



Internship Program Handbook

ORTHOTICS PROSTHETICS CANADA

Orthotics Prosthetics Canada
JULY 2019 | WWW.OPCANADA.CA

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1.0 Orthotics Prosthetics Canada

OPC began operations in January 2015 as a result of an amalgamation of the Canadian Association for Prosthetics and Orthotics (CAPO), incorporated in 1954, and the Canadian Board for Certification of Prosthetists and Orthotists (CBCPO), incorporated in 1972.

All CAPO and CBCPO registered trademarks are now owned by OPC. However, CBCPO remains the certification body and is an independent Board responsible for implementing and managing the certification and registration processes. Successful candidates are still considered CBCPO Certified/Registered through OPC.

CBCPO will continue to exist as an arm's length credentialing body to manage the certification and registration of clinicians and technicians and confer the designations of:

- Certified Orthotist CO(c)
- Certified Prosthetist CP(c)
- Certified Prosthetist and Orthotist CPO(c)
- Registered Orthotic Technician RTO(c)
- Registered Prosthetic Technician RTP(c)
- Registered Prosthetic and Orthotic Technician RTPO(c)

2.0 Program 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 Internship Program to become eligible to challenge the Registration Examinations.

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 Orthotists and Prosthetists, and the Registration of Orthotic and Prosthetic 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.

3.0 General Parameters

- The OPC Internship Program is an optional stage of training in the specialty of prosthetics or orthotics. The Internship 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 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 professional 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 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>
- The Intern is eligible to challenge the Written Examination at any time the exam is being held by OPC during their Internship.
- Hours are required to be logged by the Intern 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.
- Once all Internship hours in a discipline are completed the candidate is eligible to challenge the Registration Practical Examination.
- 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.
- The Resident/Intern Liaison will act as an independent, impartial and confidential point of communication for Residents/Interns.
- All Interns are expected to conduct themselves within the *OPC Canons of Ethical Conduct*, which is available here on the OPC Website: [opcanada.ca/english/the-profession/opc-canons-of-ethical-conduct.html](http://www.opcanada.ca/english/the-profession/opc-canons-of-ethical-conduct.html).

4.0 Application to the Internship Program

Internship starts upon receipt of the Internship Application, accompanied by full payment, and received by couriered registered mail or by fax at the OPC National Office.

The Internship Application should be submitted as early as possible to ensure it is received by the OPC National Office prior to the start date at the place of employment, to maximize the number of Internship Hours.

The Internship Application is available online through the OPC website:

<http://www.opcanada.ca/english/residents-interns/residents-interns.html>. Please ensure all pages of the application and all required documents outlined in the application form are included within your submission.

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

4.1 Internship Program Classifications

1) *Method I - Accredited School*

The applicant must have completed an OPC Accredited Technical Prosthetic and Orthotic program. Interns must acquire 3450 hours of experience in the appropriate discipline to be eligible to sit the Registration Examination.

2) *Method II*

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

4.2 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 foreign 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.

All foreign-trained individuals must be legal landed immigrants or Canadian citizens at the time of the application to sit the Registration Examination.

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 Internship Fees

Regarding dues for OPC Members whom are participating full or part-time in their second discipline Internship: These Members will pay annual Internship fees plus an additional fee 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 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.

Please review the *Scopes of Practice* available on the OPC website: opcanada.ca/english/the-profession/scopes-of-practice.html, for a detailed explanation of the limitations, roles and responsibilities of the Intern during the course of their Internship Program.

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.

7.0 Supervision and Evaluations

The Intern must be under the supervision of a Certified Clinician and/or Registered Technician in good standing with the Corporation in the appropriate discipline. 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 duties and responsibilities of both the Supervisor and the Intern, see the *Scopes of Practice* on the OPC website: opcanada.ca/english/the-profession/scopes-of-practice.html.

7.1 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.

Interns are not limited in the number of supervisors they may have but all Supervisors must be in good standing and a registered member with OPC.

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

7.2 Levels of Supervision: Graduated Competency Evaluations

It is necessary that Interns progress through the Internship program with increasing responsibility, based on developing competencies. To capture this graduated progression and encourage feedback and discussion between Supervisors and Interns, an online evaluation survey must be routinely completed.

The Intern’s primary Supervisor must complete OPC’s online Graduated Competency Evaluation (GCE) on the Typhon platform at a minimum of quarterly intervals during the months of January, April, July and September of each year or more often if deemed necessary by the Supervisor.

Primary Supervisors must log in to their Typhon account and complete the GCE by selecting the rating that best describe the Intern’s abilities at the current time. Ideally, Primary and Secondary Supervisors should be present for the evaluation.

It is recommended that the Supervisor(s) and Intern review the completed evaluations together.

7.3 Levels of Supervision & GCE Chart

There are 2 sections to the GCEs and each section is rated accordingly.

Non-Discipline Specific GCE Definition: Task Proficiency - Interns	
Yes	Intern completes the task in its entirety.
No	Intern does not complete the task in its entirety.

Discipline Specific GCE Definition: Levels of Supervision - Interns	
Direct Supervision	Intern observes/assists supervisor during this task. Needs constant guidance . OPC approved clinical or technical Supervisor in good standing must be physically present during this task. Also applies to tasks that the Intern has not previously been exposed to.
Indirect Supervision	Intern needs occasional guidance . OPC approved clinical or technical Supervisor in good standing must be available onsite during this task.
Independent	Intern has consistently demonstrated competence and safe practices for this task. Intern is organized, possesses an appropriate level of skill and knowledge to facilitate effective care and seeks assistance as needed. Onsite Supervisor presence not required but must be available for consultation if needed. Does not imply complete proficiency.

Regardless of the rating selected, the Intern remains responsible for acting in accordance with OPC Ethical Conduct regulations at all times. Supervisors remain responsible for the Intern's technical performance and the safety of patients.

7.4 Program Evaluations

In addition to completing GCE's on a quarterly basis, the Interns are requested to complete the *Intern Evaluation of Internship Program Survey* on the Typhon platform on an annual basis.

8.0 Hours

- The Internship hours must be actual supervised working hours, to a maximum of 48 hours per week, excluding any and all forms of absences from the job due to vacation, sickness, parental leave, etc.
- Internship hours must be documented in the OPC approved method that is provided by the Corporation.
- Interns must acquire the necessary hours, and challenge the Registration Written Examination and Registration Practical Examination for the first time within 5 years of the first working day of their Internship.
- Interns must be on track to complete their required hours by the deadline stated in the Registration Examination Handbook

Method I Hours

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

Method II Hours

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

8.1 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.

8.2 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

8.3 Completion of Hours

Once an Intern has acquired all of the hours necessary to challenge the Registration Practical Examination, 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 Registration Written Examination and the Registration Practical Examination for the first time within 5 years of the first working day of their Internship.

9.0 Recording Internship Hours

Internship hours must be documented 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 to complete registration for the Typhon program. If hours are not submitted by the Intern and/or verified by the supervisor within the time frame allotted, the Intern is at risk of losing credit for those Internship hours.

9.1 Typhon Online Recording System

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. Interns are not mandated to enter case-logs.

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.

9.2 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.

10.0 Intern Continuing Education Hours

Intern Continuing Education Hours allowance: Interns are permitted to attend preapproved courses, conferences, tutorials, and other similar educational opportunities during the Internship period. Interns must apply to the OPC National Office for a ruling on the eligibility of such courses, conferences, tutorials or otherwise **prior** to attending. For more information Continuing Education see the OPC Website at: <https://opcanada.ca/english/learning-centre/mandatory-continuing-education-program-mces.html>

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. [Continuing education credits are not mandatory during the Internship period.](#)

11.0 McMaster University Master of Science (Rehabilitation) Program

OPC has officially recognized the McMaster University Master of Science in Rehabilitation Program and will honour credit toward the Internship period as a pilot program to be reassessed on a yearly basis. The credit will apply as a reduction in the number of required hours of the Internship Program. The credits will apply as follows:

- 80 hours credit per course.
- 160 hours credit for the scholarly paper.
- 400 hours credit for the thesis (for students of Thesis-Based M.Sc.- Rehabilitation).
- Maximum 720 hours credit towards the Internship Program for students who concurrently attend a OPC accredited school and McMaster University M.Sc. (Rehab).
- Includes courses while at a OPC accredited school of prosthetics and orthotics.
- Maximum 480 hours credit towards the Internship Program for Interns who start the M.Sc. (Rehab) during the Internship Program.
- Official proof of enrollment in the M.Sc. Rehabilitation Program at McMaster University is required.
- Official transcripts confirming successful course completion is required to be submitted by couriered registered mail to the OPC National Office on or before January 31 of each year.
- Maximum one course per semester.
- 1st discipline Internship only.

***Please Note: Hours applied towards the M.Sc. Program cannot be used as education hours**

12.0 Accredited School – Credit for Partial Completion

Special consideration for partial completion of a Technical program will be granted to Method II Internship applicants. The applicant must have successfully completed a minimum of one semester of an OPC Accredited Technical Prosthetic and Orthotic program.

Requirements:

- Successful completion of all of the core courses for the semester.
- The applicant must submit a copy of their transcript records upon Application to the Internship Program.

If the criteria are met, the intern would be created with 862.5 hours per semester to a maximum of 1725 hours.

13.0 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 Clinician or Registered Technician in good standing at the visiting Facility.

Visiting hours must be logged in the appropriate manner and verified by the Intern's Supervising Clinician or Registered Technician. Prior to the visit, the Intern must complete out the *Internship Off-Site Application*, which is available through the OPC, website: www.opcanada.ca/english/residents-interns/residents-interns.html.

OPC National Office must approve all off-site visits **PRIOR** to attending the facility in order for the experience to be counted towards total hours.

The Intern must keep the completed application for their records. All protocols and procedures of the Internship remain in effect while working off-site. It is the responsibility of the Intern to ensure all requirements are met regarding insurance and liability concerns during the off-site Internship.

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 process. For the latest information related to the OPC Registration Examination, please refer to the [OPC website](#) for the following documents:

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

All applicants are expected to have conducted themselves within the *OPC Canons of Ethical Conduct*, which is available on the OPC Website: opcanada.ca/english/the-profession/opc-canons-of-ethical-conduct.html.