

Criteria for Certification in Pedorthics

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Criteria for Certification in Pedorthics

1 Introduction

The Pedorthic Association of Australia (PAA) has developed this certification program for practitioners that work within the pedorthic, medical grade footwear and footwear services in Australia and surrounding countries where those countries have a formal agreement with PAA to adopt this system. The PAA Certification will provide recognition for people with the appropriate training and skill to provide medical footwear services. Such services will be required by people who have physiological changes caused by medical problems and/or abnormalities to their feet or legs.

This recognition of training and competency of individuals working in the field of pedorthics will aim to ensure that the Australian public will have access to people with the necessary capability to provide pedorthic footwear, orthoses and service that will minimise the loss of mobility or discomfort caused by foot or leg problems.

The recognition process of individuals working in the field of pedorthics is independent of the PAA but is facilitated through the cooperation of senior members of the association. A Registrar has been nominated by PAA to operate the Certification Process. The Registrar is the Pedorthics Register.

The recognition process for individuals working in the field of pedorthics is based on an assessment of the individuals training, evidence of competency to provide appropriate medical footwear services and the maintenance and continuing development of appropriate skills. Certification in Pedorthics is awarded to an individual in recognition of training and competency and agreement to comply with a code of conduct.

A business or organisation employing certified persons cannot automatically claim that all product and/or service has been delivered to the standards demanded of this profession. Where an individual works within a business setting, providing pedorthic medical footwear services, of 8 or more people and works with or supervises others who may or may not be certified persons, certification to ISO 9001 may be required to meet quality expectations of patients. PAA offers a generic ISO 9001 model for Pedorthic organisations.

The role of certified persons is to ensure that the provision of footwear or advice on footwear requirements improves mobility for the patient, reduces discomfort and minimises the propensity for problems in the medium to long term future of the patient.

The certified person can expect recognition of their qualification within and outside the industry across Australia. Opportunities and benefits will continue to grow for qualified persons on a private and public level.

These criteria describe the registration requirements and how they will be assessed. This criteria also explains the registration process and how registration is maintained.

1.1 Program Objectives

The program has been developed to meet the following objectives:

To ensure that certified persons are competent to assess foot/footwear conditions and needs from basic to high level service requirements when medical problems or abnormalities in feet or related structure may or may not exist.

To ensure that certified persons are competent to advise patients on:

- appropriate footwear
- care of feet and related structure and
- Provision of Orthotic Appliances.

To ensure that certified persons are competent to design and manufacture specialised and customised medical footwear when required by patients.

To provide a register of competent persons across Australia and surrounding countries with a range of specialised skills for assessing, advising and manufacturing specialised and customised footwear when required by patients.

Neither the PAA nor Registrar guarantees the work of certified persons, only that they have demonstrated the necessary training and competency to provide assessment, advice and manufacture of pedorthic services. It is recommended that the patient confirm that the individual's experience covers the scope of the work required.

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The Registrar of certified persons will be independent of all other parties involved in the provision of product or services provided in the scope of these criteria.

1.2 Definitions

For the purpose of these criteria the following definitions apply:

Advice on Footwear and Foot Problems – The service provided by persons with respect to information offered on appropriate footwear, especially the need for medical grade footwear and orthotic appliances. Advice will include use and care of such footwear and appliances to improve mobility of the patient, reduce discomfort and minimise the propensity for problems in the short to medium and long-term future.

ANTA – Australian National Training Authority or succeeding organisations

Pedorthic Association of Australia (PAA) – Pedorthic Association of Australia is a membership organisation where individuals voluntarily pay dues to belong.

Bachelor program – a university based Bachelor level education program that is accredited by the board of the PAA to deliver pedorthic education

Certification – The process for registration of persons described in these criteria

Certification Coordinator – The Certification Coordinator is a member of the Pedorthic Register organisation responsible for collating the information provided by certification applicants, arranging the certification panels, recording the decisions of the Certification Panel and maintaining the Pedorthic Register.

Certification Panel – A panel of examiners that will review the evidence provided by an applicant and make a judgement on a person's competency and suitability for certification. Each Certification Panel will consist of one representative of Certified Pedorthists, Medical Practitioners and the Pedorthic Register. All members will be drawn from the Review Board.

Certified Person, means for the propose of this document, persons certified as Certified Pedorthic Retailer, Certified Pedorthist and/or Certified Pedorthist Custom Maker.

IVO, the international association for Pedorthics (Internationaler Verband Orthopaedieschuhtechnik) of which the PAA is a member of.

Medical Grade Footwear – (MGF) Footwear specially designed and or modified to improve mobility of the patient and or reduce discomfort and or minimise the propensity for problems in the medium and long-term future.

Orthotic Appliances – An appliance worn on the body to reduce or prevent deformity or to provide support, relieve pain and facilitate movement (Collins Dictionary of Medicine, Robert M Youngson 1992 ISBN 0 00 434635)

Pedorthics - The professional field concerned with the provision of medical grade footwear, orthotic appliances and appropriate advice to a patient after assessment and analysis of the patient's problem(s). Including the provision of prefabricated footwear, alteration of prefabricated footwear, custom designed and manufactured footwear /orthotic appliances and advice on the need and application of medical grade footwear and orthotic appliances.

Pedorthist – A person who provides medical grade footwear and/or orthotic appliances and appropriate advice to a patient after assessment and analysis of the patient's problem(s). This includes the provision of prefabricated footwear and/or, alteration of prefabricated footwear and or custom designed and manufactured footwear /orthotic appliances and advice on the need and application of medical grade footwear, orthotic appliances and other footwear.

Registrar of pedorthist – The certification agency that will credential individuals as certified pedorthist. The certification is given to individuals not organisations.

Review Board – A panel of people involved in the medical grade footwear Industry, from which the Certification Panel will be drawn. The Review Board is made up of representatives of Certified Pedorthists, Medical Practitioners and representatives from the Pedorthic Register. All appeals and complaints will be reviewed by the Review Board.

TCF Training Package - TCF Training Package Medical Grade Footwear LMT07 as endorsed by the National Training Quality Council 2008 or later versions that may be endorsed by the relevant government authority and PAA.

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2 Pedorthic Professional Code of Conduct

All certified persons have an obligation to improve the standing of Pedorthics by observing the following Code of Conduct. Compliance with the Code of Conduct is a condition of continuing certification:

- Pedorthists shall strive to provide services in safe and ethical manner
- Pedorthists diagnosed with an infectious medical condition shall conduct their practice in a safe and professional manner
- Pedorthists shall not make claims to cure serious illnesses
- Pedorthists shall adopt standard precautions for infection control
- Pedorthists shall conduct their practice so that they provide appropriate treatment advice
- Pedorthists shall not practise under influence or alcohol or drugs
- Pedorthists shall not practise with physical or mental conditions that may impact on their ability to conduct their practice in a professional manner
- Pedorthists shall not financially exploit clients
- Pedorthists shall have a clinical basis for treatments
- Pedorthists shall not misinform their clients
- Pedorthists shall not engage in sexual or improper personal relationship with a client
- Pedorthists shall comply with relevant privacy laws
- Pedorthists shall keep appropriate records
- Pedorthists shall keep appropriate insurance
- Pedorthists shall display the code of practice and other relevant information

3 Application Requirements

Applicants must ensure that the information they provide is accurate and addresses the requirements set out in these criteria. Applications will only be accepted on the official certification application form and format.

The following education, training and work experience requirements apply to all applicants unless otherwise specified. The extent of these requirements is set out for each scope of registration in clause 3.8. and in reference to the national training package medical grade footwear as well as an PAA board approved bachelor level program for the CPed CM. Copies of relevant educational qualifications, training certificates, full curriculum vitae, summary addressing key competencies and (if applicable) examples of work or other material evidence are to be included with the application form.

Additional information or examples of work may be requested by the Certification Panel, if required, to make a decision on registration of the person.

3.1 Training / Competency

Applicants shall have successfully completed appropriate training programs and passed the assessment requirements or examination.

Currently the TCF Training Package LMT07 Medical Grade Footwear is published. However courses are not yet being systematically delivered based on that training package. Therefore the review committee will consider submissions from applicants that include the content of courses attended and programs of study including apprenticeships, indentured workers, journeyman programs etc. offered in Australia or overseas. There will be recognition of all applicants' previous learning and work experience. Applicants will be required to document their learning and work experience that have been reviewed by an Australian Registered Training Organisation and recognised as being equivalent to LMT007 Medical Grade Footwear. The expectation is for documentation by applicants to be reviewed against the TCF Training Package Medical Grade Footwear.

For the CPed CM Au, a bachelor level program accredited by the PAA board. ¹

¹ As of September 2015 such a program is offered by Southern Cross University (SCU). This program is required for anyone seeking certification as a CPed CM Au. Other accredited Bachelor programs may follow. The PAA board is required to review and update the accreditation of all Bachelor program that are deemed a requirement for certification in Australia on regular intervals but at least every 4 years.

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The following list is not exhaustive as the key reference document will be the above mentioned TCF training Package Medical Grade Footwear or the PAA board approved bachelor program for the CPed CM Au however some suggested content of training courses may include;

- 1 Practice Management
- 2 Patient Management
- 3 Pathology of Diseases (as relevant to medical grade footwear services)
- 4 Anatomy
- 5 Biomechanics
- 6 Orthosis
- 7 Modifications of Footwear
- 8 Footwear
- 9 Medical Footwear Assessment

In addition to the trade or professional training described above, the applicant will be required to undertake a special course of training that has been developed as a preparation for Certification. This training will ensure that all aspects of the trade and professional training previously undertaken is updated and the applicant is up-to-date with the technology, terminology and requirements of a modern Pedorthic Business.

This additional training will have been successfully undertaken less than two years prior to application for registration. The duration of this training is different for each level of registration, however the requirements for CRetPed are contained within CPed and the requirements for CPed are continued within CPed CM Au.

3.2 Formal Education

Applicants will need to provide details of formal education, including secondary, tertiary and work based, qualifications and courses undertaken. Whilst there are recommended educational requirements for applicants, the competencies demonstrated through prior learning will be taken into account in the overall evaluation of the application. Where an applicant does not meet the minimum requirements shown in Clause 3.8 but he/she considers they meet all other requirements, submissions will be considered to allow for a lower level of formal education. For the CPed CM Au he/she will need to have completed a PAA board approved bachelor program.

3.3 Work Experience

Applicants are requested to provide sufficient information to demonstrate that their work experience provided understanding and experience in the competencies detailed and referred to in clauses 3.1 and 3.4. Appropriate work experience should include roles where there is accountability and the exercise of judgment.

Prior experience in the diagnosis, design and manufacture of medical grade footwear is desirable for all applicants, however it is recognised that depending on the type of service being offered a reduced scale of competency may be appropriate for some individuals. Significant footwear / pedorthic based work experience is mandatory prior to certification.

To assist with the evaluation of applications, applicants must provide details of prior work experience in the footwear area and other related activities. Examples of information sought are as follows:

- Work done during apprenticeship or other training programs that pertain to the analysis, design and/or manufacture of regular and/or medical grade footwear
- Experience in larger manufacturing organisations where there is some provision of medical grade footwear and service.
- Experience under the guidance of suitably trained and accredited individuals including lower limb specialists, footwear manufacturers and related activities.
- Experience in supplying medical grade footwear and/or services from own business or other location.

Work experience shall be verified (confirmed on the CV) by the applicant's sponsor or other means when appropriate. The purpose of verification is to provide confirmation of the work scope and the satisfactory performance of the applicant.

Applicants need to ensure they fully understand the requirements for re-registration described in section 5. Certified Persons are required to maintain a work log, which accurately describes the work they have undertaken. Submission of completed work logs is a requirement when re-registration falls due.

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Work logs as with all material submitted for consideration for registration or re-registration will be kept confidential by the Registration Body and Certification Panel.

3.4 Scope of Registration

Certified persons will be listed in the Register according to their specialised skills and knowledge. Applicants are asked to indicate in the application form the areas of specialisation relevant to their skills and knowledge. These selections must be supported by objective evidence, such as appropriate qualifications, work experience and/or examples of work².

The Registrar will maintain a register of all certified persons including reference to the specialised skills and knowledge and make the register available to medical professionals and the general public through appropriate media. Certified persons may apply to have their registration scope reviewed when re-registration falls due.

The following areas of specialised skills and knowledge will be used to identify registration scope:

The pedorthic sector has 3 levels of practitioners. They are:

1. The Certified Pedorthic Retailer (CRetPed Au) – the CRetPed Au is a retailer of pedorthic footwear and prefabricated orthotic appliances, including assessment, follow up and minor modification of existing footwear (modifications and repair on the footwear that does not alter the principal function or construction of the footwear).
2. The Certified Pedorthist (CPed Au) – The CPed Au provides services including assessment, follow up and the major alteration, repair of existing footwear medical grade and non medical grade and the provision of orthotic services prefabricated or custom made.
3. The Certified Pedorthist Custom Maker (CPed CM Au): The CPed CM Au is actively engaged in the clinical practice of assessing and treating and providing information based services on all aspects in medical footwear both custom and prefabricated and orthotic appliances and orthoses specific to the foot/ankle in all their forms and procedures including assessing, manufacturing, dispensing, modifying, repairing and other significant aspects such as research and development.

As part of the certification process suitable examples of work must reflect the level of involvement relevant to the level of certification sought. Some of the work examples will be done as part of the PAA specific training programs or a PAA board approved bachelor program and the assessment will be competency based - practical/theoretical, skills/knowledge/process based. Further a case presentation relevant to the level of certification sought, will be required to be presented to the certification panel. All applicants must present an example of work in a manner that shows the decision making process and a provision for follow up. This will include appropriate records including assessments observations and measurements, profile drawings, digital media and impressions as appropriate. The certification panel will be looking for evidence that emphasis has been placed on the aspect of providing a safe, appropriate, timely and efficient service. The applicant must show awareness of the limitations of this form of service provision and be able to point the patient in a direction of getting further treatment if required.

A person seeking certification of:

CRetPed Au – Fitting and retailing medical grade footwear and services, needs to present an example of work that needs the provision of a prefabricated MGF but may need a minor modification. The applicant must be able to demonstrate that there has been an analysis of the medical condition that leads to the provision of the prefabricated footwear or other service. If the actual footwear is not available for presentation then a sample of a similar style and construction may be presented. The presented information must show a clear and consistent decision making process that led to the provision of the services provided.

CPed Au – Major modification of prefabricated medical grade footwear and provision of appropriate advice. There needs to be presented an example of work that needs the provision of prefabricated MGF with a high level of modification to the actual footwear. This must include the change of the complete outsole (a simple heel raise is not sufficient) and an orthoses provision for the foot and or ankle. The applicant must be able to demonstrate that there has been an analysis of the medical condition that leads to the provision of the modified footwear or other service. The modified footwear needs to be presented to the Certification Panel. The presented information must show a clear and consistent decision making process that led to the provision of the services provided.

² Examples of work may include lasts, patterns, photos, complete or in process footwear. All examples of work will be returned to the applicant at the conclusion of the review process.

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CPed CM Au – Practitioner of medical grade footwear and services including advice on appropriate footwear and application of treatments including custom made footwear needs to present an example of work that needs the provision of custom made footwear. The applicant must demonstrate why the service provision in the CRetPed Au or CPed Au area would not be satisfactory for the desired outcome. The actual custom made medical grade footwear and if applicable orthotic appliance as well as lasts, patterns, profile drawings must be presented together with patient assessment data. The presented information must show a clear and consistent decision making process that led to the provision of the services provided.

3.5 Key Competencies for Applicants

The TCF Training package Medical Grade Footwear will be a key document of reference for required competencies. The CPed CM Au will be required to have completed a PAA board accredited bachelor level program. However all applicants should address the areas of competence shown in this clause for the relevant scope of registration as part of their application. Each applicant must provide a summary detailing their current level of understanding and experience in each of these key areas.

Although there are three levels of recognition in Pedorthics within this criteria and each level of recognition requires increasing competency of the following areas, it is expected that all applicants will be able to demonstrate a competency commiserate with the type of work described in the Clause 3.4 Scope of Registration.

These following competencies have been extracted from the ANTA approved competencies for medical grade footwear and are fully explained in the approved training package Textiles Clothing and Footwear Training Package LMT00, Volume 17: Medical Grade Footwear.

Units of Competencies for Pedorthic Retailer (Medical Grade Footwear certificate 4).

Product Development

- Conduct medical grade footwear assessments for clients with footwear-related conditions.
- Modify medical grade footwear.

Sales and Marketing

- Sell products and services.
- Advise on products and services.
- Interact with customers.
- Maintain and order stock.
- Address customer requirements.

Production

- Select and adjust prefabricated footwear-related orthoses.
- Select and adjust prefabricated medical grade footwear and accessories.

Units of Competency for Pedorthist (Diploma in Medical Grade Footwear).

Product Development

- Conduct medical grade footwear assessments for clients with footwear-related conditions.
- Select and/or produce and adjust cast for accommodative orthoses.
- Modify medical grade footwear.
- Fit, trial and review medical grade footwear and orthoses (up to medium complexity and risk conditions).
- Produce accommodative orthoses.

Production

- Select and adjust prefabricated footwear-related orthoses.
- Select and adjust prefabricated medical grade footwear and accessories.

Management

- Monitor and manage business operations.
- Manage finances.
- Address legal and administrative requirements.

Units of Competency for Pedorthist Custom Maker (Bachelor in Pedorthics)

Product Development

- Conduct comprehensive medical grade footwear assessments for clients with footwear-related medical conditions.
- Design, evaluate and make patterns for medical grade custom made footwear.
- Research and evaluate medical grade footwear conditions, processes and products.
- Produce negative and positive cast for last and/or corrective orthoses.
- Select and/or produce and adjust cast for accommodative orthoses.
- Produce custom-made, medical grade footwear.

Sales and Marketing

- Estimate and cost job.
- Develop and implement a sales or marketing plan.
- Manage sales and service delivery.

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Production

- Fit, trial and review custom-made, medical grade footwear and orthoses (high complexity and risk conditions).
- Produce corrective orthoses.
- Grade leather.
- Organise and plan own work in home-based/outside factory environment.

Management

- Monitor and manage business operations
- Evaluate a business opportunity.
- Complete a business plan.
- Address customer requirements.
- Manage self and staff.
- Review business.

3.6 Application Sponsors

Two other persons who have a relevant business or work place relationship with the applicant shall sponsor each applicant for initial registration.

Sponsors shall have evidence and/or personal knowledge of those elements of the information contained within the application, which they have verified.

3.7 Personal Declaration

Each applicant seeking registration or re-registration is required to sign a declaration personally attesting they will comply with the Code of Conduct and that all complaints regarding personal performance have been dealt with in a manner to prevent recurrence.

3.8 Registration Requirements^{3,4}

³ Equivalent to Cert III in Australia

Aspect	CRetPed Au	CPed Au	CPed CM Au
1	Entry qualification	16 days – Trade or Professional in retail or footwear (Equivalent to Cert III in Australia)	Pedorthic Retailer
2	Training (pedorthic specific)	40 days – Trade or Professional in footwear	Pedorthist
3	Formal Education (schooling)	40 hrs – Foundation of Pedorthics (Alternatively a Certificate IV in Medical Grade Footwear from an Australian Registered Training Organisation with LMT07: Textiles, Clothing and Footwear Training Package as part of its scope)	Pedorthist Custom Maker
4	Directly Pedorthic related work Experience	85 hrs - Clinical Application Of Pedorthics (Alternatively a Diploma in Medical Grade Footwear from an Australian Registered Training Organisation with LMT07: Textiles, Clothing and Footwear Training Package as part of its scope)	Entry requirements for bachelor program
5	Key Competencies as listed in Clause	16 Hrs – PAA program (retail program) with competency assessment - practical/theoretical, skills/knowledge	PAA board accredited bachelor program
		Additional to retail program 16 hrs – PAA (pedorthic program) with competency assessment - practical/theoretical, skills/knowledge	
		Completed Secondary	University entry requirements for approved bachelor program.
		4 Years	The bachelor program must be accredited by PAA board and contain a significant amount of pedorthic related clinical and manufacturing training
		High level of competency for all areas	High level of competency for all areas

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3.5			
6	Work Examples	Prefabricated MGF and may need a minor modification	Prefabricated MGF with a high level of modification to the actual footwear and custom made orthoses Custom made MGF including custom made orthoses or orthotic element
7	Sponsors	Minimum of two sponsors that can verify details included in application	
8	Personal Declaration	Declaration attesting applicant will comply with the Code of Conduct and that all complaints have been dealt with	

This table summarises the minimum requirements for registration at the three levels described in Clause 3.4 for each aspect of the criteria. All criteria must be completed to be certified.

4 Registration Process

The registration (evaluation) process has the following steps.

1. Receiving Application
2. Evaluation of application by Certification Coordinator
3. Verification of information with sponsors and others as required
4. Interview with Review Board and case presentation
5. Applicants advised of registration outcome
6. Applicants entered on Register

For registration, applicants are required to successfully complete all steps in the registration process.

4.1 Evaluation Process

The Certification Coordinator evaluates the information provided by each applicant against the application requirements. This involves contacting sponsors and possibly other business associates identified in the application documents. The Certification Coordinator may request additional supporting information at any stage of the registration process. An independent Certification Panel assesses applications for certification and makes recommendations to the Registrar.

The Certification Panel will normally consist of one certified person, a specialist in foot and leg medical treatment and a person from the Registration Body. All members of the certification panel are drawn from the Review Board. Each panel will be chosen to ensure professionalism, fairness and minimum cost of evaluation.

Applicants who successfully complete the document review and verification steps are required to attend an interview. Interviews, which are the final stage of the certification process, are intended to confirm the applicant's suitability for the role of pedorthic retailer, pedorthist and/or pedorthist custom maker. The Certification Panel will review the application documents to confirm the applicant's industry experience and specialised skills and knowledge and conduct interviews. Applicants will be required to present a case based on a real situation they have encountered in their work. Interviews will be arranged at selected venues with consideration given to convenience for all parties. However, all costs incurred to attend an interview will be at the applicant's own expense.

For those completing a PAA board approved bachelor course in Australia, the interview panel may take place during the last semester at the University. The certification for the bachelor candidate takes effect with the successful completion of the PAA bachelor program leading to a bachelor being awarded and the successful outcome of the certification process including the interview. The certification for the bachelor educated CPed CM Au is initially for a period from University graduation and completion of the certification steps up to the required recertification period following the year of the graduation up to a maximum of 23 month. After that standard recertification criteria apply as outlined in this criterion.

All applicants will be advised on the outcome of the registration process. The Certification Coordinator will advise applicants who are unsuccessful at the earliest opportunity after the evaluation of their application. In some situations the Certification Panel may recommend registration at a different level to the level applied for or may recommend registration on a provisional basis with the provisions advised by letter to the applicant.

The Registration Body will maintain a file on each applicant, which will remain confidential. The file will include the original application, the Certification Coordinator's worksheets, panel work sheets, records of investigations, appeals and complaints, documentary evidence of work examples and re-registration information.

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4.2 Certificates

Each successful applicant will receive a certificate. Certificates have an expiry date of 12 months after registration is granted, which is the date re-registration falls due.

The terminology to be used by Certified Persons in describing their registration on business cards, letterhead etc, is:

Pedorthic Retailer	CRetPed Au
Pedorthist	CPed Au
Pedorthist Custom Maker	CPed CM Au

CPed is a registered trade mark in Australia for the Pedorthic Association of Australia.

4.3 Appeals

Applicants will be advised of the reason for an unsuccessful application, registration at a level other than the level applied for or a provisional registration. An applicant that has been unsuccessful in achieving their desired outcome, may appeal to the Review Board. All members of the Review Board will fully and impartially review appeals against the outcome of an application for registration. Decisions made by the Review Board as a result of an appeal will be final.

4.4 Complaints against Certified Persons

Complaints regarding a certified persons performance or conduct will be acknowledged and investigated by the Registration Body. Complaints about a certified person must be received in writing before investigation and shall include confirmation that the complaint has been brought to the attention of the certified person prior to informing the Pedorthic Register or PAA. If necessary, the outcome of the investigation will be forwarded to the Review Board for consideration and a ruling.

Substantiated evidence of unacceptable performance or misconduct may result in withdrawal of certification.

5 Maintaining Certification

To maintain certification, registration is required each year.

Each Certified Practitioner shall maintain a Work Log and a continuing professional development record for recording details of individual's work and continuing development activities undertaken.

5.1 Work Log

To maintain certification, all practitioners shall submit a Work Log demonstrating a minimum of either five commissions/cases completed in the previous year or ten commissions/cases completed during the previous two years requiring practice of the skills required for the original certification.

5.2 Continuing Development

To maintain certification, all certified persons shall undertake at least thirty hours continuing professional development. Appropriate areas for continuing development would be training in foot-care, materials, communication skills and quality management. Attendance at one of the development activities approved by the PAA is strongly recommended each year for re-certification of CRetPed, CPed and CPed CM.

The continuing development record shows the duration and type of activity undertaken and, if applicable, details of the Practitioner. This record must be submitted with the application for re-registration.

Apart from PAA approved development activities other suitable sources of continuing development include:

- Course work as part of a University or TAFE or other professional training
- Attendance at seminars or workshops concerning subjects covered under section 3.1 Training.
- Own research on the subject of foot problems and footwear
- Subscription and reading of association publications etc.

Other sources of continuing development may be acceptable to the Review Board and should be submitted to the Registration Body for approval prior to re-registration rather than relying on approval at re-registration time.

5.3 Career Development

It is the aim of the PAA to encourage podorthists to continually develop their skills and knowledge. The PAA will provide opportunities for sharing experiences and learning new skills. The development and promotion of the medical footwear industry and its participants is particularly important. Recognition of persons' skills will be through the scope of registration.

5.4 Re-Certification after Discontinuation of Certification

In certain circumstances a certified podorthist may have discontinued his/her registration for a period of time. This discontinuation may be voluntary or involuntary; however this criterion makes provision for re-certification under appropriate circumstances.

5.4.1 Voluntary discontinuation

In the event that the person has discontinued certification through his/her own action or inaction, the practitioner may re-apply to the Registrar by letter to be re-listed on the registry. The letter should include

- a) details of the circumstances why the certification was discontinued
- b) evidence that requirements of re-registration set out above have been met

The letter and evidence will be submitted to the Review Committee for consideration. The Committee will take into account the length of time that has elapsed since the discontinuation of the certification and the situation surrounding the event. The Board may agree that the Practitioner is re-certified or advise the Practitioner what would need to do to meet registration requirements. In some circumstances this may require the Practitioner to fulfil all the requirements of the original registration process as set out in Section 4.

It will be unusual for the Committee to re-instate a person on the register without the requirement to demonstrate competence by a presentation to Registration Panel, to the same or similar standard as required for the original registration after a discontinuation of more than two years.

5.4.2 Involuntary discontinuation

If the person has been removed as a result of a complaint or other reason by the Review Board as set out in paragraph 4.4, but the Podorthist wishes to be re-registered, then he/she may re-apply to the Registrar. The application shall be by letter, which shall include:

- a) details of the circumstances why the certification was discontinued
- b) evidence that requirements of re-registration set out above have been met
- c) evidence that the cause of the original discontinuation has been rectified

The Board may agree that the Practitioner is re-certified or advise the Practitioner what would need to do to meet registration requirements. In some circumstances this may require the Practitioner to fulfil all the requirements of the original registration process as set out in Section 4.

5.5 Transition from Previous Certification

This is the fifth edition of the certification criteria.

- 5.5.1 All Certified Podorthists registered under the previous criteria will remain on the level they have been certified for when these new criteria are approved.

Those levels are and remain to be:

CRetPed Au
CPed Au
CPed CM Au

6 Structure and Relationship of Organisations

Within the field of Podorthics, two organisations contribute to the success of the registration process. The first is the Podorthic Association of Australia which is a membership organisation where individuals voluntarily pay dues to belong.

Criteria for Certification in Pedorthics

The other is the certification agency, the Pedorthic Register, whose main focus is credentialing individuals as pedorthic retailers, pedorthists and/or pedorthist custom maker; along with basic credentials and a set of continuing education requirements, yearly certification fees must be paid to maintain certification.

These two groups are distinctly separate entities managed by separate boards, by-laws and guidelines. However both groups work cooperatively to give the medical grade footwear community a high level of service and professionalism. However it is acknowledged that due to the small size of the pedorthic medical grade sector some personnel may be involved in both organisations and in various capacities. This may be perceived as a conflict of interest. The PAA, the Pedorthic Register as well as the persons involved declare that they are aware of this situation and endeavour to address any conflict of interest by aiming at a transparent process and at getting a wider number of different people involved in overseeing these issues. PAA and the registrar seeks continues advice on dealing with these issues.

Continuous Professional Development (CPD) for certified Podorthists

What is CPD?

The CPD program is an Australian system designed to enhance and encourage continuing education and professional development opportunities for certified Podorthists.

It provides guidelines to recognise the effort of practitioners in maintaining and developing their knowledge and skills in daily practice.

The continuing development record shows the duration and type of activity undertaken and, if applicable, details of the Practitioner. This record must be submitted with the application for re-registration.

Why do we need continuing education?

To maintain certification, all certified Podorthists shall undertake continuing professional development. Appropriate areas for continuing development would be training in foot-care, materials, communication skills and quality management. Attendance at one of the development activities approved by the PAA is strongly recommended each year for re-certification of CRetPod, CPod and CPod CM.

Podorthists have responsibilities and obligations to their patients and to the broader community to provide safe, beneficial, responsible and competent health care.

Increasingly, health insurances as well are seeking reassurance as to the qualifications and competence of health practitioners. To keep up with changes in the health care system, the profession and consumers demand CPD programs ensures a relevant and appropriate approach is taken.

What are the specific CPD requirements?

To meet the requirements, you will need to complete the hours annually with at least 3 different categories of activities, one of them attending a conference.

CPD undertaken by Podorthists should be consistent with the ethics and principals set out in various standards and criteria published by PAA.

Record those activities in the Professional Development Record sheet. The log sheet simply requires that you document the total time spent on each activity, provide a short description of the activity, the provider and allocate a category.

Once your hour total has been achieved and documented, send in your log sheet to MGF Register and maintain a record of your Plan, Activities and associated paperwork (eg: Conference receipts, certificates and project results) for audit purposes.

What are learning activities?

Apart from PAA approved development activities other suitable sources of continuing development include:

- Course work as part of a University or TAFE or other professional training
- Attendance at seminars or workshops concerning subjects covered under section 3.1 Training of the Certification Criteria.
- Own research on the subject of foot problems and footwear
- Subscription and reading of association publications etc.

Other sources of continuing development may be acceptable to the Review Board and should be submitted to the Registration Body for approval prior to re-registration rather than relying on approval at re-registration time.”

Learning activities may refer to:

- Distance education modules and online learning (should include an examination or assessment component)
- Conferences, forums, seminars and workshops
- Undertaking research and presentations of work (for example papers for publication, major conference posters, and official submissions. These need to be substantive, reference and evidence-based)
- Making health-related presentations of new or substantively reviewed material (for example research presentations, poster presentations, lectures, seminar presentations)
- Courses accredited by professional body
- Planning or running of courses
- Self-study –reference materials, journals, etc.
- Clinical case discussion with other health professionals
- Quality assurance activities such as practice accreditation
- Research
- Clinical supervision of students and practitioners
- Clinical supervision/ mentoring of students or practitioners

Learning activities must be achieved in different categories

Learning occurs through a wide variety of activities.

Work based learning may refer to:

- Case studies
- Reflective practice
- Clinical audit
- Coaching from others
- Discussions with colleagues
- Peer review
- Work shadowing
- Supervising students
- Visiting other allied health professions or colleagues and reporting back
- Analysing significant events
- Evidence of learning activities undertaken as part of your progression on the Knowledge and Skills Framework

Professional activity

- Involvement in a professional body
- Lecturing or teaching
- Mentoring

- Being an examiner
- Being a tutor
- Branch meetings
- Being an expert witness
- Membership of other professional bodies or groups
- Giving presentations at conferences
- Organising accredited courses
- Supervising research
- Being a national assessor

Formal / educational

- Courses
- Further education
- Research
- Attending conferences
- Writing articles or papers
- Going to seminars
- Distance learning
- Courses accredited by professional body
- Planning or running a course

Self-directed learning

- Reading journals / articles and write a summary
- Reviewing books or articles and write a summary
- Updating knowledge through the internet or TV and write a summary

This list is not intended to be exhaustive. The intention is that the registrant will make a professional judgement as to which type and frequency of activity will allow them to meet the requirements of the Criteria.

The CPD scheme is based on on-going learning and development and focuses on the individual's learning achievements and how these have been reflected in their clinical practice and service delivery, either directly or indirectly.