

**HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA**

**PROFESSIONAL BOARD FOR OCCUPATIONAL THERAPY, MEDICAL  
ORTHOTICS/PROSTHETICS AND ARTS THERAPY**

**GUIDELINES FOR  
ORTHOPAEDIC FOOTWEAR TECHNICIANS EXAM**

**BACKGROUND/INTRODUCTION**

1. In the current rules for registration as OFT's, set out by the "Health Act", the following are pertaining to applicants:
  - (1) The Council may register as an orthopaedic footwear technician any person who has obtained a qualification in orthopaedic footwear technology granted after examination approved by the Council for this purpose and who submits evidence of three years' practical experience in orthopaedic footwear technology acceptable by the Council.
  - (2) The Council may require from any person who submits to the satisfaction of the Council, proof of three years' practical experience in orthopaedic footwear technology to sit for an examination and on successful completion thereof register such a person as an orthopaedic footwear technician.
  - (3) Notwithstanding anything to the contrary in these rules contained any person who has worked for at least five years in an institution approved by the Council as an orthopaedic footwear technician prior to the promulgation of these rules may on the written recommendation of the head of the institution, be exempted from writing an examination and be registered as an orthopaedic footwear technician.

Individuals currently on the register (OSA) will be given the choice and opportunity to upgrade their current registration to that of an OFT, by means of an OFT examination that will take place under the auspices of the Professional Board for Occupational Therapy, Medical Orthotics/Prosthetics and Arts Therapy.

Individuals currently on this register who elect NOT to make use of this opportunity, stay on this register - and their registration remains as OSA until they stop working/move into another career path.

This opportunity does not affect individuals currently registered as OFT's. Their registration stays as is. This means that if you are currently registered as an OFT this offer does NOT affect you.

The rationalization of training is an initiative of Professional Board for Occupational Therapy, Medical Orthotics/Prosthetics and Arts Therapy, and the Professional Board does not have any power/right to influence/affect job descriptions, conditions of employment which essentially are employer/employee issues. This means that while you might become registered as an OFT your job description could stay the same, and you could earn the same amount of money. These employer / employee issues only change if and when your employer changes them.

The Professional Board for Occupational Therapy, Medical Orthotics/Prosthetics and Arts Therapy will be referred to as “The Professional Board” for ease of reading in this document.

## **RESPONSIBILITIES OF THE EXAMINERS**

The examiners roles are:

- To compile the theory examination
- To mark the theory and oral examination.
- Endeavour to redirect a candidate who has misunderstood the questions;
- To complete the rubric in the required time frame.

This is a high-stakes assessment that is likely to cause many candidates a great deal of anxiety, especially given language and power differences between the examiners and the candidates. Some candidates would have had many opportunities to undergo oral / virtual examinations while others have not. It is the responsibility of the examiners to try to put candidates at ease and to avoid interrogating candidates. The process of the examination should be conversational.

## **RESPONSIBILITIES OF THE MODERATOR**

Moderation is the process whereby the moderation process is checked and judged on the basis of the following aspects:

- Consistency and rigour;
- Compliance with Professional Board’s examination policy,
- Processes and criteria; and
- Compliance with the assessment criteria.

The moderators’ roles are:

- To introduce the candidate and examiners
- To outline the frame of the examination
- To review the theory paper
- To assess the fairness and consistency of the examiners marking rubrics
- To adjust the outcome depending on the fairness and consistency of the examiners marking.
- The moderator includes the average mark in the moderator’s report

## **1. GUIDELINES FOR CANDIDATES**

### **1.1 Who can apply to write the Professional Board examination?**

- All persons that are currently busy with a three-year in-service training as an orthopaedic footwear technician. (You may apply in the beginning of your third year to write the exam in October as determined by the OCP board. If your results are successful, you will be able to register after the three years have collapsed)
- All persons that have done a two-year in-service training and registered as an orthopaedic technical assistant (OSA) with the HPCSA. You may apply only if you are busy with in service training as an orthopaedic footwear technician or have completed the third year for in service training of an orthopaedic footwear technician. Your employer must be informed of your decision to undertake the OFT examination. These candidates need a verification certificate from the direct supervisor (Attached as annexure B)

## 1.2 What will come out of this exercise?

1.2.1 Professional registration as an OFT, after successful completion of a Professional Board OFT examination. The Professional Board will issue successful candidates with -

- written confirmation of the fact that the individual passed the OFT examination; and
- a new certificate of registration with the HPCSA as an OFT.

1.2.2 Please note this exercise **will not** provide -

- an educational certificate or qualification. You will not get a certificate or diploma as the Professional Board is not a registered educational facility;
- immediate employment as an OFT, or an upgrade of your current post, or a better salary, as the Professional Board is not an employing body. Your conditions of employment (rank, salary, conditions of service) are between you and your employer.

## 1.3 Where can I get further information about this?

The HPCSA OCP Professional Board Manager as is described on the website

Information will be available on:

- The procedure on how to apply for the examination
- Application form(s) for the OFT examination (Annexure A)
- OFT examination details (before and after)
- Costs of the OFT examination
- Information on the nature of the OFT examination
- Verification Certificate from the supervisor (Annexure B)

## 1.4 What do I need to study/prepare for the OFT examination?

Theory session:

- Basic terminology for all footwear
- Anatomy of the below knee
- Biomechanics of the foot
- Pathologies involved in below knee orthotics and orthopaedic footwear
- Materials used in orthopaedic footwear
- Clinical evaluation guidelines for patients with foot pathologies
- Ethical rules as described by the HPCSA

Practical session in the form of portfolio and interview:

- To be able to assess, and evaluate patients for orthopaedic footwear (Surgical Boots and shoe modifications)
- To be able to measure for orthopaedic footwear (Surgical boots and shoe modifications)
- To be able to design orthopaedic footwear (Surgical boots and shoe modifications)
- To be able to manufacture orthopaedic footwear (Surgical boots and shoe modifications)

## 2. THE EXAMINATION PROCEDURE

**APPLICATION AND EXAMINATION PROCESS**

Candidates contact the HPCSA



The Board Secretariat sends this Form F262 to the candidate



All duly completed forms and relevant information are returned to the Administration of the Board at least one (1) months before the meeting of the Education Committee (By the end of January)



The application then serves before the Education Committee of the Board who verifies the applicant's eligibility to sit for the examination and appoint an examination panel existing of 2 x examiners and 1 x moderator (board member)



The Administration notifies the candidates of his/her eligibility to undertake the examination and is notify of who the moderator will be for the examination



The Education and Training arranges:  
Venues, invigilators arrangements for theory examination  
Setting of examination papers for theory and clinical examination  
Moderation of theory and clinical examination papers  
Arrange all virtual meetings via Teams  
An information session may be organised to inform all candidates of what is expected



Documentation for submission:  
All videos will be sent to the Education and Training  
All reports will be sent to the Moderator  
Proof of payments will be sent to the Education and Training Division



The Examiners appointed review all videos and documentation before the examination



The Examinations are conducted:  
Face to face theoretical examination  
Virtual interview via teams



The Examiners and Moderator appointed compile final results and recommendations for ratification by either the Education Committee or Executive Committee members of the Board



The Administration communicates final results to candidates at least six (6) weeks after the last examination had taken place



Successful candidates register with HPCSA

## **2.1 Applying for the examination:**

- Obtain and complete the application form: “Application for OFT examination” from the Professional Board. (Annexure A)
- Return completed application form to the Professional Board There are examination dates for March / April or for September / October examination(s). Your application should reach us at the end of January to enable the OCP board to choose a panel for the examination. Please indicate for what examination you apply for.
- Attach a copy of your current OSA registration certificate (if applicable), a copy of your ID document, a copy of the deposit slip for the required examination fee and the verification letter from the supervisor / head of the centre. (Annexure B) This is to verify that you are busy completing or did complete the 3 years in service training required.
- Examination Fee payable: R1142.00. (One Thousand One Hundred and Forty-Two Rands) per OFT examination.

### **Banking details:**

Name of account holder: HPCSA  
Bank: ABSA  
Branch: Arcadia - Branch Code: 334945  
Account Number: 610 0 00 169

Reference number: Your current registration number or your ID number

- Return the completed application form and other documents requested to:

**The Health Professions Council of South Africa  
Professional Board for Occupational Therapy, Medical Orthotics and Prosthetics and  
Arts Therapy  
P O Box 205  
Pretoria  
0001**

**OR**

**553 Madiba Street  
Arcadia  
Pretoria  
0001**

### **PLEASE NOTE**

- It is your responsibility to ensure that the Professional Board receives your form in time, as any late forms will automatically be entered for the next examination.
- If your form is not filled in properly, or certain information is missing it will be returned to you.
- Monies paid will not be reimbursed for any reason, including not writing the examination or failing the examination.

## **2.2. The examination itself**

- Will run twice a year, March / April or September/October. The exam has changed to a virtual examination.
- The examination will run over 1 to 2 days, depending on the number of applicants.

- The theoretical exam should be a sit-down written examination in.
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- You will be responsible to get to the examination venue and all the costs involved in this.
- The examination will take the format of a combination of a written examination and the submission of a portfolio and interview.
- The aim of the OFT examination is to verify that a candidate has mastered the outcomes needed in order to assess, evaluate, measure, design, manufacture and fit orthopaedic footwear (surgical boots and shoe alterations).
- Should you fail the examination the first time, you will be given one more opportunity only to re-apply and repeat the examination. An examination fee of **R1142.00. (One Thousand One Hundred and Forty-Two Rands)** will have to be paid for the repeat examination. The outcome of the examination is final; and no supplementary examinations are offered and no correspondence will be entered into.

## **2.3 Examination Format and Portfolio**

### **2.3.1 Exam:**

One (1) Hour Theoretical examination (100 Marks). A pass will consist of 50%. The applicant has to pass both theory and portfolio with 50% to be able to register as an OFT (OB) The theoretical exam will count 40% of the final mark.

### **2.3.2 Portfolio:**

The portfolio has to consist out of 1 real case of a patient in need of a surgical boot. The process has to be **digitally recorded**. You can use a cell phone or any device for this purpose as long as you see the applicant and the patient's foot during the entire process. If the patient is not in the session the applicants face and the process that is recorded has to be in the recording the entire time. The recording must run for the entire 10 minutes continuously per recording. The portfolio will count 40% of the final mark

The following have to be part of the portfolio. This can be one video of 60 minutes where all the different things set out here under or 6 different videos of 10 minutes each. The following evidence must be visible in the video:

- Measuring and casting (10 minutes maximum) – With Patient (Remember to get consent)
- Build up / rectification (10 minutes maximum) – Without Patient
- Design of pattern (10 minutes maximum) – Without Patient
- The “lasting” for the surgical boot (10 minutes maximum) – Without Patient
- Manufacturing of the surgical boot (10 minutes maximum) – Without Patient
- The fitting of the surgical boot (10 minutes maximum) – With Patient

In addition to the portfolio:

- A Patient feedback questionnaire regarding satisfaction – Written 1 pager with signature of patient should be attached
- A detailed report from the supervisor to confirm that the candidate are able to do all the tasks listed in this document. This is not the verification form as listed in annexure B

When to submit the portfolio:

The portfolio must reach the HPCSA office after application but 1 month before the exam is scheduled. It can be done through various online platforms or a usb stick.

### **2.3.3 Interview**

After the theoretical examination the panel will set an appointment with you on that same day or the day there after. This will be done on Microsoft teams. The interview will be recorded. This will be between 30 minutes to 60 minutes. The panel will then ask appropriate questions regarding clarification issues on the case study submitted, your day-to-day work in the lab, clinical questions including ethics. The interview will count 20% of the examination.

### **3. After the examination**

You will receive a letter of confirmation from the Professional Board within 2 months (i.e., end November / December) informing you of the outcome of your examination.

#### If you pass

You will receive an application form to complete to apply to be placed on the OFT register.

#### If you fail

You will be allowed to apply once more for a repeat OFT examination at a subsequent examination block.

### **4. Appeals Against Results**

In the event that a Candidate appeals the results of the Board Examination they are legally entitled to have access to the outcome of their assessment, the marking template, and the comments by the examiners. A different examination panel will be asked to review the recording of the examination and or the theory paper and provide an assessment thereof with comments and recommendations regarding the outcome of the appeal.

The remark will cost 50% of the examination fee.

Good luck! We hope that you will be able to make use of this opportunity. Please note that you do NOT have to do this examination and then you will be registered as an OSA on the register as a result of your two years in service training.



HPCSA Registration number: .....

**APPLICATION FOR OFT EXAMINATION**

**YOUR INFORMATION**

Title, Initials and Surname .....

ID Number: .....

Address .....

..... Postal Code .....

Tel Number (w) ..... Cell Number .....

E-mail address .....

Employer .....

Name of Supervisor .....

Name of Training Institutions where you did your in-service training

.....

Date you started the in-service training .....

**EXAMINATION INFORMATION**

Where is the centre situated where you want to write the examination? .....

.....

Examination you are applying for .....

(Please note the following closing dates: 30 June for September / October examination

**ACKNOWLEDGEMENT**

I, .....  
understand that my employment conditions are a matter between myself and my employer and might not change because of a change in my registration. Further, I understand that I may not attempt the examination more than twice and that the results issued by the examination panel are final. I am making use of this opportunity voluntarily.

**SIGNATURE** ..... **DATE** .....

**DOCUMENTS ATTACHED IN SUPPORT OF THE APPLICATION**

- Copy of ID book
- Supervisor's report of the two or three-year in-service training done
- Deposit slip for examination fee
- Copy HPCSA registration for the current year if applicable

## **OFT BOARD EXAMINATION**

### **BOARD POLICY AND PROCEDURE**

#### **PRINCIPLES**

- Owned and managed by Professional Board.
- Professional Board allowed to appoint 1 examiner and a moderator for OFT examinations.
- An individual involved with the in-service training of a candidate or within the same centre cannot form part of that candidate's examination panel.
- The OFT examination will be a permanent item on the agenda of every Educational Committee meeting.

**ANNEXURE B**

**OFT BOARD EXAMINATION  
VERIFICATION CERTIFICATE**

Your Information

Name: \_\_\_\_\_

ID No. \_\_\_\_\_ HPCSA Reg Number \_\_\_\_\_

Supervisor Information

A. Name of Head of Centre \_\_\_\_\_

ID No. \_\_\_\_\_ HPCSA Reg Number \_\_\_\_\_

B. Details of supervisor:

Contact person: \_\_\_\_\_

Tel/Fax: \_\_\_\_\_ email: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_ (supervisor) hereby certify  
that \_\_\_\_\_ (candidates name) is  
considered \_\_\_\_\_ ready, and adequately prepared for the Board examination for the OFT  
Registration.