

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.
2. 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.
3. 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.
4. 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.
6. 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.

GUIDELINES FOR CANDIDATES

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)

What will come out of this exercise?

1. Professional registration as an OFT, after successful completion of a Professional Board OFT examination. The Professional Board will issue successful candidates with -
 - a. written confirmation of the fact that the individual passed the OFT examination; and
 - b. a new certificate of registration with the HPCSA as an OFT.
2. Please note this exercise **will not** provide -
 - a. an educational certificate or qualification. You will not get a certificate or diploma as the Professional Board is not a registered educational facility;
 - b. 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.

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)

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:

- 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)

THE EXAMINATION PROCEDURE

1. Applying for the examination:

- Obtain and complete the application form: "Application for OFT examination" from the Professional Board.
- Return completed application form to the Professional Board by - 30 June for September / October examination(s). No late applications will be considered.
- Attach a copy of your current OSA registration certificate (if applicable), your ID document, a copy of the deposit slip for the required examination fee and the verification certificate from the supervisor.
- A detailed report for the two / three-year in-service training already done supply by supervisor
- 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
P O Box 205
Pretoria
0001**

OR

**553 Madiba Street
Arcadia
Pretoria**

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. The examination itself

- Will be run twice a year, March / April or September/October, in the following venues (dependent on number of candidates) - Durban, Pretoria, Bloemfontein, Cape Town, Polokwane, Port Elizabeth and Nelspruit.
The examination will run over 1 day. 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 as prescribed.
- 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.
- In addition to applying for the examination, each candidate is expected to provide evidence of having completed the three-year in-service training. (If the exam is applied for in the third year, it need to be stated the months of in service training already done in the third year) A report from the supervisor with the detail will be sufficient. This needs to be received by the Professional Board with the application.

Process to be followed by the candidate

- Obtain information and the necessary documents from the Professional Board manager.
- Complete the application form, pay the required fee into the HPCSA Bank account and send the application form with all the other required forms to the Professional Board manager by 30 June for the OFT examination in September / October.

- Proceed with your third year in service training if you have not yet completed the final in-service training year.

3. Exam Format and Portfolio

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)

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 following have to be part of the portfolio:

- Measuring and casting (10 minutes maximum) – With Patient
- 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
- The fitting of the surgical boot (10 minutes maximum) – With Patient
- A Patient feedback questionnaire regarding satisfaction – Written 1 pager with signature of patient

When to submit the portfolio:

The portfolio must reach the HPCSA office after application but 1 month before the x is done.

4. 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.

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.

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.