

INTERNATIONAL COLLEGE OF HERBAL MEDICINE

**Post Graduate Diploma in Herbal Medicine**

PROSPECTUS 2004

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## OUR CONCEPT

The International College of Herbal Medicine provides a flexible two year active programme of continuing professional development and postgraduate study enabling long lasting connections, support, and contact with the global community of medical herbalists. Medical Herbalists and Health Professionals will receive advanced and clinically oriented training from mentors in herbal medicine who are internationally recognised experts.

## OUR AIMS

The aim of providing this postgraduate study programme is to assist the qualified medical herbalist and health professional to:

- improve their ability to take better care of patients/clients
- develop ongoing relationships with skilled clinical herbalists forming a global network
- participate in an educational programme that is innovative, challenging and personalised
- develop confidence and expertise in clinical practice
- increase their efficacy and competency in clinical practice building on their prior training and experience
- improve their ability to communicate with other health professionals
- develop research skills

## WHY IS THERE A NEED FOR THIS COURSE?

**Qualified practitioners need:**

- to continually improve their ability to provide better care for their patients/clients
- ongoing education in herbal medicine at the postgraduate level
- an active programme of continuing professional development to improve their knowledge base and clinical skills in an increasingly complex health environment
- sort out 'fact' from 'fiction' in the herbal industry
- to be aware of the current clinical issues and controversies in herbal medicine globally and locally
- to improve and develop skills to network and utilize resources including specialists and consultants
- to be able to integrate their practice in a conventional health care setting (if desired)
- access practitioners and leaders in the various aspects of herbal medicine practice globally
- to maintain State registration where applicable

## EDUCATIONAL GOALS

### During the two year course the student will:

- study 14 postgraduate Units of work on advanced aspects of Herbal Medicine
- develop a personal student/mentor relationship with internationally recognised experts in herbal medicine
- participate in an on-line clinical discussion group that is facilitated by clinicians with herbal and medical expertise
- have access to herbal and medical expertise for their own clients/patients
- have continuing access to an online current library with abstracts, critical literature reviews, articles, patient educational handouts and other students' work
- communicate with other health professionals in the most condensed, efficient manner for clinical discussion and research
- be eligible to participate in a three day workshop biennially
- prepare a paper for research

### The goals will be achieved by:

- offering a range of study Units designed to meet the needs of the postgraduate practitioner
- on-line access to the mentor for each Unit
- on-line weekly access to clinicians with herbal and medical expertise
- participation in Clinical Discussion Groups
- access to the College library
- attending the biennial workshop

Assessment will be through the project work associated with each Unit, active participation in the clinical discussion group and the preparation of a final research paper.

## WHY IS THIS COURSE UNIQUE?

This postgraduate Diploma provides support for practitioners and qualified health professionals who wish to excel in their ability to help their patients/clients.

- all mentors are active practitioners, authors, and researchers who have extensive practical and teaching experience
- students will have person to person contact with mentors with herbal and medical expertise
- the College has an international focus and a 'State of the Art' course in postgraduate level herbal education and practice
- this course is an entirely new programme

## DIRECTORS AND MENTORS

### **ISLA BURGESS Dip PE DipTchg DipHerbMed MNZAMH MNHAA**

#### **Director, Associate Director for New Zealand and Australia**

Isla is a graduate in education of the University of Otago, Dunedin, New Zealand. She established the first four year diploma course in herbal medicine in Australasia at the Waikato Centre for Herbal Studies and has been largely responsible for the training of medical herbalists at the centre over the last 10 years. She developed a practical, innovative course drawing on 25 years practice and investigation in the field of medicinal plants and their therapeutic uses. She has presented papers at conferences and seminars both nationally and internationally and is the author of *Weeds Heal - A Working Herbal*. A gardener at heart, Isla continually delights in the potential of unopened packets of seeds.

### **NICKY BAILLIE MBChB Dip HerbMed MNZAMH**

#### **Medical Director**

Nicky graduated from Auckland Medical School, New Zealand in 1992 and completed her training at Whakatane Hospital. She is a General Practitioner and medical herbalist based at Bethlehem Medical Centre, Tauranga. She has a Diploma in Herbal Medicine from Waikato Centre for Herbal Studies, and now lectures there regularly. She has done original clinical research in herbal medicine and speaks regularly at medical

conferences on herbal medicine both nationally and internationally. Her home is a model of environmentally friendly self-sufficiency.

## **AMANDA MCQUADE CRAWFORD BA MNIMH**

### **Associate Director, United States**

Amanda received her BA in Medieval History from Vassar College and a Diploma in Herbal Medicine from England - becoming a member of the National Institute of Medical Herbalists in 1986. She currently is in private practice in Ojai, California where she integrates her knowledge and clinical experience of herbs and nutrition with stress management, common sense, and an awareness of the role that spiritual well-being has on health. Amanda is a well known international public speaker and author.

She has more than 20 years experience in clinical herbal medicine and is a founding member of the American Herbalists Guild and the founder of the National College of Phytotherapy in New Mexico. She serves on numerous professional advisory boards and scientific review panels including The American Herbal Pharmacopeia and is the author of The Herbal Menopause Book and Herbal Remedies for Women.

## **MICHAEL MCINTYRE MA FNIMH MRCHM MBACc**

### **Associate Director, European Union**

Michael has a MA in modern history from Oxford University and has studied herbal medicine in the UK and in Nanjing, PRC becoming a Fellow of the National Institute of Medical Herbalists and a Fellow of the Register of Chinese Herbal Medicine UK. He has been in practice as a medical herbalist and acupuncturist in the Cotswolds for over twenty years.

Michael is a former President of the National Institute of Medical Herbalists, founder of the first School of Chinese Herbal Medicine in Europe, trustee of the Prince of Wales' Foundation For Integrated Medicine, and founding editor of the European Journal of Herbal Medicine. Michael established the first BSc diploma in herbal medicine at Middlesex University and is now an external examiner and preceptor for both the western and Chinese herbal degree courses at the University of Westminster and Middlesex University.

Michael is presently Chairman of the European Herbal Practitioners Association focused on developing Statutory State Registration of herbal practitioners in Europe.

## **NICK BURGESS MHM MNHAA**

### **Director of Marketing.**

Nick has recently completed a Masters degree in Herbal Medicine from the University of Sydney and has been in practice for eighteen years as a medical herbalist. He is a past President of the National Herbalists Association of Australia (NHAA). He has been a Board member of the NHAA for thirteen years and has played an active role in the political advancement of herbal medicines in Australia. He is also a member of the College of Practitioners of Phytotherapy in the UK. Nick is a well known international speaker and author, and teaches herbal medicine to undergraduate students in Sydney's major natural therapy colleges. In 1999, Nick was appointed to the Complementary Medicines Evaluation Committee for the Government of Australia and served as chair to the Herbal Working Party. He is a marketing consultant for Phytomedicine, Australia. Nick is an excellent plant photographer.

## **ASSUNTA HUNTER ND MWH MNHAA**

Assunta completed a Masters degree in Woman's Health from Melbourne University and has done advanced academic research on women's health. Since 1989 Assunta has practiced in a women's health clinic and lectured to naturopathic and herbal medicine students. She has written the course on research methodology for complementary medicine for Southern Cross University's naturopathic degree program and currently lectures extensively to health care professionals on herbal medicine. She has published many papers on herbal medicine and is an active member of herbal and naturopathic professional associations and a member of the Complementary Medicines Consultative Forum, an Australian federal government committee giving advice on complementary medicine - and it all started in a herb garden!

## **WOJCIECH KIELCZYNSKI MD PhD MNIMH MNHAA**

Wojciech (pron. "Voytek"), following a family tradition of training as Medical Doctor and Herbalist, obtained his medical degree at the University of Warsaw, Poland in 1975 where he also earned a PhD by thesis, in work on thyroid immunology. He became a member of The National Institute of Medical Herbalists, England in 1985. After arriving in Australia in 1983, he spent two years in Western Australia investigating

Australian flora and medicinal use of plants by native peoples and has since worked as a Senior Medical Scientist at the Royal Melbourne Hospital and the Walter and Eliza Hall Institute in Melbourne where he was a founding member of the Traditional Medicines Evaluation Committee. Currently he is in private practice in Melbourne, is involved in medical education in herbal medicine and lectures widely in Australia and overseas. He is a member of the National Herbalist Association of Australia, the Victorian Herbalists Association and the Australasian College of Herbal Medicine. Wojciech travels to remote Siberia not infrequently to collect rare species of medicinal plants.

### **ROBERT McGOWAN MSocSc Cert Cont Ed**

Rob has a Master's degree in Anthropology from the University of Waikato, New Zealand and is a fluent speaker of the Maori language. Over the last ten years Rob has worked extensively throughout New Zealand as a teacher, advisor, researcher, healer, mentor and general resource person for practitioners and students of Rongoa Maori (traditional Maori medicine). His specialty is on the traditional uses of New Zealand indigenous plant species, particularly those used in Rongoa Maori. He is a Continuing Education Officer for the Centre for Continuing Education at the Tauranga University College, University of Waikato. A day in the bush with Rob is truly glorious!

### **THOMAS M. MOSS BA(Chem) MD MNHAA**

Tom is Board Certified in Family Practice, and is a Fellow of the American Academy of Family Practice. He has been successfully integrating herbal medicine, nutrition, and lifestyle changes in his practice for over 16 years and is a founding faculty member for an elective in Alternative Medicine for US medical students. He lectures internationally to medical professionals on herbal and alternative medicine and has been a guest faculty member for various medical schools and medical centers. He serves as a consultant for local media and has published in both herbal and medical journals. He is co-founder and medical director of Core Healing International which is dedicated to research and education in the natural therapy field. He is a 1982 graduate of the University of North Carolina School of Medicine and completed his residency training at Roanoke Memorial Hospital in Roanoke, Virginia. Tom is in private practice in Arizona, USA, plays guitar in a rock and roll band (but really enjoys acoustic) and has a passion for gardening.

**PHIL RASMUSSEN MPharm MPS DipHerbMed MNIMH MCPP  
MNHAA MNZAMH**

Phil completed a Masters degree in Pharmacology and became a member of the National Institute of Medical Herbalists in 1993 after many years experience as a Pharmacist. He has lectured in phytopharmacology for many years and is in private practice as a medical herbalist. He established a phytotherapy service for a government funded Detoxification Unit in Auckland, New Zealand and has founded a company, Phytomed, which manufactures and supplies herbal medicines to New Zealand health practitioners. Phil is a regular speaker at Conferences both nationally and internationally.

**AVIVA ROMM CPM MAHG**

Aviva is a Certified Professional Midwife and Clinical Herbalist, in practice since 1986. She is the Executive Director and Director of Education and Certification for the American Herbalists Guild, as well as the Executive Editor of the Journal of the American Herbalists Guild. Aviva is a well known lecturer and writer on herbal medicine and is the author of Naturally Healthy Babies and Children, The Natural Pregnancy Book, ADHD Alternatives, Guide to Midwifery Care, and the forthcoming Vaccinations: A Thoughtful Parents Guide, and Natural Health After Birth.

**KERRY CALDOCK RGN BA PHD MNIMH**

Interested in herbs and plant remedies from the age of 15, herbal medicine has been a theme throughout Kerry's broadly-based career. This started with registration as a nurse in 1980. Kerry then went on to gain a bachelor's degree in Psychology in 1987 and joined the research team at the Centre for Social Policy Research and Development at the University of Wales (Bangor). During her nine years at the Centre Kerry gained a PhD and published widely in the fields of Gerontology, Health and Social Policy. She qualified as a medical herbalist and joined the National Institute of Medical Herbalists in 1993. Research and practice ran together for a couple of years but the practice became very much full time and Kerry combined this with developing an organically run herb farm in Wales making tinctures and other plant products. In addition to some television, radio and teaching work, she was also responsible for keeping abreast of research into herbal medicine and compiling research abstracts for the European Journal of Herbal Medicine for several years. Kerry moved

recently to the Highlands of Scotland and enjoys the hillwalking and herbal foraging that the area provides in abundance.

## **KEVIN SPELMAN AHG**

Kevin Spelman is an eclectic herbalist, clinician, writer and medical researcher trained in biomedical sciences, Ayurvedic medicine, and western herbal medicine. He is currently on the faculty at Tai Sophia Institute, Southwest College of Naturopathic Medicine, Scherer's Institute of Natural Healing and a frequent guest lecture at the National College of Naturopathic Medicine. As an international researcher, Kevin studied nutrient levels in young women in West Africa and worked with children in Central America. He has practiced clinical herbal medicine for over a decade and has continually cultivated the growth of professional and competent clinical herbalism by being a founding board and faculty member of the first bachelors of science in botanical medicine in the US and more recently contributed to the first Master's degree in the clinical use of botanical medicine in the United States.

Mr. Spelman also serves on the board of both the Botanical Medicine Academy and the council of the American Herbalist Guild.

## **ELIGIBILITY FOR ENROLMENT**

### **Any person who is a professional member of the**

- New Zealand Association of Medical Herbalists (NZAMH)
- National Herbalists Association of Australia (NHAA)
- National Institute of Medical Herbalists (NIMH)
- American Herbalists Guild (AHG)
- European Herbal Practitioners Association (EHPA)

### **Other Health Professionals will be considered under the following guidelines:**

- Doctors of Medicine - Prerequisite Units may be required unless prior study in phytotherapy meets admission standards requiring demonstration of equivalent knowledge and skills.
- Naturopaths and Homeopaths will be accepted directly if they are professional members of the above organisations, otherwise they will be required to complete the prerequisite course
- Midwives and nurses holding a current registration will be required to complete the prerequisite course

- Licensed acupuncturists will be required to complete the prerequisite course
- Licensed massage therapists and other body workers will need to produce evidence of having studied Health Sciences to Nursing standards and will be required to complete the prerequisite course
- Traditional Health Practitioners should apply detailing their background and will be looked at on an individual basis
- Indigenous Healers and Practitioners are encouraged to apply and will be considered on an individual basis

The College will consider other applications on an individual basis. All students will need to have studied undergraduate courses in health sciences and herbal medicine. The postgraduate course does not teach undergraduate subjects with the exception of the pre-requisite Units.

## **ACCREDITATION and CONTINUING EDUCATION HOURS**

Physicians may earn 50 CME points per semester / Unit or 200 CME points for total course completion from the Royal Australian College of General Practitioners Quality Assurance and Continuing Education Program. CME point allocation is not guaranteed and is subject to review by the RACGP. The Course is currently being presented to the following for Accreditation

and Continuing Education hours: New Zealand Association of Medical Herbalists, National Herbalists Association of Australia, National Institute of Medical Herbalists, UK, European Herbal Practitioners Association, American Herbalists Guild.

## **UNIT DESCRIPTIONS and COURSE OUTLINE**

Units of work are written and overseen by a mentor. The postgraduate Diploma course requires that 14 Units be completed over two years for seven months of each year through Internet access of study material and interaction with the mentor. The student is also required to participate in an on-line Clinical Discussion group for eight months of each year. Some course participants may need to complete the pre-requisite course (refer Eligibility for Enrolment) or demonstrate equivalent knowledge and skills. The Clinical Research paper is completed over the second year. Refer to the Enrolment procedures.

## **PREREQUISITE UNITS**

### **Materia Medica**

This Unit will include 20 detailed herb profiles with a clinical therapeutic focus, a clinical appraisal of a further 20 herbs and a therapeutic comment on a further 60-70 herbs. Students will use and expand on some of the herb profiles given, use a selection of herbal medicines provided by the College and submit evaluation reports.

Educational Objectives: At the end of this study paper the student will have a working knowledge of 40 commonly prescribed herbs and be familiar with the main therapeutic uses of those herbs, contraindications, safety, dosing and interactions. They will also be actively involved in prescribing 10 of the herbs studied.

### **Understanding the Craft of Herbal Medicine**

Detailed information on therapeutic actions, pharmacology, formulas, and dosing in herbal medicine. This Unit will cover both the traditional view of therapeutic actions of herbs and the rationale from a scientific perspective. Basic herbal pharmacology, individualising formulas, approaches to dosing and methods of dispensing will also be included.

Educational Objectives: On completion of this Unit, the student will be able to prescribe individual formulas and dose appropriately.

The two pre-requisite Units will prepare the health practitioner for the Postgraduate Diploma course.

## **YEAR ONE**

### **Clinical Discussion Group**

Clinicians with herbal and medical expertise facilitate the opportunity to present difficult cases to the experts through a discussion list and specific learning group participation. Therapeutic and practical clinical issues will be posted for research and discussion. This will give students practical support in their clinical practice as well the opportunity to gain knowledge from other practitioners experiences.

Educational Objectives: At the end of the two years the student will have learned to communicate effectively with their peers and other health practitioners as well as being a more effective practitioner.

### **Evaluating the Herbal/Medical Literature**

The anatomy and physiology of clinical research and how to evaluate critically and navigate the evidence. How true and clinically applicable are the conclusions you have tracked down in the Herbal/Medical literature?

Educational Objectives: At the end of this Unit the student will have perspective on the validity of what they read.

### **Drug/Herb Interactions**

Practical appraisals of the possible and probable herb/drug interactions and their relevance in clinical practice. This Unit will review the current perspective on herb/drug interactions in a practical and realistic way including appropriate patient information guidelines.

Educational Objectives: At the end of this Unit the student will be able to evaluate potential drug/herb interactions from a clinical perspective.

### **Clinical Vignettes**

Understanding the precise action and application of herbal medicine through informative case studies commonly seen in clinical practice. This Unit will assist the student treat his/her client with common conditions that are often not easily resolved.

Educational Objectives: At the end of this Unit the student will have a better knowledge base from which they can prescribe individually for people with these conditions.

### **Children and Herbal Medicine Practice**

A evaluation of the application of herbal medicine for children with conditions commonly seen in clinical practice. What are realistic guidelines for the use of herbal medicine in children's health? How often is there a discrepancy between the theory and the practice? What factors affect this?

Educational Objectives: This unit will assist the student in the effective treatment of children in their clinical practice.

### **The Special Case of Pregnancy**

In depth guidelines for pregnancy and childbirth. Through case studies the use of herbs safely during pregnancy and childbirth will be covered including an examination of recent claims of potential problems.

Educational Objectives: At the end of this Unit the student will have an increased knowledge base to be able to prescribe herbs during pregnancy and childbirth.

### **Therapeutic Issues in Women's Health 1**

Recent approaches to treating women with Fibroids, Endometriosis, Androgenic Hirsutism and PCOD. Recent research e.g. on insulin, essential fatty acids and growth hormone, and clinical experience adds much to our treatment of women with these conditions. This Unit gives current thinking on approaches to treatment and expected clinical outcomes.

Educational Objectives: At the end of this Unit the learner will have a better knowledge base from which they can prescribe individually for people with these conditions.

### **Therapeutic Issues in Women's Health 2**

The Menopause experience. A practical clinical appraisal of the use of herbal medicine to treat the symptoms of menopause including the treatment of hot flushes, use of phytoestrogens, the soy debate, 'natural' progesterone cream and the current use of HRT.

Educational Objectives: At the end of this Unit the student will be able to give informed advice to women going through menopause.

## **YEAR TWO**

### **Clinical Discussion Group continues.**

#### **Clinical Research**

Guided preparation of a peer reviewed paper for publication or the design of a clinical research protocol. This will be a part of the Clinical Discussion Group in the second year.

Educational Objectives: At the end of this Unit the student will complete a research protocol (observational study - cross sectional or longitudinal, or experimental study) or write a research report if data available.

#### **Advanced Herbal Practice - Polypharmacy**

The use of herbal medicine alongside drugs for people with complex medical conditions. As more people use herbal medicine alongside drug therapy, the complexities increase. This Unit will give the background information to enable the student to prescribe herbal medicine alongside drugs for people with complex medical conditions. Positive and negative herb synergy in herbal formulations will also be covered.

Educational Objectives: At the end of this Unit the student will be able to prescribe herbs safely alongside a multi-drug regime, and be aware of the synergistic effects in a herbal formulation

#### **Challenges in Clinical Practice 1**

A case studies approach to the herbal treatment of people with diabetes and cancer and dementia.

Educational Objectives: At the end of this Unit the student will have a better knowledge base from which they can prescribe individually for people with these conditions.

## **Challenges in Clinical Practice 2**

A case studies approach to the herbal treatment of people with chronic or uncommon conditions including recurrent and interstitial cystitis, arthritis, polymyalgia rheumatica, multiple sclerosis, Parkinson's disease, strokes and more.

Educational Objectives: At the end of this Unit the student will have a better knowledge base from which they can prescribe individually for people with these conditions.

## **Fine-tuning Your Use of Herbs in Clinical Practice 1**

What plant for what person? Patient centered prescribing using case studies of women with pre-menstrual and menstrual conditions as examples.

Educational Objectives: At the end of this Unit the student will prescribe more appropriately and be a more effective practitioner.

## **Fine-tuning Your Use of Herbs in Clinical Practice 2**

Focus on male health.

Herbal medicine can be very effective for the treatment of sexual dysfunction, benign prostatic hyperplasia, and other male reproductive health conditions.

Educational Objectives: At the end of this Unit the student will prescribe more appropriately and be a more effective practitioner.

## **Global Issues and Their Effect on Herbal Medicine Practice**

This unit will include safety and quality issues, tradition versus science, plants in the spotlight, the future of Herbal Medicine?

Educational Objectives: At the end of this unit the student will be more aware of the current issues facing medical herbalists.

## **UNIT MENTORS**

AMANDA MCQUADE CRAWFORD

Fine-tuning Your Use of Herbs in Clinical Practice 1

Understanding the Craft of Herbal Medicine

ASSUNTA HUNTER

Therapeutic Issues in Women's Health 1

AVIVA ROMM

The Special Case of Pregnancy

KERRY CALDOCK

Evaluating the Herbal/Medical Literature

ISLA BURGESS

Clinical Vignettes

Understanding the Craft of Herbal Medicine

- Therapeutic Issues in Women's Health 2 Menopause  
Clinical Discussion Group  
MICHAEL MCINTYRE  
Global Issues and Their Effect on Herbal Medicine  
NICKY BAILLIE  
Materia Medica  
Challenges in Clinical Practice 2  
Clinical Discussion Group  
PHIL RASMUSSEN  
Drug/Herb Interactions  
Advanced Herbal Practice -Medicine Polypharmacy  
THOMAS MOSS  
Children and Herbal Medicine Practice  
WOJCIECH KIELCZYNSKI  
Challenges in Clinical Practice 1  
KEVIN SPELMAN  
Fine-tuning Your Use of Herbs in Clinical Practice 2.

**Mentors to be confirmed individually for Clinical Research**

**Contributors – Selected Essential Reading**

- ROB MCGOWAN Indigenous Herbal Medicine  
KEVIN SPELMAN Cell to cell communication

**EDUCATIONAL CREDIT HOURS**

Each Unit will require a minimum of 15 -20 hours study time per week. The Clinical Discussion Group requires a minimum of 5 hours per week and the Research Project will be variable, but a minimum of 1.5 hours per week.

Selected Essential Reading – 10 hours

For the entire diploma course

Selected Essential Reading	= 10 hours
Minimum Unit Hours	= 780 hours
Clinical Discussion Group	= 320 hours
Research Paper	= 100 hours

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**Total Diploma =1210 hours**

## **OUTLINE OF THE DIPLOMA COURSE**

**The course will cover the following elements:**

**The Development and Maintenance of Professional Competence  
-1210 Hours**

Evaluating the Herbal and Medical Literature  
Drug/herb Interactions  
Clinical Vignettes  
Clinical Discussion Group  
Children and Herbal Medicine Practice  
Therapeutic Issues in Women's Health 1  
The Special Case of Pregnancy  
Therapeutic Issues in Women's Health 2  
Clinical Research  
Challenges in Clinical Practice 1  
Challenges in Clinical Practice 2  
Advanced Herbal Practice  
Fine-tuning Your Use of Herbs in Clinical Practice 1  
Fine-tuning Your Use of Herbs in Clinical Practice 2  
Global Issues and their effect on Herbal Medicine Practice  
Selected Essential Reading

**Contribution to the Development of Herbal Medicine - 100 Hours**

Clinical Research

**Interaction with Other Health Professionals (Referrals, Language,**

Correspondence, Etc.) – 500 Hours  
Evaluating the Herbal and Medical Literature  
Drug/Herb Interactions  
Advanced Herbal Practice  
Clinical Discussion Group

**Postgraduate Herbal Therapeutic Education - 840 Hours**

Clinical Vignettes  
Children and Herbal Medicine Practice  
Clinical Research  
Challenges in Clinical Practice 1  
Challenges in Clinical Practice 2  
Fine-tuning your Use of Herbs in Clinical Practice 1  
Fine-tuning your Use of Herbs in Clinical Practice 2  
Therapeutic Issues in Women's Health

The Special Case of Pregnancy  
Clinical Discussion Group

**Postgraduate Continuing Professional Clinical Development**

- 1080 Hours

Drug/Herb Interactions  
Evaluating the Herbal and Medical Literature  
Clinical Vignettes  
Advanced Herbal Practice  
Children and Herbal Medicine Practice  
Clinical Research  
Clinical Discussion Group  
Challenges in Clinical Practice 1  
Challenges in Clinical Practice 2  
Fine-tuning your Use of Herbs in Clinical Practice 1  
Fine-tuning your Use of Herbs in Clinical Practice 2  
Therapeutic Issues in Women's Health  
The Special Case of Pregnancy

**Herbal Medicine and Medical Practice - 240 Hours**

Drug/Herb Interactions  
Advanced Herbal Practice  
Evaluating the Herbal and Medical Literature

**The Development of Cross Cultural Awareness – Selected Essential Reading  
Indigenous Herbal Medicine for the Postgraduate Student**

**Research and Interpretative Skills - 224 Hours**

Evaluating the Herbal/Medical Literature  
Clinical Research  
Project work associated with each Unit

**Postgraduate Philosophy of Herbal Medicine - 240 Hours**

Fine-tuning your use of Herbs in Clinical Practice 1  
Challenges in Clinical Practice

**Environmental safety issues – 60+ hours**

Global Issues and their Effect on Herbal Medicine  
Selected Reading

**Mastery of Theoretically Sophisticated Subject Matter - 380 Hours**

Drug/Herb Interactions  
Evaluating the Herbal and Medical Literature  
Advanced Herbal Practice  
Clinical Research  
Clinical Discussion Group

**To Evaluate Critically the Discussions and Findings in the Literature**  
- 160 Hours

Evaluating the Herbal and Medical Literature  
Clinical Research  
Clinical Discussion Group

**To Research, Analyse, Argue from Evidence** - 160 Hours  
Evaluating the Herbal and Medical Literature  
Clinical Research

**To apply knowledge to new situations** - 560 hours  
Drug/Herb Interactions  
Evaluating the Herbal and Medical Literature  
Advanced Herbal Practice  
Challenges in Clinical Practice 1  
Challenges in Clinical Practice 2  
Clinical Research  
Clinical Discussion Group  
Fine-tuning your Use of Herbs in Clinical Practice 1

**To Engage in Intellectual Analysis, Criticism and Problem Solving**  
– 320 hours

Evaluating the Herbal and Medical Literature  
Advanced Herbal Practice  
Clinical Research  
Clinical Discussion Group

**TIMETABLE**

	Year One	Year Two
AUGUST	Materia Medica Clinical Discussion Group*	§ Clinical Discussion Group*
SEPTEMBER	Understanding the Craft of Herbal Medicine Evaluating the Herbal/Medical literature	Clinical Research
OCTOBER	Drug/Herb Interactions	Challenges in Clinical Practice 1
NOVEMBER	The Special Case of Pregnancy (2004)	Fine-tuning Your Use of Herbs in Clinical Practice 1
DECEMBER-JANUARY	Break	Break
FEBRUARY	Materia Medica Children and Herbal (2004 June) Medicine Practice	Fine-tuning Your Use of Herbs in Clinical Practice 2
MARCH	Understanding the Craft of Herbal Medicine	Challenges in Clinical Practice 2

	Clinical Vignettes	
APRIL	Therapeutic Issues in Women's Health 1	Advanced Herbal Practice
MAY	Therapeutic Issues in Women's Health 2	Global Issues and their Effect on Herbal Medicine Practice

\*The Clinical Discussion Group runs monthly over the two years.

§ The Clinical Research Unit runs over the second year.

## ENROLMENT PROCEDURE

Enrolment can best be done through the web site of the International College of Herbal Medicine at [www.HerbCollege.com](http://www.HerbCollege.com); click on HOW TO ENROL from the menu bar. Prospective students are requested to familiarize themselves with the curriculum, faculty, and web site of the College, and follow these steps on line.

- 1) Read Eligibility for Enrolment and Course Outline
- 2) Read Payment options
- 3) Read the Policies and Procedures
- 4) Read Terms and Conditions of Enrolment
- 5) Complete the Enrolment Questionnaire and Agreement.

Students will receive confirmation of their application by e-mail together with a 'Getting Started' attachment. The College extends welcome and acknowledgment of enrolled student's sincere intention to aspire to Quality Herbal Practice.

We are confident that the experience in the program will meet the highest expectations and will be a most rewarding experience.

## ENROLMENT OPTIONS

A student is able to begin the course at any time.

### YEAR ONE ENROLMENT

A student enrolls for seven Units plus Clinical Discussion Group.

### YEAR TWO ENROLMENT

A student enrolls for six Units plus the Clinical Discussion Group and Clinical Research Unit.

### INDIVIDUAL UNIT STUDY

A student may apply to study for individual Units if they wish. A certificate with hours will be issued for each successfully completed Unit on request.

### CLINICAL DISCUSSION GROUP

To be eligible for the Clinical Discussion Group the student must enrol for all of the first or second years courses.

## PRE-REQUISITE UNITS

If required, a student must study Materia Medica and be enrolled in Understanding the Craft of Herbal Medicine for entry into the Year One Diploma course. For example: If the student enrolling in the pre-requisite course is concurrently enrolled in the Year One course then they will begin Clinical Discussion group along with Materia Medica and Evaluating the Herbal /Medical Literature along with Understanding the Craft of Herbal Medicine.

## COURSE FEES AND PAYMENT OPTIONS

### NOTE ON SECURITY

When students log on to the College CAMPUS through [www.HerbCollege.com](http://www.HerbCollege.com) a closed padlock in the grey status bar at the bottom of your browser will appear. This means the CAMPUS application is protected by one of the highest levels of security available on the Internet - all of the student areas are now strongly encrypted (128-bit encryption) to prevent unauthorised access. This is in addition to the username/password security already in place. ENROLMENT applications are protected by a digital certificate which guarantees that your records will only go to icohm's web server. You can check the certificate information by double-clicking on the padlock in the status bar (Internet Explorer) or the "Security" button in the Netscape menu bar.

### PAYMENT

Fees can be paid by Credit Card (via WorldPay® - through our secure web site), Cheque (New Zealand only or by arrangement), Bank Draft, or Cashier's Check in the currency of the student's residency. Please allow 10 days to three weeks for clearance for other than New Zealand cheques.

### FEES

**INDIVIDUAL UNITS (US, AUS, CAN, NZ) \$550.00**

(For UK and Europe £395.00/EUR 650.00)

Payable on enrolment.

**YEAR ONE COURSE FEES (US, AUS, CAN, NZ) \$3,750.00**

**YEAR TWO COURSE FEES (US, AUS, CAN, NZ) \$3,750.00**

(For UK and Europe £2680.00/EUR 4385.00)

Payable on enrolment\*.

\*PAYMENT OPTIONS –These can be discussed with the College.

### PRE-REQUISITE COURSE FEES (US, AUS, CAN, NZ)

Materia Medica - includes a sample of 12 herb samples for clinical use - \$600.00 (£430.00 EUR 705.00)

Payable on Enrolment.

Understanding the Craft of Herbal Medicine \$600.00 (£430.00 EUR 705.00)

Payable on Enrolment.

## **POLICIES AND PROCEDURES**

### WHAT YOU CAN EXPECT FROM THE INTERNATIONAL COLLEGE OF HERBAL MEDICINE

The College will to the best of its ability:

- maintain high standards in the provision of postgraduate education by ensuring that the mentors are experts in their field and the course work suited to the postgraduate student. This will be peer reviewed
- ensure that the student is supported in their study through the interactive nature of the programme and Clinical Discussion Group
- provide the best security cover possible through the latest Internet Technologies
- ensure that student details are confidential as part of the best security possible
- promote humane, environmentally safe and ecologically sound practices

It is not the intention of the College to:

- list any advertising or promotional material
- pass on its mailing list

The College is not aligned with nor will it promote any proprietary products.

The student is requested to:

- not reproduce course work for any purpose other than for personal use as it is the property of the College
- complete the Units in the time allocated, if due to illness or other emergency, a request for deferment may be made to the College together with an appropriate certificate, and the course continued the next time it is offered. A fee will be required to cover this
- complete project work for each Unit by the requested date. If this is not possible then assessment would be made the next time the course is offered for a small fee
- show respect towards other students, their opinions and practice
- **TREAT ALL CASE STUDY MATERIAL AS CONFIDENTIAL AND NOT TO DISCUSS THESE OUTSIDE OF COLLEGE MEMBERSHIP**

The mentors are requested to:

- be available by e-mail and/or phone at the times stated for each

Unit. If this needs to change then the College and all students must be contacted

- assess project work and reply to the student within two weeks of the due in date

### **COURSE DESIGN**

The two year programme is designed to run sequentially although it is possible to enter it at any time. For those requiring pre-requisite study ,Materia Medica studied first followed by Understanding the Craft of Herbal Medicine.

### **ASSESSMENT**

Assessment for the Diploma will be made on the project work associated with each Unit, the research paper, and requested work for the Clinical Discussion Group. The student will receive one of the following:

- CP - Complete pass
- PP Partial Pass - Unit requirements are incomplete
- RU The Unit or project work needs to be repeated

### **WITHDRAWAL FROM OR POSTPONEMENT OF STUDY**

Once a student begins the study (Unit or Course) for which they have enrolled there will be no refund. If the student has a valid reason for withdrawing from the course they must do so IN WRITING within three weeks of beginning their study. 75% of the remaining Course fees will be refunded. If the student has a valid reason for postponement of their study, they need to apply to the College IN WRITING and may be granted up to one years leave.

### **CROSS CREDITS**

As this is an entirely new programme cross crediting is not an option at this stage. The Directors will review this in future.

### **REPEAT STUDY POLICY**

If a student wishes to repeat a paper or the project they will need to do so the following year. Unit fee including \$450.00 (plus GST if app) Project fee \$50.00 (plus GST if app)

### **APPEALS**

The College operates on the following appeals procedure; Firstly contact the College and explain what the problem is and it maybe resolved easily. If that is not sufficient then a time to talk with the Director will be arranged. If necessary then other Directors and Associate Directors will be contacted and a resolve decided on which will be final.

### **CHANGES TO COURSE STRUCTURE**

The course curriculum will develop and respond to the changing needs of the medical herbalist and health practitioner. The College reserves the right to alter the content, mentors and fees of any course or Unit.

Students will be informed by E-mail of any changes. If there are insufficient numbers for any Unit The College reserves the right to cancel or postpone that Unit in consultation with the mentor for that Unit.

## **TERMS AND CONDITIONS OF ENROLMENT**

© International College of Herbal Medicine. All rights reserved.

The International College of Herbal Medicine, its logo, the course content are all subject to copy write.

By Enrolling in the International College of Herbal Medicine you hereby confirm and agree that you automatically accept the terms and conditions set out below as the Terms and Conditions of your enrolment. This is a legal agreement between you, the student and the College.

1. That you will not reproduce in any manner or for any purpose the information written or otherwise which constitutes the content of the courses. You may download and copy all material for your personal use.  
The College and/or its mentors own all course material.
2. That you will not pass on any names or E-mail addresses or E-mails to any other person or group.
3. That you do not use the Clinical Discussion Group or the College to advertise any proprietary products, goods or services.
4. That you will complete the Units in the time allocated (if due to illness or other emergency , a request for deferment may be made to the College together with an appropriate certificate, and the course continued the next time it is offered.) A fee will be required to cover this.
5. That you complete project work for each Unit by the requested date. If this is not possible then assessment would be made the next time the course is offered for a small fee.
6. That you show respect towards other students, their opinions, practice and privacy
7. That you treat all case study material as confidential and not to discuss these outside of College membership
8. That you accept the statements made under 'Policies and Procedures' in regard to; Assessment, Withdrawal Procedures, Repeat Study Policy, Appeals and Changes
9. That you will not engage in 'spamming' or any other activity that could result in system overload or system crash

10. That the College reserves the right to refuse enrolment to an applicant without necessarily giving reasons for doing so.
11. That the College maintains high standards in the provision of postgraduate education by ensuring that the mentors are experts in their field and the course work suited to the postgraduate student
12. That the College provides the best Internet security possible
13. That the College ensures that student details are confidential as part of the best security possible
14. That the College promotes humane, environmentally safe and ecologically sound practices
15. That the College will not be responsible for anything beyond its control which may affect the operation of the agreement

16. That this agreement be construed in accordance with the laws of New Zealand

NOTICE OF DISCLAIMER TO ALL STUDENTS AND VISITORS TO THE WEBSITE OF THE INTERNATIONAL COLLEGE OF HERBAL MEDICINE  
The International College of Herbal Medicine confirms and declares that at

no time and under no circumstance, will the College or anyone connected with the College, accept responsibility or can they be held responsible for, any claim or damage from action carried out, or from advice given by any student or ex-student whether directions given in the course are carried out or not.

## ENROLMENT

For further information and enrolment form visit our web site

[www.HerbCollege.com](http://www.HerbCollege.com)

click on HOW TO ENROL or email us at [Info@HerbCollege.com](mailto:Info@HerbCollege.com) or write, fax, or call us at our main office:

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