

CANADIAN BOARD FOR THE CERTIFICATION
OF
PROSTHETISTS AND ORTHOTISTS

METHOD FOR THE ACCREDITATION

OF

ORTHOTIC/PROSTHETIC PROGRAM

TECHNICAL PROGRAM

Objectives

Accreditation of the technical prosthetic/orthotic education program serves to:

- i) Ensure a high and uniform national standard of education for the graduates of all Canadian orthotics/prosthetics technical schools.
- ii) Ensure the acceptance of the graduates as part of the health care team.
- iii) Provide a basis for acceptance of the graduates into advanced academic programs in research, education and administration, and
- iv) Maintain the highest level of patient care in orthotic/prosthetic practice.

Process for Orthotics/Prosthetics Program Accreditation

1. Program requests accreditation or accreditation renewal from the Education Chair of CBCPO.
2. Relevant documents are sent to the program by the CBCPO including:
 - i) Program Accreditation Criteria (appendix A)
 - ii) Curriculum Guidelines for Orthotics/Prosthetics Education Program (appendix B)
3. The program completes the Documentation for Program Accreditation and returns it to CBCPO (Appendix C).
4. Education Chair selects members of the Accreditation Survey Team and arranges the date of the on site visit.
5. Education Chair forwards the completed Documentation for Program Accreditation to the Accreditation Survey Team.
6. On Site visit using the following protocol:

SITE VISIT PROCEDURE

Team Composition

Site visit team shall include the following individuals:

1. CBCPO Education Chair
2. CBCPO Association Manager
3. Clinical Program: 2 CBCPO certifees – elected directors or CBCPO fellows
Technical Program: 2 CBCPO certifees or registered technicians

Certifees or registered technicians must be non-partial individuals who are not directly involved in the education process of the school being accredited.

Pre visit responsibilities of the site visit team:

1. To review the school accreditation document
2. To review all documentation received from the school pertaining to the accreditation process
3. Conduct a preliminary meeting prior to the visit to co-ordinate process and procedures to be followed
 - a. To review the site visit schedule
 - b. To identify areas that based on the documentation provided require thorough review during the site visit
 - c. Determine specific roles of the team members during the site visit

Site Visit Agenda

The school hosting the accreditation site team shall set aside 4-6 hours for the visit to take place.

During the day the following meetings will be carried out (to be set up by the program director prior to visit):

Preliminary meeting

1. with the program director and faculty members to state and review the purpose of the meeting and the accreditation process
2. to review the schedule of interviews

Program Director Meeting

1. Review program curriculum and course objectives
2. to review operational procedures for course grading and evaluations (of the courses and students)
3. to review student selection procedures and enrollment
4. overview of any changes that are occurring in the program
5. to review faculty members – instructors and support staffing

Tour of Facility

1. review of the student support services – library, computer labs, etc
2. visit the classrooms, clinical areas and technical areas and other areas utilized by the students during components of the program

Interviews

1. Faculty members – to discuss course content, instructional methods and objectives, evaluation mechanisms
2. Students – to obtain reactions to all phases of the program through a group meeting or private interviews, without faculty members present

Concluding meeting with the Program Director:

1. to obtain additional information
2. to clarify points of information acquired during the day, and
3. to share the general findings of the site visit report.

It is important that the chair of the site visit team express appreciation for the courtesies extended during the visit and appreciation for the program's contribution to the review process. At this point in time, it is important to reiterate the remaining steps of the accreditation process to the program director so that they realize the results and recommendation will be forthcoming from the Board.

Post visits responsibilities of the site visit team

1. To provide a written report outlining findings from the site accreditation visit
 - a. Include the principal strengths of the program
 - b. Identification of any deficiencies in the program's compliance to the accreditation document
2. To provide summary recommendations and conclusions to the CBCPO Board of Directors for ratification of the final decision

The Board of Directors of CBCPO will inform the school of the decisions rendered.

Length of Accreditation

The two types of accreditation are full and provisional.

Full accreditation is awarded for an initial period of three years. After this three year period, any major changes that have occurred in the program must be submitted to CBCPO. If the members of the board are satisfied that the accreditation is still valid, then a further three year accreditation is granted. Following the second of the three year term, the school must initiate the formal accreditation process and an on-site visit will be initiated.

Provisional accreditation is granted for one year incremental time periods when deficiencies outlined by the accreditation team have not been met. The accreditation will be extended to the full three year period when the criteria have been reestablished.

A validation contract accepting the accreditation and any conditions will be signed by the program director of the accredited program.

APPENDIX A

CANADIAN BOARD FOR THE CERTIFICATION OF PROSTHETISTS AND ORTHOTISTS

PROGRAMME ACCREDITATION CRITERIA

TECHNICAL PROGRAM

A. Facility Criteria

1. Location and Affiliation:

- (1) Prosthetic/Orthotic technical schools shall be established in the following location:

Colleges and Institutes of Technology

(2) A mechanism for communication shall exist between the full time faculty and the technical instructors at any affiliated facilities.

2. General Facilities (Space, Equipment, Administrative Staff)

(1) There shall be library and learning resources available either as part of the facility, or readily accessible to the students and faculty. It shall be supplied with computer access, current books, journals, tapes, slides and films in accordance with course requirements designated by the faculty.

(2) There shall be a sufficient number of lecture rooms and administrative offices to permit easy flow of the timetables without the necessity of scheduling lectures at unusual hours.

(3) Laboratory space shall be provided so each student has his own laboratory station. The laboratory facilities shall include a machine tool area, plastics area, plaster area, sewing area, storage, and supply area.

(4) The laboratory area shall be equipped with the machines needed for the fabrication of the all the orthotics/prosthetics devices.

(5) The program shall provide the student with a list of the required tools needed for the fabrication of the orthotic/prosthetic devices.

B. Administration

1. Financial Requirements:

(1) Resources for continued support of the program shall be assured through regular budgets, gifts, grants and/or endowments.

2. Programme Requirements:

(1) A detailed record of each student's progress shall be maintained. Confidentiality of the student records must be maintained as per provincial regulations.

(2) Files containing all descriptive material on all courses, i.e. written course objectives, course outlines, reading and assignment lists, copies of examinations, shall be readily accessible to all faculty.

(3) Regularly scheduled meetings of the program faculty shall be held to facilitate the exchange of information, to assess the overall strengths and weaknesses of the program, to evaluate individual student performance and to deal with immediate faculty and/or student problems.

C Faculty Criteria

1. Orthotics/Prosthetics Program Director

The Orthotics/Prosthetics Program Director shall:

- (1) be a Certified Prosthetist/Orthotist or a Registered Technician in good standing with the Canadian Board for the Certification of Prosthetists and Orthotists.
- (2) have a minimum of five years of either teaching, clinical, research, technical and/or administrative experience in orthotics and prosthetics
- (3) have demonstrated competence in educational administration and curriculum planning.
- (4) participate in national/provincial professional organizations

2. Orthotics/Prosthetics Instructors

Technical Orthotics/Prosthetics full time Instructors shall:

- (1) be a Certified Prosthetist/Orthotist or Registered Technician as recognized by the Canadian Board for the Certification of Orthotists and Prosthetists.

Technical Orthotics/Prosthetics part time Instructors shall:

- (1) be a prosthetic/orthotic clinical intern or eligible for technical registration by CBCPO. Otherwise, the part time instructor shall have a related specialization (to be evaluated by CBCPO).

Technical Orthotics/Prosthetics Instructors (full time and part time):

- (1) Full time faculty must have at least three years experience post certification or registration. Assistant faculty may have less provided they work under the supervision of the full time instructors.
- (2) be familiar with basic educational theory and method of planning educational activities.
- (3) be provided with time and funds to participate in professional conferences and meetings as a method of extending their own knowledge and skills.
- (4) participate in the academic and administrative functioning of the programme.

(5) be involved in some investigative activity designed to contribute to the expansion of knowledge in the profession.

(6) instructors must continue to be involved with direct technical fabrication principles in a work related setting.

3. Support Faculty

(1) Support faculty members shall have expertise in those areas of the curriculum for which they are responsible.

4. Student Capacity

Student capacity shall be set such that students can benefit from closely supervised practical instruction, and structured and controlled technical experiences.

Student capacity shall be set in relation to the desired ratio of one instructor for 20 technical students in the laboratory.

5. Technical Projects

Devices shall be based on actual patient positives, tracings, and/or technical specification forms.

D. Student Criteria

1. Student Admission

(1) Admission of the student to the program shall be based on the entrance requirements and regulations of the college where the program is offered. In addition the Admission criteria should be based on the demand of the program.

(2) The course offerings in the orthotic/prosthetic curriculum shall be a part of the regularly published "course descriptions" of the college.

2. Student Selection

Candidates for the technical orthotics/prosthetics program shall be selected by a team of interviewers that includes practicing certified prosthetists/orthotists or registered technicians, college staff, and recent graduates of the program.

E. Curriculum Criteria

1. Curriculum Design

- (1) Courses shall be based on the current Curriculum Guidelines for Orthotics/Prosthetics Education Programs (**Appendix B**).
- (2) The program shall have a mechanism for curriculum planning, implementation, evaluation and revision.
- (3) Student participation in curriculum evaluation and development shall be considered and implemented on a yearly basis. Instructor evaluation through student critiques shall be included.

2. Academic Content

- (1) Each course shall have written objectives. The course shall be designed to meet these objectives and the students shall be informed of the objectives.
- (2) Determination of academic credits must be consistent with the policy of the college/technical institute in which the program is located.
- (3) Each course shall relate to the overall curriculum plan.

3. Technical Content

- (1) The students must participate in technical experiences under the supervision of a full or part time instructor. Students may complete a balance of Prosthetic and Orthotic training during the work terms when they are included as a portion of the formal program (summer placements are not included).
- (2) Each segment of technical experiences shall have written objectives and ensure a consistency of experiences for all students so the required minimal competencies are delivered in both disciplines. The student shall be acquainted with these objectives.
- (3) The technical experiences shall be co-coordinated with the course content.

APPENDIX B

CANADIAN BOARD FOR THE CERTIFICATION OF

PROSTHETISTS AND ORTHOTISTS

TECHNICAL CURRICULUM GUIDELINES

FOR

ORTHOTICS/PROSTHETICS EDUCATION PROGRAMME

Core Courses:

- Fabrication Theory
- Laboratory Techniques
- Practical work-term experience

Technology Courses:

- Workshop Technology - Tools and Equipment – use, safety and maintenance
- Material Technology – characteristics and properties and applications in prosthetics and orthotics
- Electronics - Externally powered Prosthetics/Orthotics
- Professional Issues in Prosthetics/Orthotics

Support Courses

- Language & Communications
- Basic Anatomy and Pathology
- Mathematics/Mechanics
- Biomechanics (alignment principles)
- Computers skills & applications

Fabrication Theory and Laboratory Techniques:

- Laboratory safety
- Basic Prosthetic Techniques
 - Laminations and bench set-ups.
- Basic Orthotic Techniques
 - Vacuum molding and blister draping projects
- Basic Metal & Sewing Techniques
 - Various metal and sewing projects including: straps, pads, thigh corsets, aluminum calf band, caliper plate, etc.

Definitive Prosthetic Devices:

- Symes (various designs)
- Trans-Tibial (exo/endo skeletal)
- Trans-Femoral (exo/endo skeletal)
- Trans-Humeral
- Trans-Radial
- Repair project

Definitive Orthotic Devices:

- FO
- AFO (flexible, rigid, articulated, anterior drape, hybrid, klenzak, etc)
- KO
- KAFO (conventional, thermoplastic)
- TLSO (conventional, thermoplastic)
- WHO (thermoplastic, leather gauntlet)
- Repair project

The content of the core courses (Fabrication Theory and Laboratory Techniques), shall be sensitive to current practices of the profession. The materials and techniques

used shall be current. The types and relative numbers of devices generated in the program shall reflect what is occurring in the profession.

APPENDIX C

DOCUMENTS FOR PROGRAM ACCREDITATION

The following information must be forwarded to the CBCPO Education Chair via CBCPO Head office:

1. Documents to confirm the **facility and administration criteria** including:
 - availability of library facilities
 - floor plan of the school facility
 - example of students records
2. Documents to confirm the **faculty criteria** including:
 - curriculum vitae of the director of the school
 - curriculum vitae of the full time orthotics/prosthetics instructors
 - a listing of the part time instructors and support staff indicating their professional status
 - the ratio of students to instructors in the laboratory
3. Documents to confirm the **student criteria** including:
 - student admission requirements to the orthotics/prosthetics programme
 - method of student selection including a listing of the members that constitute the interview team
4. Documents to confirm the **curriculum criteria** including:
 - a listing of all the core and support courses indicating the terminal objectives, total hours of instruction, and the instructors' name for each course
 - a listing of all orthotic/prosthetic devices considered in the curriculum from the **last completed year** indicating for each:
 - i) the terminal objectives.
 - ii) instruction in theory only, demonstration only, or fabricated by the student.
 - ii) if the orthosis/prosthesis is fabricated by the student indicate the number of devices fabricated, was it fabricated on a student or patient model.