



Internship Program Handbook

ORTHOTICS PROSTHETICS CANADA

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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 SubCommittee 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 can be found [here](#) on the OPC website. 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.
- 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 on the OPC website.
- 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.

4.0 Application to the Internship Program

Internship starts upon receipt of the [Internship Application](#), accompanied by full payment, and received via email by 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.

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](#).

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 who 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 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](#).

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 October 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 is qualified to provide technical patient care under the guidance of the OPC approved clinical or technical Supervisor in good standing. Intern needs constant guidance . The Supervisor must be physically present to review the assessment and care rendered before any treatment is to proceed. Also applies to tasks that the Intern has not previously been exposed to.
Indirect Supervision	This level of supervision requires the Supervisor to be on-site** . Intern needs occasional guidance . OPC approved clinical or technical Supervisor must be available for consultation throughout the patient care or technical process. The Supervisor must review the results of care and the documentation of services rendered by the Intern.
Independent	Intern has consistently demonstrated competence and safe practices for this task. Intern is organized, provides effective care and seeks assistance as needed. On-site Supervisor presence is not required during identified task, however the Supervisor must be available for consultation.

	The Intern possesses an appropriate level of skill and knowledge to facilitate effective care and seeks assistance as needed. Does not imply complete proficiency.
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****On-Site Supervision:**

Supervision in which a Supervisor is immediately available on a face-to-face basis when patient procedures are performed or as otherwise necessary. The Supervisor must be in the building.

NOTE: If the Intern has not yet treated a patient in the specified treatment level, then "Direct Supervision" would be the appropriate rating for all competencies within that treatment level.

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

If an Intern is given "Independent" ratings in all areas of practice, it does not imply complete proficiency, and they must communicate the care plan to their Supervisor throughout the process.

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](#).

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 ADVANCED POST GRADUATE EDUCATION – CREDIT HOURS

Master of Science, PhD, Doctoral or other

The primary goal of the Residency and Internship Programs is the development of core competencies in the practice of Prosthetics and Orthotics. In addition to these core competencies, OPC aims to foster an environment among its members that encourages ongoing professional development including knowledge and skills that ensure the profession can independently and scientifically build the body of knowledge related to the field of Prosthetics and Orthotics.

OPC officially recognizes the McMaster University, Master of Science (MSc.) in Rehabilitation Program for its inclusion of subject matter experts within the Canadian context (eg. OPC Certified Prosthetist/Orthotists within the faculty and OPC stakeholder engagement in program development). The McMaster MSc. Program has demonstrated a high level of commitment to ensuring the needs of the profession are met and that their curriculum has a substantial focus on the needs of prosthetic orthotic users. Therefore, OPC will honor credit toward the Residency/Internship period for this program as described below. Other MSc. or PhD Programs focused on Rehabilitation Sciences or related fields may also be considered as eligible for credit towards the Residency/Internship period. The eligibility of various credits will be reassessed on a regular basis. The credit hours of eligible activities can be applied to the accumulation of required hours of the Residency/Internship Program.

The credits will apply as follows:

1. A limit of not more than 15% (518 hours) of the total Residency/Internship Hours can be comprised of the credit for MSc. Studies.
 - a. As the McMaster MSc. in Rehabilitation Program has been developed and implemented in collaboration with prosthetic orthotic experts, this course is eligible for the maximum credit hours (15%).
 - b. Other MSc. (or PhD) in Rehabilitation Sciences or related fields delivered through Canadian provincially accredited education institutions are eligible for credit hours of up to 10% (345 hours) of the total Residency/Internship.
2. Credit hours are equally eligible to Residents/Interns regardless of whether they are in their first or second discipline.
3. Credit hours will be prorated based on the length of the discipline/pathway.
 - a. i.e., those eligible for shorter second discipline may not exceed 15% (McMaster MSc.) or 10% (Other Canadian accredited programs) of total Residency/Internship hours.
 - b. Credits will only be eligible for MSc. education activities that take place during the Residency/Internship period.
4. To allow for flexibility when accruing hours, Residents/Interns are not limited in the number of courses that can be completed at any one time.

When calculating the allowed credit hours, OPC will use the following guidelines outlined in table 11.1 to determine eligible hours, up to the maximum percentage allowed based on MSc./PhD Educational Program and Residency/Internship pathway required hours.

11.1 Table – Credit Hour Guidelines

Credit Hours	Mc Master units/credits	Other program units/credits
80	1 Course (8-10 hours/wk x 12wk/semester) - rounded	1 Course, 80-120 hours of coursework/week
160	Scholarly Paper (2 Semesters, i.e. 2 courses)	Courses >120 hours of coursework/week are subject to review and approval by the R&I Subcommittee
400	Thesis	

Actual credit hours will be subject to approval by R&I committee after submission of MSc./PhD Program Consideration Form

11.2 Documentation Required

- MSc. or PhD in Rehabilitation Sciences or related fields that are not the officially recognized McMaster University MSc. in Rehabilitation Program are subject to review and approval by the OPC Residency & Internship Subcommittee prior to credit hour accumulation.
- Submit a completed MSc./PhD Program Consideration for OPC Residency/Internship Credit Hours form for review.
- Official transcripts confirming successful course completion are required.
- Transcripts to be submitted to the OPC National Office on or before **January 31** of each year.

***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.

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.

15.0 Intern Liaison

The Intern Liaison role is to provide confidential guidance and support to help Interns address any issues that may arise during their Internship.

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OPC Resident & Intern Liaison Role

Background:

OPC's Resident & Intern Liaison role is a unique position that gives OPC members the opportunity to voice potential concerns or seek clarification on OPC matters in a private and confidential manner.

It's critical to ensure that OPC's Resident & Intern Liaison is in compliance with privacy and confidentiality obligations when conversing with OPC members. As such, OPC's Residency & Internship Committee proposes adding the following clarification scenarios into both the Resident & Intern handbooks.

Defining Personal and Confidential Information:

Confidential information is personal information shared with only a few people for a designated purpose. The person who is receiving the information from you, the receiver, generally cannot take advantage and use your information for their personal gain, such as giving the information out to unauthorized third parties without express consent.

In the case of the OPC Resident & Intern Liaison, the person in this role is required to keep all conversations, correspondence, and/or documentation confidential, both from OPC and from the employer/supervisor/colleague/etc., unless consent from the resident or intern is provided.

Referral to OPC Website:

The following are potential examples whereby the Liaison would refer members to Resources on the OPC Website:

- When is the deadline to apply for the written or practical examinations?
- My Supervisor and I cannot navigate Typhon
- I have forgotten my password and login for Typhon since it has been years since I accessed it. Can you help me get on the site?
- What information / books do I need to read to be ready for the examinations?
- What is the result of my examinations, I have not heard of yet?
- Has my application been accepted for me to challenge the examinations?
- Can I have an extension to the 5-year window for my residency program?

Potential Issues/Concerns:

The following are potential examples of concerns or issues which could be discussed with the Resident and Intern Liaison. These are examples which are relevant to utilizing the OPC Resident & Intern Liaison:

- Any type of information or issues a Resident or Intern has regarding their Residency/Internship that they would like the Board to be aware of however they wish to be anonymous
- If the Resident or Intern feels their issues are not being answered in a timely fashion by programs@opcanada.ca when trying to navigate the examination process

- Concerns with examination process both positive and negative
- Concerns with bias towards foreign trained individuals in challenging the examinations.
- Residency/Internship Issues they feel are being ignored by their Supervisor and after discussing with their Supervisor and or human resources they are at a standstill

The following includes several examples of sample questions or concerns that could arise:

- I have discussed with my mentor the need to get / have experience with a specific topic, however he is ignoring aspects of my education program and says I do not need to learn a topic. How can I navigate this problem?
- I need to talk to a clinician in my facility about a concern I have with a client. Do you have any suggestions on how I can approach this so as not to undermine the certified clinician?
- I applied to the wrong written examination and would like to be involved with the clinical written not the technical written examination.
- I am certified in orthotics and am working in a P & O facility. My goal is to be certified in the second discipline. I am not gaining enough clinical time in my second discipline to challenge the upcoming practical examination. Can my experience be transferred over? For example, both P & O share certain aspects in studying ie, anatomy, biomechanics, gait analysis. I don't want to contact OPC directly as I do not want to be biased as my caseload is limited
- My Supervisor feels I am being held back due to our limited population being in a rural setting. They feel there is a decrease in clinical caseload in rural vs high density populations such as Toronto. For this reason, it may take longer before I can challenge the exams. Can my requirements to challenge the exams be modified to reflect practicing in remote areas?
- I am currently in an Internship, however our office is now short staffed. My Supervisor has asked me to help out with administrative work. I feel I will not meet my needed hours and am not sure how to only do technical work without jeopardizing my Internship and mentor relationship.
- Any type of information or issues a Resident or Intern has regarding their residency/Internship that they would like the Board to be aware of however they wish to be anonymous

The following includes confidential and/or proprietary information not to be discussed with the OPC Resident and Intern Liaison

- My patient "John Brown " has an ulcer that I believe is caused by the device which a certified practitioner in our office dispensed. How do I deal with this?

- My facility is doing research on a specific new design (that includes the following information and prototype design) we made in house. I would like to use the hours to be put into Typhon and be counted as part of my hours. I have included all the information for this new device and how it works for our client population.
- What is the average salary for a Resident or Intern?

16.0 Second Discipline Temporary Policy

Current Internship Policy states:

“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 Interns.”

Background:

OPC & the Residency & Internship Committee recognizes that currently situations related to COVID-19 Pandemic have resulted in unprecedented impacts on many individuals, Interns are included within this cohort. Due to reasons beyond the control of OPC, Registration Exams have been postponed out of an abundance of caution and safety for all parties involved in the exam process.

It is recognized that postponement (or potential future postponements) of Registration exams impacts Interns as well as Supervisors, employers, and other stakeholders with respect to workforce planning and service delivery. Including delays to the timing of when individuals can begin working in their second discipline.

In an effort to limit the impact to individuals, workforce and service, while maintaining the integrity of OPC's Certification Pathway, the Residency & Internship Subcommittee proposes the following temporary exception to current policy:

If an Intern:

- Has completed the required number of hours in their first discipline.
 - These hours need to be documented in the OPC approved method and approved by the Supervisor.
- Has completed their application and payment for the Practical Registration Exam.
- Has had their Practical Registration Exam date delayed by OPC due to COVID-19 Pandemic reasons

This policy does not apply to Interns personally choosing to not challenge the Practical Exam.

Then the Intern can:

- Complete an application to begin an Internship in their second discipline.
- The Intern may still complete tasks associated with their first discipline under appropriate supervision.
 - These tasks are not eligible to count as working hours for the second discipline.
 - It is the responsibility of the Intern & Supervisor to ensure that skills are developed and sustained so that competencies to achieve Registration are maintained.
 - The Intern/Supervisor acknowledges that by not engaging in working hours associated with the primary discipline could impact the Intern's ability to successfully challenge the Registration Examinations.

- The Intern is not required to maintain a minimum number of regular working hours related to the first discipline.
- Since the Internship Program hours are completed, Interns are no longer required to track their hours in the Typhon Online Recording System.

The Intern MUST:

- Adhere to the 5-year timeframe related to the first discipline.
 - Interns must pass the Written Examination and challenge the Certification Practical Examination for the first time within 5 years of the commencement of their primary discipline Internship.
- If this is a concern, the Intern should notify OPC in writing as soon as possible.
- Interns must continue to abide by the remainder of the guidelines set forth for the Internship Program. All other existing requirements of Internship, supervision, examination eligibility and examination application procedures continue to apply until the successful completion of the entire Registration Examination.

17.0 PAUSING A RESIDENCY/INTERNSHIP POLICY

- Residents and Interns who are active in the OPC Residency and Internship Program have the opportunity to request a hold be placed on their Residency/Internship for up to 24 months (consecutively) due to extenuating circumstances. The hold applies to their Residency/Internship Program status only and does not affect their Associate Member status within OPC.
- The full policy and application form can be found on the [OPC website](#).