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GUIDELINES FOR CANDIDATES PREPARING FOR THE  
ONTARIO PARENTERAL THERAPY EXAMINATION

OCTOBER 2011

*Kindly refer to this document prior to calling the Board Office with questions.  
Candidates are advised to retain this document until **after** receipt of examination results.*

**Only Registrants or Candidates who have successfully completed NPLEX and Ontario Board examinations will be eligible to take the Ontario Parenteral Therapy examinations**

**Applications Must Include:**

- Proof of successful completion of an approved prerequisite course in Parenteral Therapy within the 12 months prior to the PT Examination date;
  
- The examination fee of \$400 paid by cheque or credit card (use Credit Card Authorization form). The fee for applicants retaking the examination is \$100.

**APPLICATION DEADLINE: October 3rd, 2011**

**This date is firm and late applications will not be accepted**

### **NAME CHANGES**

If a Candidate's name on any of the documentation differs from the name on the Parenteral Therapy Examinations Application, a letter should be included with the application that clearly indicates former and current names.

### **CHANGE OF ADDRESS**

**If a Candidate has moved, or plans to move, at any time after submitting the application, it is the Candidate's responsibility to contact the Board office in writing to provide their change of address, via e-mail to [office@BDDTN.on.ca](mailto:office@BDDTN.on.ca) or by fax to 416-866-2175. Without such notification in writing, the BDDT-N cannot be responsible for ensuring that Candidates receive the exam timetable or exam results in a timely manner.**

**Note:** Following successful completion of the PT exam, applications for Parenteral Therapy Certification must be accompanied by proof of CPR training (Heart & Stroke Foundation level C or equivalent) within the previous 12 months. Evidence of errors and omissions insurance that includes the practice of Parenteral Therapy must also be provided. The annual fee for PT Certification is \$400 (in addition to the exam fee). Application for PT Certification must be made **within 6 months** of passing the exam. Please refer to the section entitled *BDDT-N Requirements for the Practice of Parenteral Therapy in Ontario* in the Parenteral Therapy Policy for further details.

## PRE-EXAMINATION PROCEDURES

### Religious Observers

Candidates who, for religious reasons, are unable to take the examination on the scheduled date may apply to take the practical examination on a date other than October 23rd, 2011. A letter from the Candidate's religious leader requesting a deferral for religious observance must accompany the application. Requests must be received at the BDDT-N office at least **one week before the regular application deadline** of October 3, 2011

### Testing Accommodations

Accommodations may be made for individuals with documented special needs that interfere with their ability to perform the examination in the usual manner (such as physical disability). A recent letter of explanation (within 3 months prior to the application deadline) from an appropriate regulated healthcare practitioner, must accompany the request for consideration for testing accommodations and must be received with the examination application at least **one week prior to the application deadline** of October 3, 2011. The letter of explanation should describe the basis for the need for accommodation and how any suggested accommodation relates to the condition. The Board reserves the right to ensure that the accommodation addresses the identified need and does not affect the validity of the examination.

### Deferrals

In the event that a candidate is prevented from taking the exam on the examination date due to illness, injury or family emergency, the candidate must notify the Board office of the situation as soon as possible. Upon approval, the examination fee will be applied to the next examination session. The candidate must submit a new application for the next exam session and a deferral fee of \$25 will apply.

### Re-Applying to Take Deferred Exams

If a Candidate has been granted a deferral, it is the candidate's responsibility to contact the Board to request an application form for the next exam session, submit the completed form before the application deadline for that session and ensure the prerequisite Parenteral Therapy course is re-taken should the time between the next exam session and the previously taken course exceed 12 months.

### Illness and Other Unforeseen Events BEFORE Exams

If a Candidate becomes incapacitated by illness or other unforeseen events *before* the examination date, the Candidate must advise the Board office as soon as possible, by telephone or by email, that they will not be able to take the examination. In order to be granted a deferral, a letter from the Candidate's MD, ND or other appropriate regulated healthcare practitioner confirming the circumstances must be sent to the Board office within two weeks of the original notification.

**Important: If an illness or emergency develops after 5:00 pm on Friday, October 21st, please call the Board office at 416-866-8383 and leave a voice-mail message explaining the situation.**

## **DURING THE EXAMINATION PERIOD**

### **Candidate Arrival on Examination Day**

Candidates must arrive at the examination site 30 minutes before their scheduled examination, unless otherwise notified by the BDDT-N, in order to register with the proctor and confirm identification. Candidates must present **photo I.D.** It is essential that candidates be seated 5 minutes prior to the beginning of the written exam to receive verbal instructions from the proctor.

### **Latecomers**

Latecomers will **not** be allowed into the examination room. Arriving late creates a disruption for those already writing, and for proctors who would have to repeat instructions.

### **Admittance to the Examination Room**

No one other than examination proctors, staff, agents of the BDDT-N and examination Candidates will be permitted in the examination room.

### **General Comfort**

Since temperature in the examination rooms is beyond the control of the proctors, it is suggested that Candidates wear layered clothing for flexibility. For the comfort of all Candidates, please refrain from wearing fragrance.

### **Food, Drink, Personal Belongings**

No books, papers, bags, purses, cellular phones, food or other personal belongings are permitted on or near the examination table/desk during the test administration. All electronic devices should be turned off. Bottled water is permitted. Personal belongings are to be stored in the designated area in the examination room. Candidates may bring a simple calculator into the examination room. The use of PDAs, programmable calculators or any other form of electronic device is not permitted

### **Illness DURING the Ontario Parenteral Therapy Examination**

If a Candidate becomes seriously ill once the examination has begun, s/he must notify the proctor immediately and return all examination materials to the proctor. The Candidate must seek medical attention from an appropriate regulated healthcare practitioner within 24 hours of leaving the exam. A note from the regulated healthcare practitioner dated within 24 hours of that time must be presented as proof of illness. Documentation of the illness must be provided to the Board within two weeks of the date of the examination.

### **Exemptions from Patient Modeling**

Every candidate will be expected to fill the role of “patient”. If a candidate has a documented history of unusually challenging veins, substantiated by a course instructor, a substitute patient may be provided for the exam. **This discussion must happen with the course instructor and arrangements MUST be made in advance of the exam date. Exemption requests that do not adhere to the above requirements will not be considered.**

### **Examiners**

There will be **two** Examiners present in the examining room for each practical exam. Examiners are instructed to refrain from providing Candidates with any feedback during or after the examination. Candidates are asked to refrain from asking examiners for feedback.

### **Observation of Examiners**

The Chair of Examinations may also be present in the examining room during the practical exams in order to observe the examination process.

### **Irregular Behavior**

Irregular behavior refers to any violation of the rules regarding examination procedures. This includes, but is not limited to:

#### **Violations before the testing period:**

- accessing unauthorized study materials before the exam
- providing false admittance information

#### **Violations during the testing period:**

- failing to adhere to the proctor’s instructions
- copying or allowing answers to be copied during the exam
- accessing written or electronic information or devices while taking an examination
- failing to close the exam booklet and cease writing once time has been called, taking notes about the exam, or failing to return or removing from the room any exam materials at any time during or after the exam
- non-verbal signaling during examinations
- talking to other exam candidates once a written exam has begun
- behaving in a manner that is disruptive to others

#### **Violations after the testing period:**

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

Indications that irregular behaviour may have occurred may result in immediate removal of the Candidate from the examination. The incident will be reported to the Chair of Examinations and an investigation will ensue.

If the Candidate is found to have participated in irregular behaviour in connection with any Ontario Parenteral Therapy Examination, that individual's score(s) will be disqualified and the candidate may be required to pay for the cost of developing a new exam and may be disqualified from taking the examination in future. Such irregular behaviour will be reported when transcripts are sent out and may result in an adverse decision regarding eligibility for certification in this jurisdiction.

### **POST-EXAMINATION PROCEDURES**

The BDDT-Naturopathy will not release examination results or scores over the telephone. Ontario Parenteral Therapy Examination results will be sent via regular mail as soon as all results are determined.

#### **Retesting for the Ontario Parenteral Therapy Examination**

In the event of a failing grade on the Ontario Parenteral Therapy Examination, Candidates will be given an opportunity to re-take the examination at the next PT exam session. Parenteral Therapy Examinations are held twice each year, usually in late March and late October. Please contact the Board office for specific dates.

#### **Appeals**

Following receipt of an Ontario Parenteral Therapy Exam transcript, candidates choosing to appeal their result must initiate the process set out below **within 30 days** after the issue of transcripts. There is a fee of \$50 payable by money order that must accompany the letter of appeal.

#### **BDDT-N Examination Appeals Process**

- i. An appeal must be received at the Board office accompanied by the \$50.00 Appeal Fee. The appeal must be in writing, addressed to the Examination Committee and must set out the grounds of the appeal and the evidence that establishes the grounds.

The grounds of the appeal may include one or more of the following:

- a) a question regarding the accuracy of the grade,
- b) perceived unfairness in the examination process.
- c) extenuating personal circumstances (e.g., development of illness during the exam).

- ii. The appeal is forwarded to the Examination Committee Chair.
- iii. The Examination Committee Chair reviews the letter of appeal and any documentation accompanying it. The Appellant's grading form is reviewed and checked for accuracy. If an inaccuracy is identified resulting in a passing score, the Appellant is notified in writing and the appeals process is discontinued. The Appeal fee is refunded to the Appellant.

- iv. The Examination Committee Chair contacts the Examiner who provided the score in question and forwards a copy of the grading form for their review.
- v. The Examination Committee Chair conducts an interview with the Examiner to review the grading form and obtain any other relevant information. The interview is documented.
- vi. The Examination Committee Chair presents the appeal documentation, grading form and information obtained from the Examiner interview at the next meeting of the Examination Appeal Committee. (The Committee consists of the Examination Committee Chair, at least one other naturopathic doctor and a public member.) All information discussed by the Examination Appeal Committee is held in strict confidence.
- vii. Where it would not compromise examination security and it would reasonably be of benefit to the Appellant, the Examination Appeal Committee may, under controlled conditions, give specific feedback with respect to the Appellant's performance on a failed examination.
- viii. The Examination Appeal Committee reviews the information and renders a decision. One of the following determinations may be made:
  - a) the grade will stand and the Appellant will be required, if that option is available, to re-take the exam at a subsequent regularly scheduled examination session.
  - b) the examination process was flawed and the Appellant will be granted an early re-take of the exam with a different Examiner and the original exam will not count as a take.
  - c) the Appellant passed the examination.

The Committee reserves the right to make other determinations based on the specifics of the case. However, in no case will an Appellant who has not actually passed the examination be deemed to have passed it.

- ix. The Appellant is notified of the decision of the Examination Appeal Committee in writing. Decisions of the Examination Appeal Committee are final and no further appeal, review, action, proceeding or other challenge may be undertaken.

**All correspondence regarding examination appeals must take place through the BDDT-Naturopathy office. No contact is to be made directly with the Examination Committee Chair, any member of the Examination Appeal Committee or the Examiner in question by either the Appellant or an agent working on their behalf.**

Completion of the entire appeal process usually takes between four and eight weeks from the date of receipt of the letter of appeal.

## BLUEPRINT FOR ONTARIO PARENTERAL THERAPY EXAMINATION

### I. Written Component

**Candidates are given one hour to complete the written exam. The written component consists of 50 multiple choice questions related to the topics below. Successful Candidates must achieve a minimum score of 75% on the written component.**

- Clinical rationale for Parenteral Therapy
- Basic science related to Parenteral Therapy
- Equipment necessary to perform Parenteral Therapy
- Indications and Contraindications for Parenteral Therapy
- Subcutaneous, intramuscular, intradermal and intravenous injections
- Patient assessment for Parenteral Therapy, including:
  - health history, physical examination
  - blood work
  - urinalysis
  - other laboratory testing
- Sterile technique and waste disposal
- Clean and waste field
- Parenteral Therapy techniques and treatment protocols
- Parenteral fluids
  - hypotonic, isotonic, hypertonic fluids
  - osmolarity calculations
- Rate and administration of parenteral infusions
  - determining factors for infusion rates
  - calculation of flow rates
  - factors affecting flow rates
- Emergency procedures for Parenteral Therapy
  - emergency conditions and treatment for same
- Charting and writing orders for Parenteral Therapy
- Parenteral Therapy formulae and appropriate dosages
  - vitamins and minerals, amino acids
  - homeopathics
  - botanicals
- Jurisprudence – Record Keeping Standard and Parenteral Therapy Policy (available on the BDDT-N website [www.BoardofNaturopathicMedicine.on.ca](http://www.BoardofNaturopathicMedicine.on.ca) in the Standards & Guidelines section)

## II. IV Formula Calculation Component

This component of the Parenteral Therapy exam will be completed immediately following Part I – the Written Component. Candidates will be given **four** IV infusion formulations and a list of nutrients including their Osm/ml. Candidates will be given 20 minutes to complete the calculations. For each formulation Candidates are expected to calculate:

- Total Volume,
- Total Osmolarity
- Final Osmolarity
- Drip rate for an administration set with a given number of drops/ml for a period of 60 minutes.

**There are no part marks for formula calculations. Each calculation is worth 25% of the mark in this component. Successful candidates must achieve a minimum score of 75% on the formula calculation component.**

## III. Practical Component

Candidates are required to prepare an IV infusion of vitamins, minerals and saline solution for an IV drip based on a formula provided. **Note: Candidates are not required to calculate the osmolarity or drip rate of this formulation.**

**\*IMPORTANT NOTE: Safety Engineered Needles will be used wherever possible\***

**Each candidate will follow the proper procedures taught in the Parenteral Therapy certification course to prepare an infusion, insert an angiocatheter, establish a drip rate and then terminate the IV infusion on their examination partner. Candidates will have 30 minutes to perform the complete procedure. Successful Candidates must achieve a minimum score of 75 % on this component.**

**Candidates will be graded in the following areas:**

- Sterile technique i.e. wash hands, establish clean and waste fields
- Collection of injectibles and equipment i.e. check for expiry dates, contamination, opened packages
- Admixture compound i.e. swab each bottle, load needles avoiding contamination, add to and mix in bag
- Administration preparation i.e. attach and flush line, fill drip chamber half full, hang on pull, label bag
- Interaction with patient i.e. greeting, ID verified, patient queries about washroom use, anxiety, last meal, allergies, consent
- Preparation for insertion of angiocatheter i.e. check vital signs, arm position, gloves, site selection, swabbing
- Starting infusion i.e. angiocatheter insertion, drip rate established, taping (chevron only)
- Termination of IV drip i.e. angiocatheter removal, check tip, apply cotton/pressure, sharps disposal, check vital signs, post treatment instructions

(August 2011)

BOARD OF DIRECTORS OF DRUGLESS THERAPY – NATUROPATHY  
112 ADELAIDE STREET EAST  
TORONTO, ON M5C 1K9  
Tel. 416-866-8383

**PARENTERAL THERAPY CERTIFICATION EXAMINATION - OCTOBER 2011**

Date of Examination: Sunday, October 23rd, 2011      Time: 8:30 am – 5:00 pm

Location: Canadian College of Naturopathic Medicine, North York, Ont.

**Deadline for Application: Monday October 3rd, 2011**

Send the completed application form, together with the required documents and payment of the examination fee of \$400.00 by cheque (payable to the BDDT-Naturopathy) or by credit card (using the Credit Card Authorization form) to the above address. Applications must be received at the Board office by October 3rd. **Late applications will not be accepted.**

NAME: \_\_\_\_\_ REGIS. # \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV: \_\_\_\_\_ P. CODE: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**PARENTERAL THERAPY CERTIFICATION COURSE:**

COURSE TITLE/ORGANIZATION: \_\_\_\_\_

DATE(S) OF COURSE: \_\_\_\_\_

NAME OF INSTRUCTOR(S): \_\_\_\_\_

Please provide proof that you have successfully completed the above course, such as a copy of the certificate of completion, with your application.

**Important:** If the candidate's mailing address or phone number changes after submitting this application, the candidate must notify the Board office by e-mail to [office@BDDTN.on.ca](mailto:office@BDDTN.on.ca) to provide the change of address.

For a candidate who has special needs or requires an exemption from patient modeling for the practical exam, please check here and refer to the booklet for additional requirements

BOARD OF DIRECTORS OF DRUGLESS THERAPY – NATUROPATHY  
112 ADELAIDE STREET EAST  
TORONTO, ON M5C 1K9

**DECLARATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

I, (please print name) \_\_\_\_\_, have read the ***Guidelines for Candidates Preparing for Ontario Parenteral Therapy Examination.***

I agree to participate as a patient model for another examination candidate in the Ontario Parenteral Therapy practical exam and I understand the possible risks associated with my participation. I agree to release the Board of Directors of Drugless Therapy – Naturopathy, its examiners, staff and agents from any consequences arising from my participation as a patient model.

My signature is confirmation that I fully understand and agree to comply with all of the requirements contained in the ***Guidelines for Candidates Preparing for Ontario Parenteral Therapy Examinations*** and understand the consequences for non-compliance.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

This form must be completed in full, signed and returned to the BDDT–Naturopathy with your Ontario Parenteral Therapy Examination Application. Candidates who have not signed this Declaration will not be permitted to take exams. A candidate who is seeking an exemption from being a patient model may strike out the applicable paragraph provided their request for an exemption follows the requirements as set out in the Booklet.

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*(This area for office use only)*

APPROVED BY BDDT-N:

\_\_\_\_\_  
BOARD SIGNATURE

\_\_\_\_\_  
DATE APPROVED