



Internship Program Handbook

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1.0 ORTHOTICS PROSTHETICS CANADA

CBCPO and CAPO amalgamated to create Orthotics Prosthetics Canada (OPC). All trademarks, including CBCPO and all certification and registration credentials, are owned by OPC. The Certification and Registration Board is however, an independent Board of OPC, responsible for implementing and managing the registration processes. Successful candidates are still considered CBCPO Registered through OPC.

2.0 OVERVIEW

This document is a comprehensive resource to guide the Prosthetic/Orthotic Intern through all aspects of the Internship Program from initial application through completion of the Registration Examinations. For a definition of important terms used throughout this handbook, please see *Appendix 1- Definitions*.

The OPC Internship Handbook has been created by the Residency and Internship Committee; a Sub-Committee of the Professional Qualifications Committee. As such, it gets its authority from, and is accountable to, the Professional Qualifications Committee. The Professional Qualifications Committee is responsible for developing, establishing, and maintaining standards for credentialing including the Certification of prosthetists and orthotists, and the Registration of technicians. The Residency and Internship Committee is responsible for the Residency and Internship programs which are integral aspects of the Certification and Registration processes.

Any inquiries about the handbook or the Internship Program should be directed to the Orthotics Prosthetics Canada (OPC) National Office.

OPC National Office

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3.0 GENERAL PARAMETERS

- The OPC Internship Program is to be completed under the supervision of a Certified Clinician or Registered Technician in good standing with the Corporation and may take place in a private or a public facility. The Internship must be performed in the appropriate discipline while employed as an Intern in an orthotic or prosthetic facility. Hours must be recorded and approved in the manner prescribed by OPC.
- It is the Intern's responsibility to ensure receipt of application to the OPC National Office, in a timely manner. The application must be accompanied by full payment. A copy of the application entitled: *Internship Application* can be found on the OPC website at: <http://www.opcanada.ca/english/residents-interns/residents-interns.html> All 5 pages of the application and all required documents must be included.
- Interns are Associate Members of OPC and must adhere to all conditions for membership including the payment of annual fees and conduct themselves within the Canons of Ethical Conduct. A copy of the Canons of Ethical Conduct can be found on the OPC website at: <http://www.opcanada.ca/english/the-profession/opc-canons-of-ethical-conduct.html>
- The Intern is responsible for ensuring that OPC has accurate and up-to-date contact information, Internship Program status, supervision and employment. Some of these can be done online by the Intern in the member profile, while others will require submission of the Internship Change Form and submitting it to the OPC National Office. It is not the responsibility of OPC to investigate changes to an Intern's situation. A copy of the form entitled: *Internship Change Form* can be found online through the OPC website at: <http://www.opcanada.ca/english/residents-interns/residents-interns.html>
- Once all Internship hours in a discipline are completed, the candidate is eligible to challenge the Written and Practical Registration exam, pending proper application and payment of fees and appropriate members' dues. The exam must be challenged for the first time within 5 years of the first working day of their Internship. If the exam is not passed successfully on the first attempt, it can be challenged the following exam period, to a maximum of 3 total attempts.
- Until the Intern has passed the Registration Examination the Intern must remain active in the Internship Program and is bound by all its requirements and parameters.

4.0 APPLICATION TO THE INTERNSHIP PROGRAM

Internship starts upon the first working day as an Intern. The receipt of the Internship Application, accompanied by full payment, must be received at the OPC National Office. The Internship Application should be submitted in a timely manner. If possible, ensure it is received by the OPC National Office prior to the start date at the place of employment. A copy of the application entitled: *Internship Application* can be found online on OPC at: <http://www.opcanada.ca/english/residents-interns/residents-interns.html>. All 5 pages of the application and all required documents must be included.

Note: Application for Internship is limited to one discipline at a time and at no time will an application for a second discipline be accepted by the Corporation from any current Intern.

5.0 INTERNSHIP FEES

Fees for application to the Internship Program and annual Internship dues are outlined in the fee schedule included within the form entitled *Internship Program Fees and Deadlines* that can be found on the OPC website at: <http://www.opcanada.ca/english/residents-interns/residents-interns.html>

Interns must pay the annual membership fees in order to remain in the Internship program and remain in good standing with the corporation.

5.1 Second Discipline Membership dues

Registered Members who are working full or part-time towards their second discipline Internship must pay annual Internship fees plus an additional dues amount to maintain Registration during the time of their training in the second discipline. Their entire annual dues and fees amount will be no more than the annual dues of a Registered Technician. These members continue to be responsible for fulfillment of the Mandatory Continuing Education requirements for their initial Registration status to remain in good standing.

6.0 INTERNSHIP PROGRAM CLASSIFICATIONS

6.1 Method I (Accredited School)

The applicant must have completed an OPC approved and officially recognized technical prosthetic and orthotic school program. Interns must acquire 3450 hours of experience in the appropriate discipline, to be eligible to sit the Registration Examination.

6.2 Method II

Interns must acquire 6900 hours of experience in the appropriate discipline, to be eligible to sit the Registration Examination.

6.3 Foreign Trained Applicants

Foreign trained applicants must have their education assessed by the Professional Qualifications Committee (PQC) and by a third party assessment organization as

directed by the Corporation. If the qualifications are deemed equivalent to the current standards of the Corporation, then the individual will be required to apply to the Internship Program and complete an Internship in Canada of 3450 hours in the appropriate discipline, to be eligible to sit the Registration Examination.

7.0 PROSTHETIC/ORTHOTIC INTERNSHIP RESPONSIBILITIES

Under the technical supervision of an OPC Certified Clinician or Registered Technician in good standing, a Prosthetic or Orthotic Intern is competent to perform technical assessment and management tasks. The Intern also carries out practice management and technical implementation activities and services. In addition, the Prosthetic or Orthotic Intern is obligated to support and conform to professional responsibilities that promote and ensure the overall welfare of the patient and the integrity of the Profession.

For a detailed explanation of the technical duties and responsibilities refer to the OPC Canadian Prosthetic Orthotic Reference Manual (CPOT) Sections 3.4 through to the end of section 3.6, made available online in *Membership Documents* through a OPC member account.

8.0 SUPERVISION

The Supervising Certified Clinician and/or Registered Technician must be responsible for all the work performed by the Intern, including but not limited to: device design, fabrication, repair and maintenance. For a detailed explanation of the technical duties and responsibilities, refer to the *OPC Canadian Prosthetic Orthotic Reference Manual (CPOT)* Sections 3.4 through to the end of section 3.6, made available online in *Membership Documents* through the OPC member account.

8.1 Supervisor Limitations

Interns should be aware that Supervisors are limited to a maximum of two Residents and/or Interns at a time, regardless of the Interns and/or Residents full-time or part-time employment status. For example: two Residents or two Interns, or one Resident and one Intern. Should the instance arise that more than two Residents and/or Interns list the same Supervising Certified Clinician and/or Registered Technician, all Residents/Interns involved risk losing credit for their Residency or Internship Hours.

Note: At no time during a second discipline may a Resident or Intern be named or hold the position of a Supervisor for any other Intern or Resident.

9.0 HOURS

Internship hours can be accumulated starting on the first working day as an Intern. The Internship hours must be actual working hours, excluding any and all forms of absences from the job due to vacation, sickness, parental leave, etc. Interns must acquire the necessary hours, and challenge the Written and Practical Examination for the first time within 5 years of the first

working day of their Internship. Interns have to be on track to complete their required hours two weeks prior to the Registration Examinations.

9.1 Method I Hours

Interns must acquire 3450 hours of experience in the appropriate discipline, to be eligible to challenge the Registration Examination.

9.2 Method II Hours

Interns must acquire 6900 hours of experience in the appropriate discipline, to be eligible to challenge the Registration Examination.

9.3 Second Discipline Method I Hours

If pursuing a second discipline (Method I), and the Registered Technician has been practicing in their first discipline for five or more years, only 1725 hours of experience are required in their second discipline to be eligible to sit the Registration Examination.

9.4 Second Discipline Method II Hours

If pursuing a second discipline (Method II), and the Registered Technician has been practicing in their first discipline for five or more years, only 3450 hours of experience are required in their second discipline to be eligible to sit the Registration Examination

9.5 Completion of Hours

Once an Intern has acquired all of the hours necessary to challenge the Registration exam, they are no longer required to submit their hours either through the electronic submission of the Internship Logbook or through the Typhon Online Recording System.

Interns must continue to abide by the remainder of the guidelines set forth for the Internship Program. All existing requirements of Internship, supervision, examination eligibility and examination application procedures continue to apply until successful completion of the entire Registration Examination.

Interns must acquire the necessary hours, and challenge the Written and Practical Examination for the first time within 5 years of the first working day of their Internship.

10.0 RECORDING INTERNSHIP HOURS

Internship hours must be documented in the OPC-approved method that is provided by the Corporation. If hours are not submitted by the Intern and/or verified by the supervisor within the time frame allotted, the Interns are at risk of losing credit for those Internship hours.

10.1 Intern Logbooks

Internships begun prior to March 1st 2015 are required to complete the Internship Logbooks, and submit them electronically along with the Supervisor Confirmation Form to the OPC National Office for review. A copy of the Internship Logbook Template can be found online through the Internship Portal.

Once completed, an electronic copy of both the logbook and *Supervisor Confirmation Form* must be submitted for review to the OPC National Office at: info@opcanada.ca.

Logbooks must be filled out in its entirety, and submitted to the OPC National Office along with the Supervisor Confirmation form by the deadline.

10.2 Typhon Online Recording System

For Interns entering into an Internship as of March 1, 2015 Internship hours are to be tracked in an online format using the Typhon Online Reporting System. Upon acceptance to the Internship Program, the Intern will receive an email from OPC National Office inviting them to register for the Typhon Program.

Upon accessing the Typhon Program, the Intern will be prompted to pay a one-time admin/set-up fee, which must be paid by credit card directly to Typhon prior to use of the program. There is no charge for Supervisors. Once payment has been made, a video tutorial will be available on the Typhon home page highlighting the main features of the program. The video tutorial is unique to OPC and will help guide the Intern through use of the platform.

Interns MUST use Typhon for documentation of hours logged toward their Internship. Aside from logging hours, it is up to the Intern to complete as much or as little technical information as they deem necessary.

Hours are required to be logged by the Interns and submitted online every 30 days, commencing at the start of the Internship. Supervisors are then responsible for verifying the logged hours within a 60-day period.

10.3 Typhon Case Logs

Interns are not mandated to enter case-logs. However, by recording a variety of cases that Interns see, they can provide proof that they are progressing through a range of technical exposures during their Internship. Ultimately, it is hoped that the addition of technical case information on the platform adds usefulness and value to the Internship Program and the Interns themselves. Interns may find that some of the data functions help with preparation for the Registration Examinations by highlighting deficiencies they may have prior to sitting the Examinations.

11.0 INTERN CONTINUING EDUCATION HOURS

Intern Continuing Education Hours allowance: Interns are permitted to attend P&O courses, conferences, tutorials, and other similar educational opportunities during the Internship period. Pre-approval is not required. A set number of hours equal to the MCE credits for a given educational opportunity may be applied towards the total Internship hour commitment. Interns must submit confirmation of attendance for the course to OPC National Office within two months of course completion.

Continuing Education Hours are calculated separately from the Working Hours. Working Hours with Continuing Education Hours combine to equal total Internship Hours. The maximum allowable hours that can be applied toward the Internship as Continuing Education Hours are:

- 40 towards the first discipline (Method I & Method II)
- 20 towards the second discipline (Method I & Method II)

An Intern may accumulate more than the maximum education hours noted above, but any hours over 40 or 20 for the respective Internships cannot be used towards the required Internship hours.

12.0 OFF-SITE INTERNSHIP OPPORTUNITY

During the Internship, it may be required to attend other Prosthetic and Orthotic facilities to gain exposure to areas of expertise that may not be seen at the current place of employment. Any arrangements in this manner must be approved by the Supervisor, and also agreed upon by the Supervising Certifiee or Registered Technician in good standing at the visiting Facility. All off-site visits must be approved by OPC National Office **PRIOR** to attending the facility to be counted towards total hours. It is the responsibility of the Intern to ensure all requirements are met regarding insurance and liability concerns during the off-site Internship.

A copy of the *Off-Site Internship Application Form* can be found online on the OPC website at: <http://www.opcanada.ca/english/residents-interns/residents-interns.html>. Once completed the form must be submitted to OPC National Office for pre-approval. All protocols and procedures of the Internship remain in effect while working off-site.

13.0 SECOND DISCIPLINE INTERNSHIP

The second discipline Internship must be under the supervision of an onsite OPC Certified Clinician and/or Registered Technician, in good standing in the appropriate discipline, to be eligible to sit the Registration Examination.

Interns must acquire the necessary hours, and challenge the Written and Practical Examination for the first time within 5 years of the first working day of their second discipline Internship.

13.1 Second Discipline Method I

If pursuing a second discipline following Method I, a Registered Technician who has been registered for more than five years and practicing in their primary discipline, must acquire an additional 1725 hours of practical experience.

13.2 Second Discipline Method II

If pursuing a second discipline following Method II, a Registered Technician, who has been registered for more than five years and practicing in their primary discipline, must acquire an additional 3450 hours of practical experience.

14.0 REGISTRATION EXAM

All existing requirements of Internship, supervision, examination eligibility and examination application procedures continue to apply until successful completion of the entire Registration Examination.

14.1 Registration Examination Eligibility

The following requirements must be met prior to applying for the registration exam:

- The applicant must be fluent in English
- The applicant must be a Canadian Citizen or a legal landed immigrant.
- All applicants must complete a Grade 12 high school program or General Education Development (GED) equivalent.
- OPC Interns must remain active in the OPC Internship Program and are bound by all its requirements and parameters until the Registration examination is successfully completed.
- OPC Interns must be on track to complete the required internship hours, as per the Internship Program stipulations.
- All applicants are expected to have conducted themselves within the OPC Canons of Ethical Conduct. A copy of the OPC Canons of Ethical Conduct can be found at: <http://www.opcanada.ca/english/the-profession/opc-canons-of-ethical-conduct.html>

For the latest information related to the OPC Registration Examination, please refer to www.opcanada.ca for the following documents:

- Registration Examination Application
- Registration Examination Handbook
- Examination Policy and Procedure Manual

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APPENDIX 1 – DEFINITIONS

Associate Members: Associate member status shall be available only to Residents, Interns, or persons, firms, corporations or other entities interested in Orthotic and/or Prosthetic Patient care as determined by the Board and who have applied and have been accepted by the Board of Directors as Associate members. Subject to the Act and the articles, Associate members shall not be entitled to receive notice of or attend meetings of the members of the Corporation unless invited by the President. Associate members shall not be entitled to vote at member meetings. The term of membership of Associate members shall be annual, subject to renewal in accordance with the policies of the Corporation.

Certified Prosthetist: An individual, who has been duly educated and trained, and is Certified under the requirements of the Corporation to provide prosthetic care to patients with limb amputation or the congenital absence of a limb by clinically and functionally evaluating, designing and creating a prosthetic treatment which uses an interface to support, control and suspend a prosthesis.

Certified Orthotist: An individual who has been duly educated and trained, and is Certified under the requirements of the Corporation to provide orthotic care to patients with pathomechanical and/or neuromuscular conditions of the body by clinically and functionally evaluating, designing and creating an orthotic treatment which transfers forces to optimize function, health and/or comfort.

Certified Prosthetist – Orthotist: An individual whose responsibilities and functions conform to those of both the "Certified Prosthetist" and "Certified Orthotist" as defined herein.

Classification of Certification

- CP(c) Certified Prosthetist
- CO(c) Certified Orthotist
- CPO(c) Certified Prosthetist – Orthotist

Clinic: a public or private facility in which Prosthetic and/or Orthotic treatment is administered.

Internship: A stage of training recognized by the Corporation by which eligible and accepted candidates can, by completing the program and through examination, become Registered Prosthetic Technicians and/or Registered Orthotic Technicians.

Member in Good Standing: A member of the Corporation who has met all Mandatory Continuing Education (MCE) requirements, has paid in full all professional fees and adheres to the Canons of Ethical Conduct as required by the Corporation

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Prosthetic and Orthotic Profession: Those persons, firms, corporations or other entities engaged in providing prosthetic and/or orthotic care to individuals who require prosthetic and/or orthotic treatment, including without limitation individuals with partial or total absence of a body segment and/or pathomechanical and/or neuromuscular conditions of the body.

Registered Member: A member in Good Standing, recognized by the Corporation, including Registered Prosthetic Technician, Registered Orthotic Technician, and Registered Prosthetic and Orthotic Technician.

Registered Prosthetic Intern or Registered Orthotic Intern: An individual who has completed a Corporation Accredited Technical Program or enrolled under Method II criteria as set out in the Corporation's Technician Registry and Registration Program Guidelines or the accepted equivalent as determined by the Corporation (i.e. foreign trained Technician) and has been accepted and entered into the Corporation's Registered Internship Program.

Registered Prosthetic Technician: an individual who provides technical expertise in the design, fabrication, maintenance and repair of prostheses and their components to provide maximum anatomical congruency, function, and workmanship.

Registered Orthotic Technician: an individual who provides technical expertise in the design and fabrication, maintenance and repair of orthoses and their components to provide maximum anatomical congruency, function, and workmanship.

Registered Prosthetic and Orthotic Technician: an individual whose responsibilities and functions conform to those of both the "Registered Prosthetic and Registered Orthotic Technician" as defined herein.

Registration Classification

- RTP(c) Registered Prosthetic Technician
- RTO(c) Registered Orthotic Technician
- RTPO(c) Registered Prosthetic and Orthotic Technician

Supervisor of an Intern: Certified Prosthetist or Certified Orthotist or Registered Prosthetic Technician or Registered Orthotic Technician in good standing with the Corporation, who is responsible for the interaction, observation, guidance and direction personally provided to the Intern of the respective discipline. The Supervisor is responsible for all work done by the Intern including the design and fabrication, maintenance and repair of prostheses and/or orthoses and their components in such a manner as to provide maximum anatomical congruency, function, and workmanship.

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Levels of Supervision:

- **Direct Supervision:** Needs constant guidance. An OPC-approved Supervisor in good standing must be physically present during identified task.
- **Indirect Supervision:** Needs occasional guidance. An OPC-approved Supervisor in good standing must be available onsite during identified task.
- **Independent:** Resident/Intern has consistently demonstrated safe practices for this task. Resident/Intern is organized, provides effective care and seeks assistance as needed. Onsite Supervisor presence not required during identified task. Does not imply complete proficiency.