



# **Certification Examination Handbook**

Revised April 2019

This examination handbook lists procedures and information related to the OPC Certification Examination. Policies, procedures, rules, application dates, and fees may change without prior notification. The most recent information will be available to Residents at the time of application, acceptance to sit the exams, and in material sent to candidates.

The certification process is the responsibility of the OPC Professional Qualifications Committee and the Certification and Registration Board including examination revisions and updates, policies, procedures, rules and information available to Residents.

This current April 2019 Handbook supersedes previous versions of the Handbook.

Orthotics Prosthetics Canada (OPC) came into effect January 1, 2015 after an amalgamation of CBCPO and CAPO. OPC is the registered owner of trademarks, including CBCPO and all certified and registered credentials. The Certification and Registration Board is an independent Board of OPC, responsible for implementing and managing the certification and registration processes.

**Successful candidates are still recognized as CBCPO Certified through OPC.**

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# 1. Examination Goals and Objectives

## 1.1 Examination Purpose

The OPC Certification Examination assesses the principles, process and ability of candidates to competently provide orthotic/prosthetic treatment/care at an entry-to-practice level in Canada.

### Orthotics Written Examination

The written orthotics examination assesses the applicant's understanding of essential orthotic knowledge, skills, principles and processes of orthotics practice.

### Prosthetics Written Examination

The written prosthetics examination assesses the applicant's understanding of essential prosthetic knowledge, skills, principles and processes of prosthetics practice.

### Orthotics Practical Examination

The clinical orthotics OSCE assesses the applicant's competence to practice orthotics at an entry-to-practice level. It tests applicants' ability to safely and effectively apply clinical principles and processes of orthotic treatment to practical (or 'real life') situations.

### Prosthetic Practical Examination

The clinical prosthetics OSCE assesses the applicant's competence to practice prosthetics at an "entry to practice" level. It tests applicants' ability to safely and effectively apply technical principles and processes of prosthetic treatment to practical (or 'real-life') situations.

## 1.2 Examination Objectives

The objective is to ensure that upon the successful completion of the examination; the Certified Practitioner will have the necessary competence to:

1. Practice clinically without supervision in the tested discipline of either orthotics or prosthetics to a competency set by the Corporation's Examinations at the entry-to-practice level.
2. Gather, assimilate and record information about a patient via medical records, prosthetic/orthotic history, patient's comments, clinical examination, etc., and identify relevant information.
3. To recognize conditions requiring medical/health care or rehabilitation beyond the scope of orthotic and prosthetic practice and direct to further care when appropriate.

4. Design and articulate an appropriate prescription and orthotic/prosthetic treatment plan based upon a thorough assessment of the patient and review of supporting documents and tests and, when necessary, inform various members of the health care team.
5. Analyze information concerning the proposed orthotic/prosthetic treatment plan and forecast the success of the orthosis/prosthesis in terms of clinical principles and the patient's needs and expectations.
6. Obtain all appropriate measurements, casts, layouts, etc. necessary to proceed with the orthotic/prosthetic treatment plan.
7. Perform and prepare all the appropriate positive cast modifications, layouts, adjustments, etc. to proceed with the fabrication of the orthosis/prosthesis.
8. Formulate and fabricate the orthosis/prosthesis utilizing knowledge of the appropriate orthotic/prosthetic materials and employing prescribed and accepted laboratory procedures.
9. Perform patient evaluations with the orthosis/prosthesis including; static and dynamic alignment, comfort and pressures within the orthosis/prosthesis and provide instructions on the orthosis/prosthesis care and use.
10. Perform reassessments, adjustments or new orthotic/prosthetic treatment, in consultation with the referring physician, as the patient's age, physical condition, or lifestyle change.
11. Keep abreast of new developments concerning orthotic and prosthetic treatment.
12. Maintain organized patient records, encompassing all pertinent information relating to the ongoing orthotic/prosthetic treatment, in accordance with all privacy requirements.
13. Be aware of the various allied health professionals and health care resources that are available to the Certified Orthotist or Certified Prosthetist and his or her patients.

### **1.3 Secondary Examination Objectives**

To successfully pass the Certification examination the candidate must, in relationship to the content of each exam section, be able to:

1. Identify, define and explain all relevant terminology and concepts relative to human anatomy
2. Describe and explain components of human physiological function
3. Identify and define various anatomical anomalies
4. Identify, define and describe the necessary biomechanical terminology and concepts
5. Demonstrate and articulate an understanding of the effect of forces (internal and external) that act on the body in static and dynamic situations
6. Demonstrate the use of free body diagrams in the solution of orthotic and prosthetic biomechanical problems
7. Define the required medical and clinical terms relating to the field of orthotics and prosthetics
8. Identify and describe the advantages/disadvantages of various types of orthoses/prostheses
9. Identify, describe and apply theories pertinent to patient assessment, casting and measuring techniques, orthotic/prosthetic design, alignment and fabrication
10. Demonstrate knowledge of orthotic/prosthetic components and materials and their clinical use
11. Demonstrate knowledge and understanding of the primary pathologies that affect orthotic/prosthetic patients.

### **1.4 Orthotic Specific Objectives**

1. Demonstrate an understanding of the principles behind cranial, spinal, lower limb and upper limb orthoses
2. Identify various conditions of the cranium, spine, lower extremity and upper extremity requiring orthotic intervention
3. Demonstrate knowledge of various surgical techniques and other complementary treatments commonly used in the patient population requiring orthoses.

### **1.5 Prosthetic Specific Objectives**

1. Demonstrate an understanding of the principles behind lower limb and upper limb prostheses
2. Identify various conditions of the lower and upper extremities requiring prosthetic intervention
3. Demonstrate knowledge of amputation surgical techniques and amputation levels as it relates to prosthetic practice.

## **2. Examination Eligibility**

The following requirements must be met prior to applying for the Certification exam. **Failure to meet these eligibility requirements will result in the application being denied.**

### **2.1 Exam Eligibility Requirements**

1. The applicant must be fluent in English or French.
2. The applicant must be a citizen or a legal landed immigrant of Canada or an American Board for Certification in Orthotics, Prosthetics and Pedorthics (ABC) Certified Prosthetist or Certified Orthotist.

### **2.2 Residency Related Program Requirements**

3. OPC Residents must be on track to complete the required Residency hours by 2 weeks prior to the Orthotic or Prosthetic Practical examination, as per the Residency Program stipulations. OPC will post the dates online on an annual basis.
4. Once Residency Program hours are completed, Residents are no longer required to track their hours in Typhon. All other existing requirements of Residency, supervision, examination eligibility and examination application procedures continue to apply until successful completion of the entire Certification Examination.
5. OPC Residents must remain active in the OPC Residency Program and are bound by all its requirements and parameters.

### **2.3 Exam Period Requirements & Restrictions**

6. Once all Residency hours in a discipline are completed, and the candidate has passed the Written examination, the candidate is eligible to challenge the Practical examination to a maximum of three attempts within the time allocation limits stated (see requirement #9 below), pending proper application and payment of fees and appropriate members' dues.
7. Candidates must pass the Written examination to advance to the Practical examination.
8. Candidates are permitted three attempts to successfully complete the Written examination.
9. Candidates must pass the Written Examination and challenge the Practical examination for the first time within 5 years of the commencement of their Residency.
10. Candidates are permitted three attempts to successfully complete the Practical examination.
11. All re-sits of the Practical examination must take place within 3 years following the initial attempt.
12. Three unsuccessful attempts to complete the examinations in one discipline will deem the candidate ineligible for any further privileges to sit the examination in that discipline.



## **2.4 ABC Applicants**

If an applicant is Certified in Orthotics and/or Prosthetics and is currently in good standing with the American Board for Certification in Orthotics, Prosthetics and Pedorthics (ABC), the Corporation will waive the educational and Residency requirements.

1. The candidate must submit a letter from ABC verifying good standing dated within 2 months of the application for the OPC Certification Examination.
2. Eligible ABC candidates must successfully complete the Written examination and challenge the Orthotic or Prosthetic Practical examination for the first time within 3 years of their first written attempt.
3. Dual-Certified ABC applicants must successfully pass (or exhaust all challenges) of their first OPC Certification examination discipline before applying for the second discipline examinations.

## **3. Application Requirements and Deadlines**

A copy of the examination application is available from the OPC National Office and on the OPC Website [www.opcanada.ca](http://www.opcanada.ca).

### **3.1 Application Requirements**

The examination application must be complete in all respects. OPC must receive a completed application and application fee by the stated deadline. Incomplete applications will not be processed.

### **3.2 Written Examination Application**

The Written examination application is required for each written attempt. All candidates are required to be members in good standing to be eligible to challenge the Written.

It is the responsibility of the applicant to submit their application and the associated fee by the deadline in order to be eligible to participate.

**Applications to the Written examination stand only for that scheduled examination sitting.**

### **3.3 Eligibility to Challenge the Practical Examination**

Upon successfully passing the Written examination, candidates will receive notification of their eligibility to challenge the Orthotic or Prosthetic Practical examination. This does not confirm acceptance.

Candidates must apply to sit the Orthotic or Prosthetic Practical Examination by the application deadline in order to be considered. Deadline dates will be published on the [OPC website](http://www.opcanada.ca).

### **3.4 Practical Examination Application**

The Orthotic or Prosthetic Practical Examination application is required for all applicants who have successfully completed the Written examination. All candidates are required to be members in good standing to be eligible to challenge the Orthotic or Prosthetic Practical Exam. It is the responsibility of the applicant to submit their application by the deadline in order to be eligible to participate.

**Please note: OPC reserves the right to restrict the number of applicants accepted to sit the Practical Exam due to space and personnel limitations.**

If an applicant chooses to delay sitting the Practical examination or if they fail the examination the applicant is required to **re-apply** and submit a new application according to the current OPC Certification Examination rules, qualifications and guidelines.

### **3.5 Accommodation Requests**

#### **Request for an accommodation for physical or learning disability**

If a candidate has a documented physical or learning disability that requires accommodation at the examination, the candidate is required to inform OPC.

A written request for accommodation and supporting documentation of disability or requirement must be included in the exam application. Where appropriate, OPC will take reasonable steps to accommodate candidates who have special needs.

For details, please refer to the *OPC Examination Accommodation Policy* in the [OPC Examination Policy and Procedure Manual](#). OPC will only consider requests received at the time of application, except in unusual circumstances, such as a recent injury. Requests for accommodation of special needs are assessed on a case-by-case basis.

### **3.6 Medically Necessary Electronic Device Exception**

If a candidate has a medically required electronic device, the candidate must inform OPC at the time of application and provide a physician note indicating the requirement as per the *OPC Electronic Device Policy* in the [OPC Examination Policy and Procedure Manual](#).

### **3.7 Important Application Dates**

For Examination Application and fee dates and deadline please refer to the [OPC website](#).

## **4. Acceptance to sit Examination**

Candidates must remain members in good standing to be eligible to challenge Certification examinations. Application and Examination fees are subject to change and may be revised at the discretion of OPC. Once Examination Fees have been approved, Candidates are responsible for the current Examination Fees regardless of the fees in place at their time of application.

Once deemed eligible to sit a specific examination, candidates will receive confirmation of acceptance to sit the exam(s) for which they are eligible. OPC must receive all examination fees by the deadline dates published on the [OPC website](#).

#### **4.1 Change of Information**

OPC cannot be held responsible for misdirected communications. It is the responsibility of the candidate to update OPC with the correct information in a timely manner. All documentation will be sent to the contact information on file. If any personal or contact information changes, candidates are required to make the necessary changes in their online profile immediately.

#### **4.2 Falsification of Information**

If any candidate is found to have purposely falsified any information in the application form, educational criteria, residency requirements and/or reporting of hours; or have breached the [Canons of Ethical Conduct and Character and Fitness Rules](#); they may be deemed ineligible to sit the examination and may be subject to penalties and sanctions at the discretion of OPC.

#### **4.3 Withdrawal from an Examination**

If a candidate wishes to withdraw from an exam, OPC must be notified in writing prior to the ***examination fee*** deadline.

The withdrawal is effective the day it is received at OPC National Office. Examination *fees* are not refundable after the Exam Fee deadline.

**All Examination application fees are non-refundable.**

### **5. Fees**

OPC is a non-profit organization and all fees are used to offset the cost of maintaining and administering the examination. Examination fees and application fees cannot be dismissed or changed except as noted in this Handbook or the *OPC Examination Policy and Procedure Manual*, which is available on the [OPC website](#).

OPC will only process applications that include the appropriate application fee.

#### **5.1 Application Fees and Exam Fees**

Please refer to the [OPC website](#) for details on Examination applications, fees and deadlines. Acceptance to write the examination will be voided if exam fees are not paid by the deadline.

Application and Examination fees are subject to change annually. The most current information will be published on the [OPC website](#) and indicated at the time of application and/or acceptance to sit an examination.

## **5.2 Payment Method**

Application and examination fees must be paid in Canadian funds by one of the payments methods offered by the OPC National office.

## **6. Examination Sites**

### **6.1 Written Component Sites**

Written sites will be determined dependent on candidate locations and number for both sittings each year. The time allotted for the Written examination is three hours.

OPC will endeavor to select examination site locations that are within driving distance of most candidates' city of work. OPC may not be able to accommodate all candidate locations, and as such, travel to the closest exam site will be required. Travel expenses are the responsibility of the candidate.

### **6.2 Practical Examination Site**

The Certification Practical Examinations are held in one Canadian location annually. The Practical Exam will be 4-6 hours in length and occur successively on one day.

### **6.3 Travel and Accommodation**

It is the candidates' responsibility to make their own travel and accommodation arrangements and to ensure there is sufficient time to travel to the exam site and complete the examination.

The Practical Exams will be scheduled on the weekend, either Saturday or Sunday.

Specific details of examination locations, times and candidate meeting times will be communicated to accepted candidates prior to the exams.

## **7. Choice of Language**

The Certification Examination is offered in either English or French. Language of choice must be selected on the application.

### **7.1 Written Examination Language**

The Written examination can be written in either language. The examination will be provided only in the language indicated on the exam application.

### **7.2 Practical Examination Language**

The Practical examination can be written in either language. . French speaking candidates may request an interpreter to assist with communication between the patient and examiners.

## 8. Examination Day Procedures

### 8.1 Written Examination Day

On the day of the Written examination, candidates shall report to the exam location and the exam proctor. Government issued photo ID will be required to sign in. The examination will start on time. No extra time will be given to late arrivals.

### 8.2 Practical Examination Day

Report to the Practical exam site on the day and time indicated.. Candidates will be required to provide government issued photo ID. Candidates must arrive on time. The examination will start on time. No extra time will be given to late arrivals.

## 9. The Examination

### 9.1 Exam Format

The Certification Examination has two components: Written and Practical components that are scored independently. Candidates must pass both components to achieve the certified credential and use the designation of Certified Orthotist or Certified Prosthetist.

### 9.2 Exam Content

The content and passing score for each components of the examination process is set by the Corporation in conjunction with recommendations made by the Certification and Registration Board, the Professional Qualifications Committee and derived from the *Practice Analysis* and *Exam Blueprint Report* which can be found on the OPC website:

<https://opcanada.ca/english/members/exam-related-material> .

### 9.3 Exam References

A list of references and resources that OPC uses to prepare written exam questions and practical exam stations can be found in [Appendix 1](#). All questions have been referenced from one or more texts and there is no expectation that the candidates are to review all the textbooks, although these texts may be used as a reference to study.

Domain and Task information is attached in [Appendix 2](#). The Certification examinations and their content are reviewed, revised and updated on an annual basis by the Certification and Registration Board. OPC sets the exact dates and site(s) of the examinations on an annual basis.

### 9.3 Written Examination Content

The written examination must be successfully completed before candidates are eligible to sit the Practical examination. The Written examination is designed to test general knowledge and basic problem-solving skills as it relates to orthotic and prosthetic practice.

The examination will be 3 hours and is made up of approximately 150 multiple-choice questions. Candidates should bring a non-programmable calculator. Water is permitted; no other equipment, texts, aids, food, or drinks etc. will be permitted in the written examination area. More detailed information on written examination day procedures will be received prior to the exam.

**Test specifications for the Written Exams can be found in the Exam Blueprint Report on the OPC Website: <https://opcanada.ca/english/members/exam-related-material>.**

### **9.5 Orthotic or Prosthetic Practical Examination Content**

The Practical examination section assesses the candidate's ability to apply the principles and processes of orthotic or prosthetic practice and care. The examination is designed to assess the candidate's problem-solving skills in an interactive environment as encountered in typical daily clinical practice such as assessment, evaluation, interpretation, treatment planning and re-evaluation, prescription formulation, casting and measurement, fabrication techniques, fitting, alignment and self-appraisal. All materials and supplies needed to complete the examination tasks will be supplied by OPC.

The Practical Exam is a performance-based test. The candidates are expected to perform a variety of clinical based tasks in a simulated "real life" situations. Examiners will use standardized rating tools, developed in conjunction with professional examination consultants, to evaluate the candidates.

During the Practical examination, candidates will be required to perform, demonstrate, and explain various clinical/practical related tasks and justify responses and actions. **Each patient experience should be treated as a real-life situation.** It is the candidate's responsibility to choose the best options based on the clinical scenarios presented.

Additionally, candidates must also ensure they verbalize their actions and intent of procedures they are performing during the exam. Candidates must provide sufficient clinical justification and rationale for their actions and decision-making process. Clinical decision-making, problem-solving, and subject matter knowledge are critical to the successful completion of a performance-oriented examination.

The Practical examination will be 4-6 hours in length and occur successively on one day.

**Test specifications for the Practical Exams can be found in the Exam Blueprint Report on the OPC Website: <https://opcanada.ca/english/members/exam-related-material>.**

### **9.6 Practical Examination Overview**

**The Practical Examinations are OSCE-style format.**

1) What is an OSCE?

**Definition:** *An assessment tool based on the principles of objectivity and standardization, in which the candidates move through a series of time-limited stations in a circuit for the purposes of assessment of professional performance in a simulated environment. At each station candidates are assessed and marked against standardized scoring rubrics by trained assessors.*

2) What does OSCE stand for?

- **Objective** – all of the candidates are presented with the same test.
- **Structured** – Foundational competencies are tested at each station, and the rubric for each station is structured.
- **Clinical Examination** – Test of performance of clinical competencies, with an emphasis on skills (not a test of knowledge).

**Basically:** It is an evaluation tool that allows candidates to be observed performing in many different clinical situations.

3) Why use OSCEs?

- Improved reliability (the consistency of the results)
  - Careful specification of content
  - Observation of wide sample of activities
- Fairer test of candidate's clinical abilities
- Each candidate has to perform the same tasks

4) What is the OPC OSCE?

- Candidates are observed and scored as they rotate around a series of 8 stations.
- Each station takes 25 minutes to complete.
- Each station focuses on 1-3 tasks derived from practice analysis.
- There is a 5-minute break for candidates to move to the next station.

## 10. Examination Scoring and Results

Candidates must achieve a score above the cut score. All marks are rechecked for accuracy before being released.

### 10.1 Exam Results

Examination results will be sent out approximately 4-6 weeks after the date of the examination.

## **10.2 Scoring of the Written Examination**

The comprehensive written examinations for Certified Orthotists and Certified Prosthetists are each 3 hours in length and contain approximately 150 multiple choice questions, each of equal value.

Criterion-referenced pass/fail standards (cut scores) have been established for each comprehensive exam. The standards are performance-based and represent the level of performance necessary to enter practice, as determined by representative panels of subject matter experts. In early 2018, a group of Subject Matter Experts (SMEs) conducted a thorough review of the content of written exams and determined the minimum number of questions that must be answered correctly on the Orthotics and Prosthetics written exams in order to pass.

This approach to making pass/fail decisions ensures that the same ability or performance standard is applied for each exam and it ensures that only candidates who meet or exceed this standard pass the exam. It is a candidate's level of ability or performance compared to this standard that determines whether the candidate passes or fails, not a comparison of how other candidates performed on the exam. There is no built-in passing or failure rate with a criterion-referenced pass/fail standard.

Candidate scores are calculated based on the number of multiple-choice questions they answer correctly which is then evaluated against the pass/fail score.

## **10.4 Scoring of the Practical Examination**

The Practical Examination will be 4-6 hours in length, consists of multiple stations, and occur successively on one day.

Criterion-referenced pass/fail standards (cut scores) have been established for each Practical exam station. The standards are performance-based and represent the level of performance necessary to enter practice, as determined by representative panels of subject matter experts.

This approach to making pass/fail decisions ensures that the same ability or performance standard is applied for each exam and it ensures that only candidates who meet or exceed this standard pass the exam. It is a candidate's level of ability or performance compared to this standard that determines whether the candidate passes or fails, not a comparison of how other candidates performed on the exam. There is no built-in passing or failure rate with a criterion-referenced pass/fail standard.

Candidate scores are calculated as per the standardized rating tools and evaluated against the pass/fail score.



## 10.5 Exam Re-Scoring

Re-scoring involves reviewing the examination to ensure the candidate received credit for all correct answers on the examination by adding up the scores for each question and verifying that the calculation of the scores provided was accurate. A candidate's request for Examination Re-Scoring must be received by the OPC National Office, via couriered registered mail, within 21 days of receiving their results, along with a cheque made out to OPC for the appropriate amount (see the examination fee schedule on [OPC website](#)) per examination (Written, or Practical Examination). The request should be addressed to OPC National Office, re: Examination Re-Scoring.

If re-scoring changes the result from a fail to a pass, then the re-scoring fee will be refunded. Failing results after re-scoring are final and not eligible for appeal. Re-scoring is based on marks alone (see [Sections 12](#) for more details of results that have the option to be appealed). Re-scoring will be performed by an administrative OPC appointee.

## 11. Examination Re-Sits

All existing requirements of Residency, Supervision, examination eligibility and examination application procedures continue to apply until successful completion of the entire Certification examination.

Once all Residency hours in a discipline are completed, the candidate is eligible to challenge the Practical Examination to a maximum of three attempts and within the time allocation limits stated, pending proper application and payment of fees and appropriate members' dues.

**Candidates are still required to abide by the Residency Program guidelines as outlined in Examination Eligibility and stipulated by the Residency Program.**

### 11.1 Written Examination

Candidates are permitted three attempts to successfully complete the Written examination. Three unsuccessful attempts to complete the Written examination in one discipline will deem the candidate ineligible for any further privileges to sit the exam in that discipline.

**If the Resident fails the Written examination three times, the candidate will NOT proceed to the Practical Examination and the Residency will be terminated.**

### 11.3 Practical Examination

Once the written portion of the examination has been successfully completed, candidates are permitted three attempts to successfully complete the Practical Examination.

All re-sits of the Practical Examination must take place within three years following the initial attempt. Three unsuccessful attempts to complete the Practical Examination in one discipline will deem the candidate ineligible for any further privileges to sit the exam in that discipline.

Please refer to [examination eligibility](#) for OPC and ABC time-line specific requirements for examination attempts.

**Method to apply to re-sit an exam: Refer to the [OPC website](#) for application and fee deadlines and examination fee details.**

## 12. Appeal Process

### 12.1 Appeal Review Criteria & Overview

A candidate's examination results will only be reviewed by OPC in the event of suspected procedural irregularities concerning the OPC Certification Examination, namely:

- (i) when there is an error in the administration of the examination that negatively affects a candidate's score and/or standing;
- (ii) where there is evidence that an examination policy or procedure was unfairly applied and the candidate's score and/or standing was negatively affected; or
- (iii) where there is an unforeseen circumstance beyond the control of examination administration or the candidate that may adversely affect the candidate's examination performance, such as examination interruption due to an emergency, illness or other like circumstance.

For certainty, an appeal **WILL NOT** be commenced:

- (i) solely on the basis of marks alone; nor
- (ii) concerning examination content. OPC Certification Examination content is carefully determined and set on an annual basis and challenging examination content is not a ground for appeal.
- (iii) Critical Incident Criteria: Candidates must demonstrate safe and professional actions and behaviours at the entry-to-practice level. OPC reviews all actions or behaviours that the examiners consider unsafe or unprofessional. If a candidate is determined to be unsafe or exhibits unprofessional behaviours that are too serious or numerous, OPC in its discretion, may determine that the minimum standard for entry-to-practice has not been met.

An incident report is required for any appeal to be considered. Incident reports must be filled out on the day of the exam. Candidates cannot request a review of results unless there are significant and documented circumstances in an incident report that affected examination delivery, process, or the candidate specifically. The candidate/appellant bears the burden of proof and it is up to the candidate/appellant to demonstrate that there are sufficient grounds to alter the original decision.

Examples of circumstances eligible for review:

Eligible for Review	Not Eligible for Review
Candidate was not given the allotted amount of time to complete the examination.	Candidate did not complete the examination task.
An incident occurred during the examination that significantly impacted the candidate’s performance.	Candidate does not achieve a passing standard
Suspected irregularities in the evaluation process.	Alleged errors in content.

There are two steps in the Examination Review process:

1. **Administrative Reconsideration:** Administrative Reconsideration is a process that documents and investigates the claim, as stated in the incident report, by the candidate/appellant. The investigation report will form part of the pertinent information considered on Board Appeal. Administrative Reconsideration cannot overturn the results of the Examination and is required prior to an appeal. Administrative Reconsideration is explained in detail below.
2. **Appeal:** An appeal can only be requested following an Administrative Reconsideration and takes the results of the Administrative Reconsideration into account along with other pertinent information. Appeals will be considered by an appointed, unbiased panel of experienced Certified professionals. Rulings of the panel are final and binding. Appeal is explained in detail below.

**NOTE:** The candidate will NOT gain any additional information regarding their examination performance (such as suggestions for improvement or areas of weakness) by appealing results. The examination result information that is mailed out following the examination is the only information available to candidates.

### 12.2 Administrative Reconsideration

If a candidate has reason to believe that his/her examination results are eligible for review pursuant to section 12 above, he/she may request Administrative Reconsideration.

In addition to the substantive requirements for eligibility for review noted above, to be eligible for Administrative Reconsideration, the event or circumstance at issue needs to have a direct cause and effect relationship on a candidate’s examination performance **and** an incident report must have been completed and submitted to OPC within 5 days of the examination ending. The **incident report** must reach the OPC National Office at:

**OPC National Office**

202-300 March Road

Ottawa, ON K2K 2E2

Re: Administrative Reconsideration

by registered courier or by fax: (613) 595-1155, within 5 days of the examination ending. Any incident reports received after this date and time will not be accepted.

A candidate's request for **Administrative Reconsideration** must be received by OPC National Office, via couriered registered mail, within 21 days of a candidate receiving his/her results, along with a cheque payable to OPC for the appropriate fee amount. The request should be addressed to OPC National Office, re: **Administrative Reconsideration**.

The request ***must detail the grounds on which the request for review is based and clearly outline a direct cause and effect relationship*** between the event and the candidate's examination performance. In addition, the written request for review must be accompanied by specific details and all relevant, supporting or pertinent information relating to the incident and any relevant documentation in the custody or under the control of the candidate.

The request and accompanying information and documentation form the candidate's submission for Administrative Reconsideration. The Administrative Reconsideration panel may request additional information, details, and/or documents during the Administrative Reconsideration investigation from the candidate as well as from third parties. Each request will be considered on a case by case basis.

Incidents and events that a candidate claims impacted their examination performance will need to be substantiated. Candidates are required to report incidents using an Incident Report Form (details in the [OPC Examination Policy and Procedure Manual](#)) to officially document an event that occurred. It is mandatory for an incident report to be filed in order to request an Administrative Reconsideration. The incident report should be completed and submitted to the Certification Exam Coordinator or authorized representative at the examination site or to the OPC National Office within 5 days of the examination ending (see above for details on method of incident report submission following the examination).

The Administrative Reconsideration panel will undertake an investigation using the submitted incident reports and interviews with involved individuals. By submitting the request for review, the candidate agrees that the Administrative Reconsideration panel may contact the candidate and other relevant persons, such as (for example only) other candidates, examiners, and otherwise and discuss the request for review and the event at issue in a manner that is reasonably necessary to carry out the investigation and for the panel to render their report.

### 12.3 Administrative Reconsideration Criteria

Administrative Reconsideration will be considered for:

1. Illness; or
2. Unforeseen extenuating circumstances (i.e.: family emergency, hazardous weather, flight cancellations and similar such events which are out of the control of examination administration and/or the candidate); or
3. Examination Administrative irregularities which potentially affected the fair and consistent delivery of the examination and negatively affected the candidate's performance at the examination, or which put the candidate at a disadvantage compared to other candidates; or
4. The candidate may request a review of a particular incident or examination procedure if the candidate felt the incident or procedure prevented the candidate from successful completion of the examination; or
5. The candidate may request a review of a particular incident or examination procedure, such that it contributed to a failing examination result. Examination content is not a ground for appeal.

**Please note:** Under special circumstances candidates are permitted to request Administrative Reconsideration without attending an examination. For example, hazardous weather or other natural disasters that prevents a candidate from attending a scheduled examination, or if a candidate is on their third attempt, or has reached the limit of a time-frame in challenging an examination and is unable to attend the exam which would leave them ineligible for further attempts.

A panel of at least three experienced Certified professionals will be appointed as the Administrative Reconsideration panel and will carry out an investigation into the Administrative Reconsideration request. All supporting documents provided by the candidate, incident reports, examination results, interviews of relevant individuals (Certification Examination Coordinator, Examiners, candidates, etc.) will be reviewed as required. The Administrative Reconsideration panel will investigate the circumstances and submit a report of their findings to the OPC National Office. The report will outline the results of the investigation, any potential outcome and the candidate will be informed in writing of the Administrative Reconsideration panel's findings.

### 12.4 Process and Possible Outcomes

**Process and possible outcomes of Administrative Reconsideration:**

*If it is deemed that there were no grounds or insufficient grounds for the Administrative Reconsideration, the Administrative Reconsideration panel will recommend:*

1. The examination outcome stands as is. The request will not be permitted to proceed to appeal.

*If it is deemed the candidate has a case eligible for Administrative Reconsideration and an event/situation placed the candidate at a disadvantage compared to other candidates, based on the extenuating circumstances, the Administrative Reconsideration panel may recommend:*

1. Not counting the fail against the candidates three examination attempts limit. If the candidate failed an examination section, the candidate may be allowed to re-challenge the segment of the examination affected without the original fail being counted against their three possible attempts.
2. Refunding the examination fee/application fee.
3. Waiving the examination fee/application fee, or part thereof, for a future examination attempt.
4. Extend the candidate's year attempt limit (if the current examination occurred in their last eligible year for examination attempts – permit an extension to sit the examination in the following year only).

Candidates will be contacted within 45 days of the receipt of their Administrative Reconsideration request with an estimate of the timeframe for the processing of their request. Timelines will vary from request to request dependent on the number and type of circumstances under review.

***A failing result CANNOT be overturned as result of Administrative Reconsideration.***

If a candidate has failed and is not satisfied with the outcome of the Administrative Reconsideration, the candidate has the right to appeal if they otherwise meet the appeal eligibility requirements and provided they fulfill the requirements set out in 13.2 below.

***Only candidates who have requested Administrative Reconsideration will be permitted to appeal.***

### **12.5 Examination Appeals**

Only candidates who have submitted an Administrative Reconsideration request to OPC within the stated timeframe and as per the Administrative Reconsideration guidelines have the right to an appeal. Appeals are conducted in writing only and the candidate's appeal request shall be considered his/her appeal submission. Decisions of the Appeal Panel are final and binding.

A candidate may not appeal without cause or based on failing marks alone. Grounds for an appeal may include:

1. The presence of ***new or different*** information to add to that already submitted as part of Administrative Reconsideration;
2. Significant impact from occurrences during the examination that were unable to be resolved by the Administrative Reconsideration; and/or
3. Significant impact from an incident or examination procedure, such that it contributed to a failing examination result and that the failed examination result should be overturned based on the presented grounds of appeal.

An appeal request must be submitted in writing and received by OPC National Office, via couriered registered mail within 30 days of receipt of the response for the Administrative Reconsideration, along with an Appeal fee of \$500.00 (certified cheque or money order) payable to OPC. The appeal should be addressed to the OPC re: Examination Appeal.

The appeal will be received and reviewed by a panel of 3-5 unbiased, Certified professionals different than those that made up the Administrative Reconsideration panel. No person that participated in the examination process, Administrative Reconsideration, or is a member of the Professional Qualifications Committee or Certification and Registration Board will participate on the Appeal Panel.

Candidates will be contacted within 45 days of the receipt of their appeal with an estimate of the timeframe for their appeal. Timelines will vary from appeal to appeal dependent on the number and type of circumstances under review.

## **12.6 Appeal Outcomes**

### **Appeal outcomes may include:**

1. The examination outcome stands as is.
2. Not counting the fail against the candidates three examination attempts limit. If the candidate failed an examination section, the candidate may be allowed to re-challenge the segment of the examination affected without the original fail being counted against their three possible attempts.
3. Refunding the examination fee/application fee.
4. Waiving the examination fee/application fee, or part thereof, for a future examination attempt.
5. Extend the candidates' year attempt limit (if the current examination occurred in their last eligible year for examination attempts – permit an extension to sit the examination in the following year only).
6. Overturning a failed examination result based on the presented grounds for appeal.

## 13. Code of Conduct and Dismissal Policy

### 13.1 Candidate Rules of Conduct for the OPC Certification Exam

By participating in the OPC Certification Examination, candidates agree to the following rules

1. **It is improper for candidates to share information regarding the questions and/or answers of the examinations with other persons.** Candidates' obligation of confidentiality of the examination materials/content will survive the completion of the exam experience.
2. It is improper for candidates to attempt to solicit information from patients, examiners, or other examination candidates involved in the exam process.
3. **Candidates cannot remove any part of the OPC Certification Examination from the site.** The owner of all right, title and interest in or to any such Certification/Registration examinations, including any and all intellectual property rights therein, belongs exclusively to OPC. This also includes any used or scrap paper or notes taken during the examination. OPC strictly enforces this requirement. Any candidate who has been discovered to have disobeyed the rules of exam security may be asked to leave the examination site and forfeit the privilege of sitting the remainder of the examination.
4. Candidates' behavior before, during and after the examination cannot disturb other candidates. Candidates are not to make disruptive comments about the examination or unnecessarily question exam policies and procedures.
5. No electronic devices, books, paper or aids, etc. will be allowed into the examination rooms. Calculators are permitted in examination sections requiring calculations. Candidates are allowed, however, to study in the candidates' waiting area while they are awaiting an examination session. Please refer to the *OPC Electronic Device Policy*, in the *OPC Examination Policy and Procedure Manual* on the [OPC website](#).
6. All candidates are expected to arrive at their scheduled examination sessions on time. No additional time will be granted for delays caused by the candidate.
7. No candidate will be allowed to leave an examination session once it has begun except in the case of emergency and at the discretion of the Examiners, Certification Examination Coordinator, or Proctor of the written exam. If a candidate leaves an examination section, they risk termination of the exam section. In the case of an emergency, it will be in the Certification and Registration Board's discretion whether to allow marks for the section(s) in question.



8. Candidates are REQUIRED to report an incident if a candidate has reason to believe that an incident has affected their examination performance or placed the candidate at a disadvantage compared to other candidates. Candidates **must** notify the Certification Exam Coordinator or the Written Examination Proctor before the end of that day's exam session. The candidate's incident report needs to be signed by the candidate and the examiners involved as directed by the Certification Exam Coordinator or Proctor of the written examination. *Please note: All incidents will be considered confidential and will only be shared with other individuals, as required, if an investigation is deemed necessary.*
9. All candidates are expected to treat the patient models in a caring, safe and courteous manner. In performing their examination, the candidate is expected to perform as if they were caring for a "real" patient in a "real" situation. If it is deemed that a patient's safety is in jeopardy, the examiners have the authority to stop the examination and redirect the candidate. If the candidate refuses to abide the examiners' request to ensure patient safety, the examiners or Certification Exam Coordinator have the right to *terminate the examination section*.
10. If a candidate is suspected of "cheating" as defined in the "Academic Integrity Policy", OPC or its designate has the right to ask that candidate to leave the exam site. The examination candidate may also risk that their exam, in entirety or in part, not be marked. OPC also has the right to take other appropriate actions as deemed necessary. Please refer to the Academic Integrity Policy, in the *OPC Examination Policy and Procedure Manual* on the [OPC website](#).

### **13.2 Dismissal Policy**

Any candidate who has been discovered to have disobeyed examination policy or procedure or who is observed in engaging in any improper activities as it relates to the Candidate Rules of Conduct, may be subject to immediate dismissal from the examination, may be barred from future examinations, and may be required to forfeit his/her current examination fees and/or some period of eligibility, and risks invalidating their results.

### **13.3 Conflict of Interest**

Candidates are required to disclose any conflict of interest as defined by the OPC Examination Conflict of Interest Policy prior to the exams. Please refer to the *OPC Examination Policy and Procedure Manual* on the [OPC Website](#) for examples of potential conflict of interest.

**NOTE:** Candidates have the right to refuse an examiner if they feel they cannot receive an unbiased examination or if they feel particularly uncomfortable with a particular examiner. Candidates must inform the Certification and Registration Board prior to the examinations, or at the candidates meeting, of any requests for alternate examiners.

## **14. Additional Information**

### **14.1 Limits of Liability**

While OPC takes reasonable steps to ensure the accuracy and completeness of information, resources and reports, neither OPC nor any of its officers, directors, employees or agents shall be responsible for any impacts of a personal, professional or financial nature, such as loss of income or other expenses incurred by a candidate or an employer or contractor due to a decision made by, or on behalf of, OPC related to the Examinations. By registering for and participating in the OPC Examinations, you agree that you will take no legal action or other proceedings against OPC or any of its officers, employees or agents for anything done in good faith related to the examinations, including any errors, omissions, neglect or default. You also agree to fully release and indemnify OPC, its officers, employees and agents for any such actions or proceedings.

### **14.2 Research**

Participation in OPC examinations assumes acknowledgement and permission to review examination marks for statistical purposes. OPC may conduct research using examination data, and may also provide this data to external researchers or consultants specifically for the purpose of maintaining and updating the examination. OPC will maintain confidentiality and the identity of the candidates and their specific marks will not be divulged. The examination data, such as answers and marks, will not include names or identification numbers and will not be traced back to individual candidates. OPC may publish or include statistical data regarding the examinations in reports and OPC documents. By signing the application form, candidates are consenting to the use of the examination related data for exam development research purposes.

### **14.3 Privacy Policy**

As per the Privacy Policy available on the Orthotics Prosthetics Canada website at [www.opcanada.ca](http://www.opcanada.ca)

## 15. Appendices

### Appendix 1: Examination Content References

This is a list of references and resources that OPC uses to prepare exam questions and stations. All questions have been referenced from one or more texts and there is no expectation that the candidates are to review all the textbooks. These texts may be used as a reference to study.

#### **\*Most commonly used textbooks.**

#### **Orthotics and Prosthetics**

Agur, A.M.R. & Dalley, A.F. (2013). *Grant's Atlas of Anatomy* (13<sup>th</sup> Ed.). Philadelphia, PA: Lippincott Williams & Wilkins. ISBN: 978-1-60831-756-1.

Blauvelt, C. T., & Nelson, F.R.T. (2014). *A Manual of Orthopaedic Terminology* (8<sup>th</sup> Ed.). Philadelphia, PA: Mosby. ISBN: 0-323-22158.

Greene, W. (2006). *Netter's Orthopedics*. Charlotte, NC: Saunders Elsevier. ISBN: 978-1-929007-02-8.

\*Lusardi, M. M., Jorge, M., & Nielsen, C. C. (2013). *Orthotics and Prosthetics in Rehabilitation* (3<sup>rd</sup> ed.). St Louis, MO: Saunders Elsevier. ISBN 978-1-4377-1936-9.

Magee, D. J. (2014). *Orthopedic Physical Assessment* (6<sup>th</sup> Ed.). St. Louis, MO: Elsevier Saunders. ISBN: 978-1-4557-0977-9.

May, B.J., & Lockard, M.A. (2011). *Prosthetics & Orthotics in Clinical Practice: A Case Study Approach*. Philadelphia, PA: F.A. Davis Company. ISBN-13: 978-0-8036-2257-9.

McRae, R. (2010). *Clinical Orthopaedic Examination* (6<sup>th</sup> Ed.). New York, NY: Churchill Livingstone. ISBN 0-443-04038-9.

Merck Manual Professional Version. (2017). Kenilworth, NJ: Merck & Co. Inc. Retrieved from: <http://www.merckmanuals.com/en-ca/professional> .

Miller, M.D., & Thompson, S.R. (2016). *Miller's Review of Orthopaedics* (7<sup>th</sup> ed). Philadelphia, PA: Elsevier. ISBN: 978-0-323-35517-9

\*Orthotics Prosthetics Canada. (2016). *Canons of Ethical Conduct*. Retrieved from: <https://opcanada.ca/uploads/587ncj4sh.pdf> .

Perry, J., & Burnfield, J. (2010). *Gait Analysis: Normal and Pathological Function* (2<sup>nd</sup> ed). New Jersey: Slack Incorporated. ISBN-10: 9781556427664.

Wheeless, C.R. (2017). *Textbook of Orthopaedics*. Data Trace Internet Publishing, LLC.  
Retrieved from <http://www.wheelessonline.com> .

### **Prosthetics**

\*Krajbich, J.I., Pinzur, M.S., Potter, B.J., & Stevens, P.M., (Eds.) (2016). *Atlas of Amputations and Limb Deficiencies (4<sup>th</sup> Ed.)*. Rosemount, IL: American Academy of Orthopaedic Surgeons. ISBN978-1-62552-437-98-1-62552-437-9.

Bowker, H.K., & Michael, J.W. (1992). *Atlas of Limb Prosthetics: Surgical, Prosthetic and Rehabilitation Principals (2<sup>nd</sup> Ed.)*. Rosemount, IL: American Academy of Orthopaedic Surgeons. Retrieved from <http://www.oandplibrary.org/alp/> .

Murdoch, G., & Donovan, R.G. (1988). *Amputation Surgery and Lower Limb Prosthetics*. Oxford, England: Blackwell Scientific Publication. ISBN-13: 978-0-6320-1711-9.

\*Weber, D. (1991). *Clinical Aspects of Lower Extremity Prosthetics: Trans-Tibial, Symes, and Partial Foot Amputations*. Oakville, ON: Elgan Enterprises & The Canadian Association of Prosthetists & Orthotists. ISBN-13: 978-0-9218-3202-7.

\*Weber, D. (2010). *Clinical Aspects of Lower Extremity Orthotics. Section 2 Biomechanics, Gait and Assessment Techniques*. Oakville, ON: Elgan Enterprises & The Canadian Association of Prosthetics & Orthotics. ISBN 0-921832-01-X.

### **Orthotics**

Bowker, P., Brader D.L., Pratt, D.J., Condie, D.N., & Wallace A.W. (Eds.) (1993). *Biomechanical Basis of Orthotic Management*. London, UK: Elsevier. ISBN 0750613807, 9780750613804.

Hsu, J.D., Michael, J.W., & Fisk, J.R. (2008). *AAOS Atlas of Orthoses and Assistive Devices (4<sup>th</sup> Ed.)*. Philadelphia, PA: Mosby Elsevier. ISBN: 978-0-323-03931-4.

Fisk, J.R., Lonstein, J.E., & Malas, B.S. (2017). *The Atlas of Spinal Orthotics*. Hillsborough, UK: Exceed Worldwide. ISBN: 978-1-5323-3325-5.

\*Lorimer, D., French, G., O'Donnell, M., Burrow, J.G., & Wall, B. (2006) *Neale's Disorders of the Foot (7<sup>th</sup> Ed.)*. Philadelphia, PA: Elsevier. ISBN: 978-0-7020-3029-1.

Salter, Robert B. (1998). *Textbook of Disorders and Injuries of the Musculoskeletal System (3<sup>rd</sup> Ed.)*. Lippincott Williams & Wilkins. 3<sup>rd</sup> edition (1998).

\*Weber, D. (2010). *Clinical Aspects of Lower Extremity Orthotics*. Oakville, ON: Elgan Enterprises & The Canadian Association of Prosthetics & Orthotics. ISBN 0-921832-01-X.

## Appendix 2: Domains and Tasks

### DOMAINS

- 01 Patient<sup>1</sup> Evaluation:** Assess and evaluate patient by collecting patient-specific characteristics that will be used to determine appropriate prosthetic/orthotic treatment.
- 02 Treatment Planning:** Analyze, evaluate and integrate information gathered in Patient Evaluation. Using this information, develop prosthetic/orthotic treatment which may include the provision of a new prosthesis/orthosis, restoration/improvement of function in current prosthesis/orthosis, or referral to other health care professionals.
- 03 Treatment Implementation and Evaluation:** Using relevant clinical and technical skills, provide the patient with the prosthetic/orthotic treatment that may include the provision of a new prosthesis/orthosis, restoration/improvement of function in current prosthesis/orthosis, or referral to other health care professionals. Provide education to patient.
- 04 Ongoing Treatment and Re-evaluation:** Review prosthetic/orthotic treatment with patient subsequent to original care. Provide additional treatment to adjust, optimize or restore function of the prosthesis/orthosis, and re-educate patient as necessary. Refer to or consult with other health care professionals, as necessary.
- 05 Professional Practice:** Practice in accordance with professional standards and legal requirements; participate in personal and professional development through continuing education, training, research, and organizational affiliations; and provide training and education to others.

### TASKS

#### 01 Patient Evaluation

- 0101. Obtain consent to treatment
- 0102. Conduct patient interview by taking a comprehensive patient history, including but not limited to medical history (for example, fall history and risk, previous/current treatment and surgeries, allergies to materials, current medication), diagnosis and pathology, signs and symptoms, previous/current use of a prosthesis/orthosis, work history, activities, demographic characteristics, social history and supports (for example, family/friends, workplace), cognitive capacity
- 0103. Review professional reports such as patient charts, documented reports, test results, treatments, referrals and ongoing treatment plans of other health care professionals

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<sup>1</sup> Throughout this document, "Patient" = patient or client, or his or her representative (such as caregiver, family member, legal guardian, medically authorized person)

- 0104. Conduct physical examination by performing a diagnosis-specific functional clinical and cognitive ability examination that includes manual muscle testing, evaluation of sensory function, range of motion, joint stability, and skin integrity
- 0105. Perform static evaluation (for example, postural assessment, weight/non-weight bearing) with and without prosthesis/orthosis
- 0106. Perform dynamic evaluation (for example, functional analysis, gait analysis) with and without prosthesis/orthosis
- 0107. Review patient goals and expectations
- 0108. Identify and administer outcome measurement tools (for example, pain scale, timed walk test, amputee mobility predictor [AMP]) to determine baseline
- 0109. Obtain information regarding patient from other health care professionals, including other clinicians and technicians
- 0110. Obtain information regarding funding sources
- 0111. Document patient evaluation

## **02 Treatment Planning**

- 0201. Refer patient, if appropriate, to other health care professionals for intervention beyond prosthetic/orthotic scope of practice
- 0202. Research treatment options, including obtaining evidence from literature to achieve treatment goals
- 0203. Research manufacturer's specifications; and materials, components, design, and fabrication techniques
- 0204. Review treatment options with patient, including potential trial of components/prostheses/orthoses
- 0205. Collaborate with other health care professionals regarding treatment options
- 0206. For technicians: "Participate in the development of a treatment plan, including....."  
Develop a treatment plan, including prosthetic/orthotic treatment, patient education, continuing and/or coordinated care, based on patient evaluation, needs, and treatment goals
- 0207. Communicate treatment plan to patient and ensure patient understands his or her responsibilities related to the treatment plan
- 0208. Ensure that patient and payors are informed of their financial responsibilities
- 0209. Contact funding agencies for pre-approval, and provide letters/documentation of medical necessity when required
- 0210. Document treatment plan

### 03 Treatment Implementation and Evaluation

- 0301. Provide patient with preparatory care for prosthetic/orthotic treatment (for example, compression garment, serial casting)
- 0302. Select appropriate materials/techniques in order to perform shape capture (cast, impression, measure, trace, digitize, scan) of residual limb/body segment and/or required measurements
- 0303. Prepare patient for procedure required to perform shape capture and/or required measurements
- 0304. Perform shape capture and/or required measurements (for example, anatomical shaping, conventional tracing, height measurement) of residual limb/body segment
- 0305. Perform shape capture and/or required measurements from existing prosthesis/orthosis
- 0306. Create positive anatomical model from shape capture (for example, pour/fill cast, carve positive)
- 0307. Modify (rectify) anatomical model or image
- 0308. Fabricate/assemble a prosthesis/orthosis to prepare for initial or diagnostic evaluation (fitting)
- 0309. Ensure that materials, design, and components are used as specified in the treatment plan
- 0310. Assess prosthesis/orthosis for structural integrity prior to patient diagnostic evaluation (fitting)
- 0311. Ensure that manufacturers' guidelines and all instructions for use have been followed prior to patient diagnostic evaluation (fitting) (for example, torque values, patient weight limits)
- 0312. Assess/align prosthesis/orthosis for accuracy in sagittal, transverse, and coronal planes (bench alignment)
- 0313. Perform static and dynamic alignment of prosthesis/orthosis with patient
- 0314. Assess fit, function, control, and support of prosthesis/orthosis (for example, suspension, volume, pressure distribution, force control system)
- 0315. After assuring that prosthesis/orthosis is structurally sound, arrange for a trial period with prosthesis/orthosis if required
- 0316. Complete fabrication process after achieving optimal fit and function of prosthesis/orthosis (for example, convert test socket to definitive prosthesis/orthosis, cosmetic finishing, anatomical shaping)
- 0317. Re-assess prosthesis/orthosis for structural safety and integrity prior to patient use
- 0318. Administer outcome measurement tools and compare to baseline

- 0319. Educate patient about the use and maintenance of the prosthesis/orthosis (for example, wearing schedules, donning/doffing, other instructions)
- 0320. Refer patient to appropriate health care professionals for necessary ancillary care
- 0321. Educate and work with other health care professionals, including other clinicians and technicians, with regard to patient treatment
- 0322. Document treatment implementation
- 0323. Finalize financial aspects of treatment implementation

#### **04 Ongoing Treatment and Re-evaluation**

- 0401. Obtain feedback from patient to evaluate outcome (for example, wear schedule/tolerance, comfort, perceived benefits and/or detriments, ability to don and doff, proper usage and function, overall satisfaction)
- 0402. Re-assess patient and note any changes from previous evaluation(s)
- 0403. Assess prosthesis/orthosis with regard to strategic contact and physical presentation (for example, multiple force systems, total contact, trim lines, static/dynamic alignment) to determine need for changes relative to treatment goals
- 0404. Evaluate prosthesis/orthosis for structural changes (for example, component or material failure, joint mal-alignment, change in alignment)
- 0405. Re-administer outcome measurement tools to assess patient's achievement of treatment goals
- 0406. Formulate and discuss with the patient and payors the ongoing treatment plan to modify or replace prosthesis/orthosis
- 0407. Modify prosthesis/orthosis, component parts, and/or interface elements
- 0408. Repair, restore, and/or refurbish prosthesis/orthosis, component parts, and/or interface elements
- 0409. Replace prosthesis/orthosis, component parts, and/or interface elements
- 0410. Assess prosthesis/orthosis for structural safety and integrity following modification, repair, or replacement
- 0411. Evaluate modified prosthesis/orthosis, including static and dynamic evaluation
- 0412. Reassess patient knowledge on use of prosthesis/orthosis
- 0413. Communicate ongoing treatment and outcomes with all key stakeholders
- 0414. Ensure that patient and payors are informed of their financial responsibilities and options regarding modification, repair or replacement of prosthesis/orthosis
- 0415. Document treatment
- 0416. Document outcomes



## 05 Professional Practice

- 0501. Abide by CBCPO Character and Fitness Rules and Canons of Ethical Conduct
- 0502. Establish and/or adhere to procedures for patient care in compliance with provincial, territorial, and national legal requirements (for example, protection of personal health information, patient and workplace safety)
- 0503. Develop, implement and/or monitor policies and procedures with respect to human resources, physical environment, business and financial practices, and organizational management
- 0504. Participate in personal professional development (for example, participate in continuing education, attend/ present at conferences)
- 0505. Contribute to the profession (for example, volunteer in professional associations, committees, and regulatory agencies)
- 0506. Provide education and training for prosthetic and orthotic practitioners, other health care professionals, technicians, assistants, office staff, and funding agencies
- 0507. Participate in education of Residents and Interns
- 0508. Participate in education of students (both prosthetic and orthotic, as well as others)
- 0509. Participate in CBCPO Accredited prosthetic and/or orthotic technical or clinical education programs
- 0510. Conduct or participate in research, product development, clinical trials, and outcome studies
- 0511. Collaborate with health care professionals and other stakeholders
- 0512. Participate in the development, implementation, and monitoring of public policy regarding prosthetics/orthotics
- 0513. Serve as an expert resource (for example, lifetime cost of treatment, future cost of care, expert witness)
- 0514. Participate in/with consumer organizations and non-governmental organizations in order to promote competency and enhancement of prosthetic/orthotic profession