient care **OR** be a registered ND in another regulated Canadian jurisdiction.

AND

b) Have successfully completed a College-approved IVIT course no more than two years prior to the date of the exam (assessed at the point of exam registration). Note: as part of your exam registration, you will be required to declare your date of course completion. Only candidates who have completed the IVIT course are eligible to sit for the exam.

Course attendee lists are provided to the College to ensure compliance with the eligibility requirements noted above. Should the eligibility criteria not be met, you will be un-enrolled from the exam.

Due to scope of practice differences between jurisdictions, the College does not recognize IVIT training obtained outside of Ontario or from course providers whose course has not been formally reviewed and approved by the College.

Exam registration priority is given to Ontario NDs. NDs registered in another regulated Canadian jurisdiction will be granted the ability to register for the exam based on seat availability once exam registration for each session closes.

Non-Ontario NDs must submit the IVIT Exam Pre-Registration (Non-Ontario NDs) form along with a copy of valid photo ID (i.e., not expired), prior to the close of exam registration, to indicate their intent to sit the examination should space be available.

Exam Registration Requirements

When registering for the examination, it is your responsibility to:

- Register and pay for the examination by the registration deadline.
- Adhere to the deadline dates for exam registration and exam accommodations request noted on the Ontario IVIT Examination Schedule & Fees page, under the Registrant tab on the College website. **LATE EXAM REGISTRATIONS AND LATE EXAM ACCOMMODATION REQUESTS ARE NOT ACCEPTED.**
- Read the Ontario IVIT Examination Handbook and any associated examination documents (e.g., Examination Rules of Conduct); the answers to most examination questions can be found in these supporting materials.
- Ensure your contact information is correct and up to date.
- Comply with the requirements stipulated in this Handbook and the Examination Rules of Conduct.

Required Documents

- **Online Exam Registration Form & Fee Payment** – As part of registering for the Ontario IVIT Examination, you are required to declare any exam accommodation needs, previous exam attempts, and consent or decline to acting as a patient model during the exams (please see the section on Patient Modeling and Exemptions). Exam registration and fee payment must be made by the Exam Registration Deadline noted for that session. Exam registration will open at 9 a.m. ET on registration opening day and close at 5 p.m. ET on registration closing day, or earlier if exam capacity is met. The exam schedule can be found on the Ontario IVIT Examination Schedule & Fees page.

- **Exam Accommodation Request & Supporting Documentation** – If requesting an exam accommodation, such as requesting additional time due to a disability, please refer to the Exam Accommodation section of this Handbook. Requests received after the deadline cannot be considered.

- Exam Pre-Registration Form for Non-Registrants **(required only for non-Ontario NDs registered in another regulated Canadian jurisdiction)** – This form is 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.

Failure to provide required documents by the stipulated deadline will result in being withdrawn from the exam and the forfeiture of the exam fee paid.

Examination Fees

The Ontario IVIT Examination fees are set out in schedule 3 of the College By-laws and noted on the Schedule & Fees page for the Ontario IVIT Examination. Fees are non-refundable after the close of exam registration (please refer to the withdrawal section of this Handbook). The exam fee must be paid in full and may be paid by credit card (Visa or MasterCard), cheque or money order made payable to the "College of Naturopaths of Ontario" (no acronyms or abbreviations, as this will result in payment being returned to you). Payment must be received by the College by the exam registration deadline. **A $75 nonsufficient funds (NSF) fee will be charged for any returned cheques due to insufficient funds.**

Examination fees cover the cost of examiners, exam staff and training, the exam location and examination administration (e.g., supplies). Candidates are charged for **each** attempt of the examination.

Sitting the Exam in French

A French version of the examination can be made available to any candidate who wishes to sit the examination in French. To request a French version of the exam, please contact the Examinations Team at

exams@collegeofnaturopaths.on.ca. Requests need to be made to the College at least eight weeks before the exam administration date to allow adequate time for the exams to be translated.

Exam Confirmation and Timetables

Following receipt of payment and review of your exam registration submission (e.g., the answers provided on your exam registration form), you will receive a confirmation of your exam registration by email.

Specific details about your written and practical exam times, and exam sign-in location will be sent to you, by email, on the 'Timetable Notices Release' date as noted on the Ontario IVIT Examination 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 cognitive, psychological or physical which includes specific learning disabilities), religious requirements, pregnancy-related condition or issue, or nursing/breastfeeding 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 IVIT 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 a substantiated need for accommodation 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).

Exam Accommodation Requests

Exam accommodation requests will be handled in accordance with the Examination Accommodation Policy. To request exam accommodation, you must pay the Accommodation Request Fee of $25 + HST and complete and submit the Accommodation Request form to the College. This form must specify the type of exam accommodation being requested, address the grounds for the request, and include written authorization for the College to contact any provider of any supporting documentation. In requesting accommodation, you have a duty to ensure both your request form and supporting documentation are truthful, complete and are provided to the College by the posted deadline date.

To streamline the accommodations request and review process, you may submit one request, with supporting documentation, prior to your first sitting of a College examination, setting out all required accommodations for each of the examinations where accommodation is being sought. For further information, please see the Examination Accommodations Policy.

You must submit the Accommodation Request form, along with all supporting documentation, by the accommodation request deadline noted on the exam's Fees & Schedule page. As this process may include the need for the College to obtain additional clarification, it's recommended that you submit your accommodation request and supporting documentation as soon as possible.

Requests received after the exam accommodation request deadline cannot be granted (this includes late requests for breast-feeding accommodation); however, you may apply for a deferral of the entire examination under the College's Examinations Policy.

You will be notified in writing of the College's decision within 30 calendar days from the date of receipt of the accommodation request, unless additional information is required either from you or the provider of your supporting documentation. If additional time is needed, you will be apprised of the revised timeframe for a decision on the request.

If the request is granted, you will receive additional details outlining the accommodation(s) that will be provided on the day of the exam(s); if the request is denied, the grounds for refusal will be disclosed. In instances where accommodation is denied due to reasons of undue hardship, the College may provide terms for an alternate form of accommodation where possible.

General Requirements for Accommodation Documentation

Supporting documentation for an exam accommodation must:

- provide the anticipated length of time that you, the candidate, will require accommodation(s) based on the supporting documentation provider's assessment,
- be submitted with a completed and signed Accommodation Request Form, prior to the exam accommodation request deadline,
- substantiate the reason/need for the exam accommodation and outline the specific exam accommodation(s) required (e.g., if requesting additional time, how much time, why it is required), and what information was used in making this recommendation), and
- contain the contact information for the individual providing supporting documentation, and authorization to contact them should additional information be needed to validate the exam accommodation request.

Disability Accommodations

In addition to the general requirements, if requesting an exam accommodation due to a disability (i.e., cognitive, psychological or physical), as defined in s. 10(1) of the *Human Rights Code*, your supporting documentation must:

- be provided by a Canadian-regulated health care professional, as defined in the RHPA or equivalent provincial legislation outside of Ontario, who currently has or has previously had a practitioner/patient relationship with you, has performed an assessment of your disability, and is qualified and authorized, within their regulated scope of practise, to make an assessment or diagnosis on the disability. Only documentation from Canadian-regulated health colleges is accepted, as the College can't always verify the scope of practice of international physicians,
- be provided on the Health Professional Recommendation Form, which asks for the title, professional credentials and relevant qualifications of the regulated health professional who has made the assessment, and
- provide information regarding:
    - your functional limitations as they relate to your accommodation needs,
    - the accommodation(s) being recommended, and
    - how the recommended accommodation(s) assist(s) in mitigating your functional limitations during the exam.

A formal diagnosis is not required to be communicated.

- If requesting additional writing time to complete an exam due to a cognitive disability (learning disability, ADHD, etc.), you must provide the College with a copy of your psychological or psycho-educational assessment report. The report must be recent enough to accurately reflect your current functional limitations (i.e., completed or updated no more than five years from the time of requesting accommodation with the College). This report must:
    - Explain how you are impacted by the disability,

- Explain how your functional limitations are caused by the disability,
- Provide a measurable/objective basis connecting the disability to the amount of additional writing time being requested, and
- Redact any highly sensitive personal information (i.e., detailed family history) not relevant to the accommodation request.

Religious Accommodations

In addition to the general requirements, if requesting an exam accommodation, due to religious requirements (e.g., gender requirements for exam partner or examiners) 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-related or Breast-feeding Accommodations

In addition to the general requirements, supporting documentation for exam accommodation due to a pregnancy-related condition or issue, must:

- be provided by a Canadian-regulated health professional, as defined in the RHPA or equivalent provincial legislation outside of Ontario, who currently has or has previously had a practitioner/patient relationship with you and is qualified to assess the pregnancy related condition or issue (i.e., has appropriate training, holds a relevant professional credential or designation, and has the scope of practise, as authorized to that profession),
- be provided on the Health Professional Recommendation Form, which asks for the title, professional credentials and relevant qualifications of the Regulated Health Professional who has made the assessment, and
- provide information regarding:
  - your functional limitations as they related to your accommodation needs,
  - the accommodation(s) being recommended, and
  - how the recommended accommodation(s) assist(s) in mitigating your functional limitations during the exam.

If requiring a scheduling accommodation to permit you to breastfeed or express breastmilk during the examination day, you **must** request this by the exam accommodation request deadline and provide information on the Accommodation Request form which speaks to the frequency (i.e., how often) and duration (i.e., how much time is needed) of feedings 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.

Please note that breast-feeding accommodations will also be reviewed in the context of any health and safety measure in place and you will be required to acknowledge your understanding that any individual named by you to provide onsite childcare at the exam will be restricted to a designated area, for a specific period and must undergo all screening requirements mandated by the exam facility and/or the College for entry on exam day.

Accommodations Received from Academic Programs

The College requires up to date documentation to support a request for exam accommodation. Please refrain from submitting copies of documents related to accommodations granted by your educational program, and

from seeking supporting documentation from academic advisors, supervisors, instructors, or other individuals associated with your academic program unless the individual meets the supporting documentation requirements as noted above.

Disclosure of Accommodation Information

The information disclosed for the purposes of seeking an accommodation may be used, at the discretion of the Chief Executive Officer (CEO), for other regulatory processes where there is a public interest in doing so. Such a situation arises if the information disclosed raises concerns regarding the registrant's physical or mental condition, or that they may have a disorder that would make it desirable in the public interest that a Term, Condition or Limitation (TCL) be placed on their certificate of registration. This includes, but is not necessarily limited to, use by the Inquiries, Complaints and Reports Committee (ICRC) to determine whether a registrant has the capacity to practise the profession.

Review of Accommodation Request Decision

If your accommodation request is denied and you believe it wasn't handled according to the Examination Accommodation Policy, you can request a review by the Chief Executive Office (CEO) by submitting a written request with supporting rationale to exams@collegeofnaturopaths.on.ca.

You may also file a complaint with the Human Rights Tribunal of Ontario.

Patient Modelling and Exemptions

Candidates are paired together during the vascular access portion of the practical component for the Ontario IVIT Examination. You may decline consent (at the time of registration for the exam) from being a patient model due to medical reasons. In such instances, you are required to have the course instructor provide (in writing, via email) information regarding having been granted a similar vascular access exemption during the training course. As sufficient lead time is needed for arranging patient models, **requests for patient modeling exemption received after the exam registration deadline has passed cannot be granted.** Pregnancy is not a valid reason for exemption, unless there are other accompanying health concerns related to the pregnancy. *Only saline (no vitamins or minerals) is infused during the vascular access component.*

Candidates may be required to be infused twice in instances where another candidate has been exempted from patient modeling. In such instances, candidates will be apprised in advance.

When acting as the patient, you are expected to behave as a 'new patient' and must only do what you've been instructed to do by your candidate partner. Candidates who are witnessed assisting or coaching their partner in any way when acting as the patient, whether intentional or otherwise, will receive one verbal warning from the examiner. If the behaviour continues, this conduct will be viewed as an examination violation and appropriate action will be taken by the College.

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 exam 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 individual, 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 the Examinations Team at 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. An administrative fee of $100 + HST is charged to process the withdrawal request, which must be paid within two weeks of the date the fee is issued to your College account.

If you wish to withdraw your registration following the exam registration deadline, you may do so; however, the exam fee paid will be forfeited.

Exam Deferrals

The College understands that unexpected situations can arise which may prevent a candidate from sitting the Ontario IVIT Examination as scheduled. If registered for an examination, you may seek a deferral to postpone your examination attempt to the next regularly scheduled exam session if (a) you become debilitated due to illness, injury, or encountered an emergency situation (e.g., a death in the family) which prevents your attendance at the examination; or (b) you cannot, due to a new medical issue or injury, arising after the deadline for requesting an exam accommodation has passed, perform the examinations without an exam accommodation. Deferral requests made on the grounds of being unprepared to sit the exam or due to having been refused an accommodation (e.g., you didn't submit required documents) will not be granted.

Deferral Requests – General Requirements

If unable to attend the exam for the reasons listed above, you must notify the College immediately, by telephone or by email, providing the reason for being unable to attend the exam. 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 date you first notified the College of your inability to attend the exam and must be accompanied by a letter from a regulated health care practitioner or other supporting documentation verifying the circumstances for the missed examination.

Deferral requests are reviewed on an individual basis and granted provided the circumstances which prevented a candidate's attendance at the examination have been appropriately substantiated through supporting documentation.

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

Candidates are permitted to defer an exam only once. If granted a deferral and you decide to withdraw from the deferred exam, fail to attend the deferred exam session, or neglect to complete the exam registration requirements (e.g., submission of required forms) by the exam registration deadline for that deferred session, the examination fee paid will be forfeited; no further deferral or refund of the examination fee paid can be granted.

Deferral Fees

An administrative fee of $100 + HST is charged for the review of the exam deferral request. **Examination fees are not refunded**; however, a credit of the amount paid will be applied to the next regular sitting of the examination. 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 to appropriately notify the College of an inability to attend the examination, submit the required documentation within the specified timeframe, or pay the required fee will result in denial of the deferral request and a forfeiture of the examination fee paid.

Illness or Emergency *during* the Examination

If you experience illness, or an emergency during an examination, you must notify exam staff immediately and return all examination materials. A medical note or other supporting documentation must be obtained (dated within 24 hours of the time you left the exam) and must be submitted to the College within one week of the exam date.

Results will be issued for any completed examinations. Examinations which were not completed, due to a substantiated illness or medical emergency, will not be counted as an exam attempt, provided medical documentation was provided. Candidates will be provided with an opportunity to sit the examination at the next regularly scheduled exam session.

Routine Practices and Additional Precautions for Preventing the Transmission of Infection

As a candidate, you have a responsibility to determine whether you are well enough to sit a College exam and if in doing so, you will be putting yourself or others at risk. The College reserves the right to ask any candidate showing symptoms of a cold, flu, or general unwellness to leave the exam site. 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 site attendees are expected to exercise best practices regarding infection control and to employ appropriate hand hygiene.

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 Examination

Candidate Arrival on the Day of the Exam

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 and confirm identification. **We ask that you not arrive prior to your scheduled sign-in time.**

Exam Access Requirement

Candidates *must* present valid (i.e., not expired) government-issued photo I.D. (i.e., passport, driver's license, or Ontario Photo Card; **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 granted admittance to the examination, and the missed examination will result in a forfeiture of the exam fee paid. Arriving late creates a disruption for those already taking their examination and may affect the exam day schedule.

If you are delayed, due to unforeseen circumstances (i.e., a car accident), you 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 Examinations Team at exams@collegeofnaturopaths.on.ca within two weeks of the examination date, along with the deferral fee.

Exam Site Access

No one other than College exam staff, College examiners, College examination 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 exam.

Candidates will be restricted from being onsite at the exam outside of their sign-in and exam times and must leave the exam site promptly once finished their exam components. If carpooling with another exam candidate or waiting for transportation, you are asked to arrange to meet at an alternate location away from the exam areas.

Required Items and Equipment

The following items are required for the exam:

- Valid (i.e., not expired), government issued, hard-copy photo identification (see Exam Access Requirement).
- A hardcopy of your exam confirmation and timetable letter. This document and your photo I.D. will be checked by exam staff and invigilator at sign-in.
- 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.

Permitted Items (Food, Drink and Personal Belongings)

Candidates are permitted to bring/use:

- Foam earplugs during the course of the written exam.
- A face mask (these are not required, however may be worn, and will be available from the College staff at check-in for any exam attendees who wish to wear one).
- Disposable gloves (these are not required, however may be worn; gloves will not be available on site).

Hand sanitizer is available at all entry points of the exam site (including classrooms and clinic). During the oral component, sanitization stations are placed in each clinic hallway if you wish to sanitize your chair prior to your examination.

Restricted Items

The following items are restricted during the exams:

- Books, papers or any hardcopy study reference material.
- Cellular phones, pocket PCs, and audio and/or video recording or transmitting devices.

Personal belongings are not permitted on or near the examination table/desk, or in the clinic room during the exam administration.

Electronic devices (such as cellphones and smartwatches) are to be turned off at check-in for each exam component and stored with your personal belongings in the designated areas. Cellular phones are not accessible during the examination, or when waiting to be called in for an exam component. In cases of an emergency necessitating the need to make a call during the exam, you must seek permission from the examination invigilator or exam staff to access your phone. Personal belongings may be accessed offsite during scheduled breaks.

Possession of any electronic devices during the examination may be considered an examination violation and may result in the candidate's removal from the examinations and/or other appropriate action, as deemed necessary by the College.

Attire and General Comfort

Candidates are advised to wear a short-sleeved shirt or one that may be easily rolled up past the elbow to allow for venous access. 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.

Leaving the Examination Room/Exam Site

You are not permitted to leave the examination room or sequestering area without the permission of exam staff, an examination invigilator or examiner. Outside of an emergency or granted accommodation, washroom use will be limited once the exam has begun. In the case of an emergency, exam staff, an examination invigilator or examiner will accompany you to the washroom and back to the examination room. Only a short amount of time will be permitted.

Once you have completed your last exam component for the day, you must immediately leave the exam site to avoid disrupting candidates still completing their exam. Multiple groups will be in rotation throughout the exam day and clinic space does not permit those not actively completing a component to remain on site.

Incident Reporting (Appeal Prerequisite)

Candidates who, **on the day of the examination**, feel that a procedural irregularity (e.g., not being provided with the full allotted amount of time to complete the exam, being required to sit the exam at an exam location not required of other examination candidates), or undue bias (based on gender, ethnicity, creed, sexual orientation, etc.), had a material adverse impact on their performance during an examination, must file an Incident Reporting Form by speaking with an examination invigilator, or an exam staff member and by using the College's online Incident Reporting Form. It is the candidate's responsibility to report the incident to College exam staff within this timeframe to confirm the incident has been recorded. Examination invigilators, exam staff and examiners are required to document all incidents that they witness during the exam.

Incidents must be reported within 48 hours of the examination using the College's forms (please do not report incidents to the College via email), and it is each candidate's responsibility to ensure this timeline is met. All Incident Reporting Forms are reviewed following each exam session as part of the post-examinations analyses and 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 outside of the 48-hour validity period after the exam, and/or those for which no substantiating incident report had been filed. Additional information about the Appeals process is noted in this Handbook and in the Examination Appeals Policy.

Conduct During the Exam

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, disrespectful, or otherwise unprofessional behaviour (whether verbal or physical) will be treated as an exam violation and the candidate may be asked to leave the exam site.

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 exam. 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 examination invigilator's or examiner's instructions,
- copying or allowing answers to be copied during the exam,
- discussing the content of any examination in any way with candidates who are waiting to complete their examinations on the day(s) of the exam(s),
- accessing written 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 exam,
- 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 the immediate removal of the candidate from the examination.

Any suspected violations are documented by the examination invigilator, exam staff or examiner, who will record and report all observations to the College's CEO or their 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 CEO or their 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 CEO 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 in relation to the alleged violation will be reviewed by the CEO, or their 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 CEO 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 failing mark and be recorded as one of the three attempts to successfully complete the Ontario IVIT Examination.

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 is 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.

Examiners

Examiners are instructed to refrain from providing candidates with any prompts, or any feedback during or after the examinations, and to avoid personal conversation. Candidates in turn are to refrain from asking examiners for feedback, or validation of actions performed during the examinations. Candidates may, however, ask an examiner to repeat an instruction, or any piece of information imparted to them during the exam.

Exam Supplies and Set-up

Sterile Compounding

The following supplies will be used during the sterile compounding portion of the exam:
(Note: this is **not** an exhaustive list of the supplies that will be on hand during the exam.)

- For the purposes of the examination, laminar airflow hoods will not be used. Instead, candidates will be required to demonstrate aseptic technique in a simulated sterile compounding room (set-up within a clinic room) with a mock horizontal laminar airflow hood. The laminar airflow hood area will be represented by a transparent bin set on its side and secured on a table (please see figure 3. below).
- 21 g and 25 g needles
- 18 g blunt fill needles
- Gown, bouffant and booties
- Non-latex gloves
- Medical-grade face mask

Vascular Access

The following supplies will be used during the vascular access portion of the exam:
(Note: this is **not** an exhaustive list of the supplies that will be on hand during the exam.)

- BD Blood Control Angiocatheter 24 G
- Micropore and Transpore tape
- Non-latex tourniquets
- Tegaderm transparent dressings
- Non-latex gloves.

All candidates are expected to be familiar with using the BD Blood Control Angiocatheter.

You will complete both the sterile compounding and vascular access practical exams within a clinic room. The clinic room will be set up with a patient bed, counter with sterile compounding supplies, table with the mock laminar airflow hood, and a trolley with vascular access supplies.



Figure 1. Clinic room. *For the purposes of the exam, the area marked with green tape will represent the anteroom, and the area marked with blue tape will represent the buffer room.*

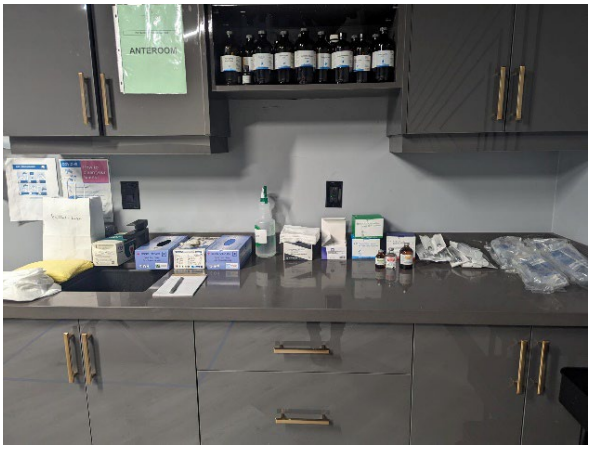


Figure 2. Anteroom



Figure 3. Mock laminar airflow hood set-up

Supply Substitutions and Allergies

Candidates are not permitted to bring their own supplies unless there is an allergy concern. In such instances, allergy concerns related to supplies must be addressed with the College prior to the exam day. Supply substitutions which have not been approved prior to the exam will not be permitted.

Preparing for the Ontario IVIT Examination Blueprint

The Ontario IVIT Examination include three key components: Multiple-choice written exam component, Osmolarity calculations written exam component and Sterile Compounding/Vascular Access practical exam component. Candidates must achieve 75% in each component of the examinations to pass the Ontario IVIT Exam.

WRITTEN COMPONENTS

Multiple Choice Exam

In the multiple-choice exam written component, candidates will need to show both knowledge of the material as well as the ability to apply it to case-based situations that evaluate knowledge synthesis through exam questioning. All questions are multiple choice. Candidates have two hours to complete this component.

Documentation (4-6% of content)

- Record retention/storage
- Treatment record requirements
- IV preparation labeling
- Informed consent
- Dangerous abbreviations

Infection Control (4-6% of content)

- Standard precautions
- Infusion site preparations
- Biohazard management
- Facility cleaning program

Complications & Emergencies (8-14% of content)

Understand how to identify and manage patients experiencing the following complications of IVIT. This would include the administration of emergency medications and transfer of care if necessary.

- Ecchymosis and Hematoma
- Infiltration/ Extravasation
- Phlebitis
- Thrombosis/Thrombophlebitis
- Venous Spasm
- Syncope
- Hyperventilation
- Vasovagal Episodes
- Anxiety States
- IV Line Obstruction
- Fluid Volume Abnormalities
- Pulmonary Embolism
- Air Embolism
- Foreign Body (catheter) Embolism
- Pulmonary Edema

- Asthma Attack
- Allergic reaction/Anaphylaxis
- Respiratory Arrest
- Infection/Septicemia
- Shock
- Hypotension
- Circulatory Overload
- CHF
- Angina
- Cardiac Arrest
- Hypoglycemia

Know how to properly administer the following emergency medications. This would include appropriate dosage and frequency of administration along with how to monitor response and potential side effects.

- Calcium Gluconate/Chloride
- Dextrose 50%
- Epinephrine HCl
- Diphenhydramine Chloride
- Atropine
- Salbutamol
- Ipratropium bromide

IVIT Equipment (4-6% of content)
Be familiar with the basic equipment used in IVIT practice and demonstrate understanding of when, how, and why they are applied as a part of solution preparation, IVIT administration and patient care.

Examples of equipment include:
- IV catheters
- Butterflies
- IV bags
- Administration sets
- Safety engineered devices

Patient Assessment (10-14% of content)
Candidates will be expected to know how to appropriately assess patients for appropriateness of IVIT along with monitoring both the success and tolerance of treatment. Patient assessment tools covered include physical examination along with laboratory assessment of blood and urine. All approved laboratory testing as authorized under the *Naturopathy Act, 2007* and the General Regulation relevant to IVIT can be included.

Peripheral Insertion Procedure (4-6% of content)
Be familiar with the fundamental procedures for peripheral vascular access for IVIT. Topics include:

- vein selection and consideration
- hand hygiene
- patient preparation
- vein dilation
- needle selection
- catheter stabilization and site dressing
- patient monitoring
- patient education

- procedure discontinuation, and
- aftercare.

Sterile Compounding (4-6% of content)
Be familiar with core concepts in sterile compounding including:

- the College's Sterile Compounding of Injectibles Guidelines,
- the College's Laminar Air Flow Hood Policy,
- procedures for sterile compounding including garbing, sanitation and use of flow hood,
- site setup to ensure compliance with the College's regulations, and
- use by and beyond use dates.

IV Solutions (10-14% of content)
Candidates should understand the importance of the concepts around IVIT solutions and how that impacts treatment and patient safety. Topics will include:

- osmolarity and the concept of tonicity;
- types of IVIT solutions, their advantages, and disadvantages, and when they are best applied to ensure treatment efficacy and safety;
- fluid dynamic effects on the various fluid compartments of the body possible with IVIT;
- how to calculate the osmolarity of an IVIT solution;
- fluid balance assessment of a patient and how that might affect your treatment; and
- drip rate calculation.

IV Therapeutics (15-20% of content)
Understand the indications, contraindications, consideration for administration, and antidotes (if applicable) of all approved therapeutics for IVIT as noted in the tables of the General Regulation.

Therapeutics covered in the exam include:

Amino Acids
- Combination products
- Adenosine Triphosphate
- Glutathione
- Levocarnitine
- Taurine
- Tryptophan
- Tyrosine

Vitamins
- Vitamin A
- Vitamin B1
- Vitamin B2
- Vitamin B3
- Vitamin B5
- Vitamin B6
- Vitamin B12
- Vitamin C
- Vitamin D
- Vitamin E
- Folic Acid

- Biotin

Minerals
- Calcium and its salts
- Chromium
- Copper
- Iodine
- Iron
- Magnesium
- Manganese
- Molybdenum
- Potassium
- Selenium
- Sodium Bicarbonate
- Strontium
- Vanadium
- Zinc

Immune Agents
- Hydrochloric Acid
- Alpha Lipoic Acid (ALA)

Botanicals
- Viscum album

Jurisprudence and regulations (4-6 % of content)
The College regulations, guidelines, policies, and standards that apply to IVIT include:

- General Regulations,
- Specimen Collection Centres Laboratories Regulations,
- Standard of Practice – Consent,
- Standard of Practice – Delegation,
- Standard of Practice – Emergency Preparedness,
- Standard of Practice – Infection Control,
- Standard of Practice – Intravenous Infusion Therapy,
- Standard of Practice – Record Keeping,
- Practice Guideline – Sterile Compounding of Injectables Guideline, and
- Professional Policy – Laminar Air Flow Hood.

Osmolarity Calculations

Candidates will have 30 minutes, following completion of the multiple-choice exam component, to complete five IV infusion formulations using a list of nutrients and their Osm/ml.

For each formulation candidates are expected to calculate:
- total volume,
- total osmolarity, and
- final osmolarity.

In addition, candidates must be able to perform basic unit conversions (e.g., mg to gram, gram to mL).

PRACTICAL COMPONENTS

Each candidate will complete the practical components (details below) as one 50-minute time block without a break in between, starting with the sterile compounding component, which will be performed alone in the exam room with their examiner(s), before admitting their "patient" (i.e., their candidate partner) for the vascular access portion.

Sterile Compounding

Candidates will be provided with an intravenous infusion formula consisting of at least two admixture ingredients and will be provided with 20 minutes to explain procedures and compound the formula while being observed by an examiner.

Candidates will be expected to demonstrate their knowledge of and practical skill in appropriate aseptic technique, through a mixture of oral responses to examiner questions, and practical demonstration in the following areas:

- appropriate garbing for compounding under sterile conditions,
- selection and checking of materials,
- preparation of vials for use,
- proper hand and glove hygiene,
- demonstrating the compounding of substances into the IV bag using aseptic technique within the laminar airflow hood space,
- establishing and maintaining sterility throughout the compounding procedure.
- checking the finished product and labeling of the IV bag.
- appropriate disposal of materials.

Vascular Access

Each candidate will be partnered with another candidate who will be a patient model for the practical portion of the exam and will be given 30 minutes each to perform the procedure while being observed by the examiner.
Note: no mineral or vitamin content will be infused during the exam.

Candidates will be expected to show competence in the following areas:

- prepare for administering an IV infusion,
- insert an angiocatheter,
- establish a drip rate, and
- terminate the IV infusion.

Candidates will be expected to demonstrate their knowledge of and practical skill in administering IVIT, through a mixture of oral responses to examiner questions, and practical demonstration in the following areas:

- Proper cleaning technique, including hand washing/sanitation/gloving protocol and maintaining a clean field.
- Appropriate collection and checks of injectable substances and equipment.
- Administration prep including line attachment and flushing, and appropriate bag labeling.
- Patient interaction and professionalism including obtaining consent, inquiries regarding allergies, anxieties, recent meals, and washroom use, providing a brief explanation of the procedure, monitoring patient during process with verbal and visual check-ins and attention to signs of patient distress or discomfort.
- IV patient preparation including knowledge of required pre-treatment vitals, proper arm positioning, appropriate gloving and infection control procedures.
- Angiocatheter insertion including establishing a drip rate and securing the IV.

- Termination of IV drip including angiocatheter removal, equipment check, IV site treatment, appropriate disposal of biohazard and sharps, and post-treatment patient protocol including knowledge of appropriate vitals and post-treatment patient instructions.

Note: candidates will complete both practical components as one section, starting with the sterile compounding, where they will be alone in the room with the examiner(s).

Practical Component Automatic Fails

Candidates will be scored according to a standardized rubric which accounts for all important steps in the sterile compounding and vascular access processes. Each step a candidate is expected to complete is weighted both for its clinical importance and impact on patient safety. Between these two processes there are several procedural steps which, if missed, would result in serious risk to a patient and therefore would result in an automatic fail.

Post-Examinations Procedures

Exam Scoring

Prior to leaving the exam site, all examiners are required to discuss (a) any incidents which occurred during the examination, and (b) candidate performance for those candidates who scored lower than anticipated with the designated College staff exam day point-of-contact.

Two separate rounds of marking and score reviews are conducted prior to the release of exam results.

Exam Results

Results are released electronically, by email as of the "Results Released" date noted for that session on the Ontario IVIT Exam Schedule; approximately four weeks from the date of the examination. The College will send the examination results to the most recent e-mail address on file for the exam candidate. **NOTE: Candidates registered in another Canadian jurisdiction will receive an exam transcript only** (no accompanying letter), a copy of this transcript will also be provided directly to their regulatory body.

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

In accordance with the College's Examination Policy, scoring information is not released to exam candidates. A "pass" or "fail" result will be provided. Candidates will not receive a percentage or numerical mark on their exam transcript. IVIT examination results are valid for two years and are contingent on meeting the Standard of Practice for Prescribing within that timeframe. Failure to do so will render the examination results void and require completion of a subsequent IVIT course and successful completion of the IVIT examination.

Exam Remediation

A candidate may attempt the exam three times over a period of two years. A candidate who fails the first attempt of the examinations will be entitled to a second attempt of the examinations. 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 attempt of the exam. To initiate this mandatory Panel review, a request must be sent to the Examinations Team at 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 recommendations, if any, regarding 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 sit a third attempt of the exam.

Further exam attempts will be managed in accordance with the College's IVIT Program & Examinations Policy.

Candidate Access to Exam Material

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

Appeals

The appeal process is limited solely to issues concerning irregularities (please refer to the Incident Reporting section of this Handbook). 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.

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. For additional information, including possible outcomes, please continue reading about the appeals process below.

Appeals Process

Appeal requests must be made in writing (exams@collegeofnaturopaths.on.ca) and must:

- Outline the procedural or environmental irregularities or perceived undue bias at issue.
- Note the fact that an Incident Reporting Form was completed, signed and submitted to the College within 48 hours of the exam.
- Provide facts which demonstrate that the procedural or environmental irregularities and/or undue bias noted had an adverse impact on the candidate's examination performance.

Requests and payment of the appeal fee must be received within 30 calendar days following the release of exam results (i.e., 30 days from the date noted on your transcript). Appeals received after this period cannot be considered. Any supporting documentation you wish to have reviewed must be submitted at the time of submission of the exam appeal request. Approved appeals are charged the examination appeal fee for review of the appeal by the Exam Appeals Committee.

Grounds for an Appeal

Exam appeals are limited solely to questions concerning procedural irregularities, environmental irregularities or undue bias which could have affected a candidate's examination performance or the integrity of the examination process.

Notification of Appeal Review
Within 14 days of the College's receipt of an exam appeal request, the CEO or their designate notifies the candidate in writing with respect to the status of their exam appeal request.

If the exam appeal request is refused by the CEO, the candidate will be notified that the appeal will not be considered by the Examination Appeals Committee for one of the following reasons:

1. the procedures and/or requirements outlined in this policy were not followed,
2. the procedures and/or grounds of the appeal are not based on the circumstances or grounds necessary for a valid appeal, or
3. the request to appeal does not possess sufficient information or facts necessary to support those circumstances or grounds.

Timelines for Decisions
Decision outcomes made by the Examination Appeals Committee are sent by email within 60 business days of receipt of the examination appeal request.

Possible Outcomes
If the Examination Appeals Committee's decision is to grant the exam appeal, the Committee has the authority to make the following decisions:

- to allow the candidate to re-sit the examination without the appealed attempt being counted as one of three permitted attempts, and/or,
- to allow the candidate to re-sit the examination at an adjusted fee.

Additional information about examination appeals is noted in the College's Examination 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 the Examinations Team at exams@collegeofnaturopaths.on.ca. Please note that feedback should be professional and polite.

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 Intravenous Infusion Therapy

To be deemed to have met the Standard of Practice for IVIT in Ontario, you must:

- Successfully complete the Ontario Intravenous Infusion Therapy examination.
- Successfully complete and meet the Standard of Practice for Prescribing prior to being able to compound for and administer IVIT (this must be met within two years of the Registrant having successfully completed the Ontario IVIT Exam or a subsequent IVIT course and the exam will be required to be undertaken again).
- Be a Registrant of the College, registered in the General class, in Good Standing.

Important: Registrants who have been deemed to have met the Standard of Practice for IVIT are required to carry an additional $3 million per claim and aggregate level in professional liability insurance.

Meeting the Standard of Practice for Intravenous Infusion Therapy – Inter-provincial (CFTA) Applicants

Due to differences in IVIT scope of practice, including the College's need to assess a registrant's ability to perform sterile compounding for IVIT, the College does not recognize out-of-province IVIT 'certifications'. Registrants applying to the College as a registered ND from another regulated Canadian jurisdiction, who wish to perform IVIT, will be required to meet the Standard of Practice for IVIT in Ontario following their registration with the College.

Appendix I: 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 examination invigilator at their assigned check-in location at least ten (10) minutes prior to the exam commencement time noted on their exam booking confirmation.
2. Candidates must bring a piece of valid photo identification (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 invigilators, 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 examination invigilator. 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 exam site.
7. Candidates may only have/access to permitted items during the examination and any break periods therein and are expected to have reviewed all related documentation (handbooks, guides, booking confirmation or timetable letter etc.) to familiarize themselves with permitted and restricted items for the exam.
8. 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.
9. 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.
10. Examination invigilators 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.
11. 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 examination invigilator.
12. During an examination, candidates are not permitted to communicate, in any manner, with anyone except their examination invigilator, examiner/assessor or a College pre-approved support person.
13. Candidates may not assist or obtain assistance from other candidates or from any unauthorized source during the examination (or any break period therein).
14. Candidates may not commence any part of the exam until instructed to do so by the examination invigilator or examiner and must cease the examination at the announcement of conclusion (whether verbal, or a timerbased) of the exam. Failure to do so may result in the invalidation of the candidate's examination results.

15. 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. Examination invigilators have the authority to seize the exam documents of candidates who fail to cease writing after the announcement of the conclusion of an examination.
16. Examination times are monitored by examination invigilators and/or examiners/assessors. No additional time is provided over the time allotted to the candidate by the College.
17. Accommodations must be requested in accordance with the Examinations Policy and approved by the College in advance of the exam. Accommodations cannot be requested from examination invigilators, examiners or exam staff the day of the examination.
18. No additional time is provided over the time allotted to the candidate by the College.
19. During an examination, candidates are not permitted to leave the examination room without the permission of an examination invigilator.
20. 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 examination invigilator.
21. Candidates must comply with requests made or instructions given by examination invigilators, examiners/assessors and other exam staff.
22. 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 examination invigilator or exam staff.
23. 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.
24. 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.
25. Candidates must not tamper with any examination materials or devices used in the administration or monitoring of an examination.
26. Candidates are required to comply with any health, safety and security screening procedures as posted in the exam centre or as directed verbally by exam personnel.
27. Candidates must not cause disruption of the examination for other candidates.
28. Candidates consent to exam personnel checking any personal belongings at any time or confiscating personal belongings including electronic devices such as cell/smart phones if found after the exam has started. Candidates understand that the confiscated item may be sent to the College office, is subject to full inspection and may not be returned until an investigation is complete. The College is not responsible for any damage or loss that may occur during this period.
29. Candidates must sign-in for their exam at the time noted in their exam booking confirmation or timetable letter. Candidates arriving more than 5 minutes after the commencement time noted in the booking confirmation 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.
30. Candidates must follow all directives (verbal or written) for accessing the examination. Failure to do so will result in being denied the ability to complete the examination.