

# **Rules and Regulations concerning Individual Continuing Professional Development and Control Procedures for Quality Assurance**

Effective as of 01.01.2023

Version 1.1

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### 1) Premises

- a. This document replaces all former rules and regulations concerning individual Continuing Professional Development and further Quality Assurance Measures.
- b. All statements in this document apply equally to both genders.

### 2) Legal Basis

All practicing Chiropractors are legally accountable for Continuing Professional Development and Quality management to a certain extent. The rules and regulations at hand are based upon the following Swiss laws:

- KVG/LAMaI (SR 832.10): Art. 35-38, 56-59
- KVV/OAMaI (SR 832.102): Art. 44, 77
- MedBG/LPMéd (SR 811.11): Art. 40 + 43

Furthermore, basic principles concerning Quality Assurance and Continuing Professional Development are found in the association's statutes (Art. 2), the "code of ethics" (Art. 1&9) and the "Rules and Regulations for Employment", to which all members of ChiroSuisse are pledged.

### 3) Types of Chiropractors

#### Type 1 Chiropractor:

- Chiropractor with federal title: Fachchiropraktorin, Fachchiropraktor; Chiropraticienne spécialiste, Chiropraticien spécialiste; Chiropratica specialista, Chiropratico specialista
- Independent Chiropractor
- Member or non-member of ChiroSuisse

#### Type 2 Chiropractor:

##### A) Assistant

- Chiropractor with federal exam undergoing postgraduate education
- Regulations of Principals and Assistants apply
- Dependent Chiropractor

##### B) Employee

- Chiropractor with federal exam or Chiropractor with a diploma recognised by the MEBEKO as equivalent to the federal exam
- Dependent Chiropractor
- Member or non-member of ChiroSuisse

#### Type 3 Chiropractor:

- Employment is possible in university or supervised settings  
Those employees are:

- Chiropractic students at a Swiss university with completed courses without federal exam
- Chiropractors with a diploma of an acknowledged institution by the EDI (Eidgenössisches Departement des Innern)/DFI (Département fédéral de l'intérieur, Dipartimento federale dell'interno) outside of Switzerland not recognised by the MEBEKO as equivalent to the federal exam

#### 4) Organisation and Responsibilities

Responsible Unit/Department	Responsibility
<b>Department of Education / Academy:</b>	<ul style="list-style-type: none"> <li>• Content, organisation and/or accreditation of Continuing Professional Development events and activities</li> <li>• Yearly provision of an overview of accredited CE-events and -activities (containing at least the following information: content, date, organiser, classification, and number of credits granted)</li> <li>• Evaluation of CE events/activities</li> </ul>
<b>Department of Quality/internal Quality Commission*:</b>	<ul style="list-style-type: none"> <li>• Quality control with respect to fulfillment of CPD-requirements (annual audits)</li> <li>• Presenting results to insurance partners based on contractual obligations (-&gt; joint Quality Commission)</li> </ul> <p>* The members of the internal and joint Quality Commissions are elected by the Executive Board of ChiroSuisse.</p>
<b>Central Office</b>	<ul style="list-style-type: none"> <li>• Implementing, monitoring, enforcing these rules and regulations</li> <li>• Carrying out the annual audits in cooperation with the internal Quality Commission</li> <li>• Keeping records of the annual audits</li> </ul>

## **Joint Quality Commission (MTK)**

- Review of the educational obligation according to the tariff contract (Annex 3 – Agreement on Quality Assurance)

### **5) Purpose and Goals**

- a. Continuing Professional Development serves the following purposes:
  - i. To maintain, improve and broaden the knowledge, skills and competences acquired during graduate and postgraduate education.
  - ii. To update these competences in accordance with the development of general medical knowledge and chiropractic sciences.
  - iii. To develop and expand the personal qualities required for the professional life.
  - iv. To promote and advance professionalism and humanism in Chiropractic.
  - v. To assure an economically competent chiropractic practice in Switzerland.
- b. These Rules and Regulations aim at achieving the following goals:
  - i. To ensure and advance highest and uniform quality standards and professional excellence throughout the Chiropractic profession in Switzerland.
  - ii. To define the association's standards and requirements for individual Continuing Professional Development and further Quality Assurance Measures.
  - iii. To regulate procedures for monitoring, verifying, and enforcing the requirements.

### **6) Scope of Application**

- a. The provisions in this document are binding to Type 1 and 2B chiropractors in Switzerland, independent of the level of employment and work hours. Suspended members have to fulfil their CE credits within two years.
- b. They come into effect the year following completion of the assistantship and the successful passing of the postgraduate examination for the title "Fachchiropraktor/Chiropraticien spécialiste".
- c. They continue to apply throughout the whole professional life of every Chiropractor until retirement.
- d. In group offices they apply to all partners equally.
- e. They are binding for members of ChiroSuisse as well as for non-members, provided they joined the current valid tariff contract with the insurers. Practicing Non-members billing Swiss insurance companies are required to sign a separate contract, therein confirming their adherence to the Rules and Regulations at hand.
- f. An interruption of the chiropractic activity in Switzerland due to illness, accident or maternity of at least 4 months in total per year under consideration entitles to a proportional reduction of the educational obligation. The entitlement to a reduction of the educational obligation must be proven accordingly (e.g. medical certificate).

## 7) Extent and Classification of Continuing Education

A minimum of 80 credits of Continuing Education must be obtained for every calendar year by all practicing Chiropractors (see table below):

- 50 credits of verifiable and structured Continuing Education, including at least 25 credits of chiropractic-specific Continuing Education and up to 25 credits of extended Continuing Education.
- 30 credits of self-study from areas of free choice (not subject to verification).
- A maximum of 20 credits exceeding the expected 80 credits can be transferred to the next year, but the next year only.

Requirements for the scope and content of Continuing Education are defined by ChiroSuisse or the Swiss Chiropractic Academy.

Graphic: Breakdown of the required 80 Continuing Education credits per year

Type of CE Activity/Event	Provisions
<b>Chiropractic specific Continuing Education</b>  min. 25 credits	<ul style="list-style-type: none"><li>• Structured Continuing Education</li><li>• Recognition and awarding of credits by the Academy</li><li>• Proof required</li><li>• At least 25 credits required</li><li>• Conditions according to section 7.1.</li></ul>
<b>Extended Continuing Education</b>  up to max. 25 credits	<ul style="list-style-type: none"><li>• Structured Continuing Education</li><li>• Recognition and awarding of credits by the Academy</li><li>• Subject-specific continuing education that exceeds the required 25 credits per year</li><li>• Proof required</li><li>• Up to a maximum of 25 credits per year</li><li>• Conditions according to section 7.2.</li></ul>
<b>Selfstudy</b>  30 credits	<ul style="list-style-type: none"><li>• Non-structured Continuing Education</li><li>• No proof required</li><li>• Automatic crediting (after self-declaration)</li><li>• Conditions according to section 7.3.</li></ul>

## 7.1) Chiropractic-specific Continuing Education (CE)

- a. General specification of chiropractic-specific Continuing Education and credits:
  - i. Continuing Education, as one aspect of Continuing Professional Development, is a crucial element of Quality Assurance for practicing Chiropractors.
  - ii. CE events can be scientifically or clinically relevant seminars, courses, congresses, workshops or lectures. They can be offered by individuals, regional chapters, ChiroSuisse, foreign chiropractic organisations (ECU, WFC, foreign chiropractic associations), institutions accredited through the Council of Chiropractic Education (CCE), the Academy or the [Department of Chiropractic \(UZH\)](#).
  - iii. In order to be accepted as Continuing Education an event has to be related to Chiropractic and its clinical practice.
  - iv. Every CE event of over 4 hours duration has to be officially approved by the Academy before invitations are sent to potential participants. Events will be evaluated in regard to content, context and quality standard. A standardised application form to this effect is provided by the Academy.
  - v. The Academy will publish and maintain a list of approved CE events on its internet platform and will give recommendations on preferable events. The number of credits granted, and the type of CE has to be stated clearly for each event.
  - vi. In the case a certain event is not listed as an approved event, applicants have to inquire about the acceptability of the specific event to the Academy before registering. They may have to hand in the standardised application form if they are the sole applicants.
  - vii. The Academy has the right to reject applications for CE event accreditation if the necessary criteria are not met.
  - viii. Continuing Education credits are generally awarded for one hour of Continuing Education, with 1 credit awarded for a minimum of 45 minutes of Continuing Education.
  - ix. A maximum of 8 credits per day may be granted.
  - x. Acceptable proof of attendance for a CE event may be a written confirmation of event participation made out specifically to the participant, attendance list of the organiser of an event, certificates and similar evidence. Not acceptable proof of attendance are confirmations of registration.

b. CE Activities and Events

CE Activity/Event	Provisions	Nr. of credits granted
<b>Annual CE Convention</b>	<ul style="list-style-type: none"> <li>i. The official annual ChiroSuisse CE Convention is mandatory for all chiropractors type 1 and type 2.</li> <li>ii. The CE Convention (including the GA) is credited with 20-25 credits, depending on the program and itinerary. The exact number of credits is to be announced at the time of initial registration.</li> <li>iii. If a Chiropractor cannot attend the CE Convention for any reason, he/she is obliged to hand in a written excuse to the Central Office of ChiroSuisse before the event, justifying his/her absence.</li> <li>iv. In case of unexcused non-participation, the CE shares collected during the year will not be reimbursed.</li> <li>v. In the case of absence, the Chiropractor has to make up the CE credits through other acceptable means listed below.</li> </ul>	20 – 25 credits
<b>Quality Circle Meetings / CIRLS</b>	<ul style="list-style-type: none"> <li>i. Quality Circles and CIRLS are vital components of Quality Assurance.</li> <li>ii. <a href="#">Typical characteristics of quality circles</a> have been defined by the "<a href="#">Forum für Qualitätszirkel</a>", an interprofessional community of interest, where ChiroSuisse is a member of.</li> <li>iii. Every Chiropractor is called upon to participate in the official Critical Incident Report System (CIRLS-Chiro) of ChiroSuisse and is expected to be up to date with the latest incident reports, posted and discussed on the dedicated website.</li> </ul>	<p>2 credits are given per Quality Circle meeting attended, a maximum of 8 credits per year.</p> <p>Quality Circle Moderators receive 4 credits per meeting, a maximum of 16 credits per year.</p>

- iv. It is the responsibility of the Chiropractors to organise and implement Quality Circles in their areas according to the above-mentioned characteristics. Virtual Quality Circles are also possible.
- v. ChiroSuisse monitors area coverage, capacities and activities of local circles and aims for adequate and full geographical distribution of quality circles throughout the country. Costs for initial training of Quality Circle moderators are covered by ChiroSuisse.
- vi. Enlistment and active participation in one of the registered local Quality Circles is expected by all members of ChiroSuisse. The moderator of each quality circle is responsible for keeping a record on attendance, itineraries, protocols and results.
- vii. The confirmation of participation in Quality Circles must be issued by the moderator in each case. In addition to the name of the participant, the confirmation must also state the date, duration and content of the Quality Circle.

**Lecturing,  
Teaching, expert  
activities with  
respect to exams  
and Supervision  
in teaching clinics  
in the context of  
chiropractic  
education and  
training**

- i. Lectures presented by a Chiropractor and supervising activities generally have to meet the same standards as defined in point 7.1 a. In addition, topic, content, learning objectives/outcomes as well as amount, duration and date of lecture(s) have to be documented and declared on the CPD Form.
- ii. It is the responsibility of chiropractors to inquire to the Academy about the acceptability of their lecturing-,

Lecturing and Teaching: 2 credits per hour

Expert activities with respect to exams and Supervision: 1 credit per hour

A maximum of 16 credits per year



	teaching-, supervising- and expert-activities beforehand.	can be earned through these activities, whereof supervision in teaching clinics may not exceed 8 credits per year.
<b>Peer audits, structured interventions and clinical hospitations</b>	<ul style="list-style-type: none"> <li>i. Such events generally have to meet the same standards as defined in point 7.1 <ul style="list-style-type: none"> <li>a. In addition, date, involved persons or organisations have to be documented and declared on the CPD Form.</li> </ul> </li> <li>ii. It is the responsibility of chiropractors to inquire to the Academy about the acceptability their activities beforehand.</li> </ul>	1 credit per event/activity, a maximum of 8 credits per year
<b>Publication/Poster or oral Presentations and Peer Reviewing</b>	<ul style="list-style-type: none"> <li>i. Articles authored and published in indexed professional journals.</li> <li>ii. Articles authored and published in other (non-indexed) journals are subject to approval by the Academy.</li> <li>iii. Poster or oral presentations and peer reviewing of articles for indexed journals.</li> <li>iv. It is recommended, that chiropractors inquire to the Academy about the acceptability of their activities beforehand.</li> </ul>	<p>5 credits per article published in indexed journals and 2 credits per article published in non-indexed journals, in total a maximum of 10 credits per year</p> <p>either poster or oral presentation as well as peer reviewing: 2 credits per activity, a maximum of 4 credits per year.</p>

## **E-learning**

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| i.  | E-learning activities generally have to meet the same standards as defined in point 7.1 a.   | 1 credit per hour, a maximum of 15 credits per year |
| ii. | Organiser/provider, topic, content, learning objectives as well as duration and date of activities have to be documented and declared on the CPD Form. |   |

## **7.2) Extended Continuing Education**

- a. General specification of extended Continuing Education and credits
- i. extended CE events can be scientifically, or clinically relevant seminars, courses, congresses or workshops indirectly related to chiropractic. In general, they are organised by non-chiropractic professional organisations.
  - ii. Every CE event of over 4 hours duration has to be officially approved by the Academy before invitations are sent to potential participants. Events will be evaluated in regard to content, context and quality standard. A standardised application form to this effect is provided by the Academy.
  - iii. The Academy will publish and maintain a list of approved CE events on its internet platform and will give recommendations on preferable events. The number of credits granted and the type of CE has to be stated clearly for each event.
  - iv. In the case a certain event is not listed as an approved event, applicants have to inquire about the acceptability of the specific event to the Academy before registering. They may have to hand in the standardised application form if they are the sole applicants. The same applies to various activities carried out under the mandate of ChiroSuisse.
  - v. The Academy has the right to reject applications for CE event accreditation if the necessary criteria are not met.
  - vi. Continuing Education credits are generally awarded for one hour of Continuing Education, with 1 credit awarded for a minimum of 45 minutes of Continuing Education.
  - vii. A maximum of 8 credits per day may be granted.
  - viii. Acceptable proof of attendance for a CE event may be a written confirmation of event participation made out specifically to the participant, attendance list of the organiser of an event, certificates and similar evidence. Not acceptable proof of attendance are confirmations of registration.

- b. General Assemblies
  - i. Typically, the association ChiroSuisse holds two General Assemblies each calendar year.
  - ii. 2 credits will be granted for each General Assembly attendance.

### **7.3) Self-study**

Keeping abreast with current professional research and knowledge is expected of all Chiropractors. This includes the reading of specific chiropractic literature, medical journals and books as well as articles.

A maximum of 30 credits of CE may be obtained through self-study and may then be declared on the annual CPD form.

### **8) Other CPD and Quality Assurance Measures**

- a. The aspects of Continuing Professional Development defined and regulated under point 7 are basic requirements. However, other aspects of CPD, such as Regional Group Meetings or the reporting of CIRLS-cases, are highly appreciated by the association and participation in such activities is encouraged by ChiroSuisse. For this kind of activities, in general no credits are granted, unless otherwise defined by the Academy.
- b. All members are expected to take part in statistical surveys, research activities, patient satisfaction polls or similar inquiries related to quality management, if they are officially conducted or supported by ChiroSuisse and/or the Academy. The number of credits granted for this kind of activities will be defined by the Academy.

### **9) Control Procedures**

- a. Documentation
  - i. Correct and complete Documentation of Continuing Professional Development is every member's sole responsibility.
  - ii. Records shall be kept individually on the standardised electronic CPD form provided by the association. Proofs of attendance and similar documents have to be assembled. The CPD form must be filled out electronically (the template can be downloaded from the Intranet). Forms that are filled in by hand will not be accepted – for reasons of legibility.
  - iii. Every Chiropractor has to be able to show proof of accomplished CPD at any time. For legal purposes, ChiroSuisse recommends keeping proof of accomplished CPD for 10 years.
- b. System of Control
  - i. 10% of all legally practicing type 1 and type 2 B Chiropractors (ChiroSuisse members and non-members) are randomly chosen annually for inspection of their CPD form of the past year, preferably during the first quarter of each year.

- ii. Selection process is through drawing lots.
- iii. Upon notification the Chiropractors chosen for inspection are expected to send in their CPD form together with copies of their proofs of attendance to the central office of ChiroSuisse within 30 days.
- iv. If after the first deadline no or incomplete documentation have been handed in, a first dunning is sent out to hand in the documents, with a 10 day respite.
- v. If after the second deadline, no or incomplete documentation have been handed in, a last dunning by registered letter will be sent out to hand in the documents, with a 10 day respite.
- vi. Every written request has to include a mention of the consequences of the non-observance of the request.

## 10) Follow-up/Consequences/Sanctions

- a. Decision competence about fulfilment of requirements lies with the internal Quality Commission and the Academy.
- b. **In case of sufficient documentation and fulfilment of all requirements** a written certification is issued to the audited Chiropractor as soon as the results have been approved by the joint Quality Commission.
- c. **In case of non-fulfilment of all requirements according to the above rules and regulations or in case of insufficient documentation** the joint Quality Commission will be informed, and the chiropractor will be admonished by registered letter by the Central Office. The missing credits have to be made up within the following two year. As long as missing credits are not compensated, the chiropractor remains subject to CPD documents review the following year(s). The chiropractor will be informed by the Central Office by registered letter.
- d. **In case of non-fulfilment of the requirements according to the above rules and regulations within the two years' timeframe,** the case will automatically be handed on to the insurance party for further sanctioning. The chiropractor will be informed by registered letter by the Central Office.
- e. Every written request has to include a mention of the consequences of the non-observance of the request.
- f. False or falsified data automatically imply non-fulfilment of requirements. In this case, the matter will be automatically handed on to the Ethics Commission.

## 11) Appendices

The following documents are integral part of these rules and regulations:

- a. Template for annual individual CPD form
- b. Application form for Continuing Education event
- c. Template for Non-Member contract
- d. Annex 3 "Agreement on Quality Assurance" from the applicable tariff contract between MTK and ChiroSuisse (currently in revision; will follow later)

## **12) Changes and Amendments**

As the political and professional demands for Continuing Education and Quality Assurance change over time, ChiroSuisse will adapt requirements accordingly. All changes or amendments to this document have to be approved by the ChiroSuisse executive board and need to be brought to the attention of the General Assembly.

Besides the ChiroSuisse executive Board, changes or amendments to this document also need to be approved by insurance partners, as long as it is integral component of respective contractual agreements.

### **Revisions:**

- 2009
- 2014
- 2020
- 2022 – V 1.0: approved by ChiroSuisse ExB on 01.11.2022; effective as of 01.01.2023
- 2023 – V 1.1: approved by ChiroSuisse ExB on 31.01.2023 and by MTK on 11.04.2023; effective as of 01.01.2023