



### IMPORTANT INFORMATION

This checklist is for your use only and is not required as part of your application for the exam.

Use it as a tool to guide you through your work experience and to make sure that you are getting the type and amount of experience in each area that the profession expects.

# Orthotic Assistant Exam Candidate Self Assessment Checklist

Prior to sitting for the ABC Certified Orthotic Assistant exam, each candidate is required to complete 1,900 hours of clinical experience. The following self assessment tool gives you a guideline for what areas you should focus on and the amount of time you should be spending in each area during this period.

## DOMAINS OF PRACTICE

Certified Orthotic Assistants (COA's) report that they spend their professional time divided between four areas of responsibility called **Domains of Practice**. As you work on the 1,900 hour experience requirement to take the ABC COA exam, you should gain experience in each domain and arrange your time to approximately meet these percentages. Use the following chart to write in the percentage of time you spend in each domain.

Each domain is broken down into specific tasks. Reference the ABC *Assistant Book of Rules and Candidate Guide* for the specific tasks associated with each domain and identify the domains in which you should spend more or less time.

DOMAIN	Recommended % of Time	Self-Assessment— % of My Time in These Domains
<b>Assesment</b> Perform an assessment of the patient to obtain an understanding of the patient's orthotic needs.	26%	____%
<b>Implementation of the Treatment Plan</b> Perform the necessary procedures to deliver the appropriate orthotic services, including fabrication.	33%	____%
<b>Follow-up Treatment Plan</b> Provide continuing patient care and periodic evaluation to assure/maintain/document successful outcomes related to the established treatment plan.	24%	____%
<b>Practice Management</b> Comply with policies and procedures regarding the physical environment, business and financial practices, organization management and human resources.	15%	____%

## ORTHOTIC ASSISTANT KNOWLEDGE AND SKILL STATEMENTS—SELF ASSESSMENT

The knowledge and skills required of an ABC Certified Orthotic Assistant (COA) in the provision of patient care are listed below. Use the rating scale as a self-assessment to determine your strengths and weaknesses and to identify those knowledge or skills on which you should spend more time during your 1,900 hours.

**Rate your knowledge of or skill with these items by circling the appropriate number on the following scale.**

**1 is no knowledge or skill, 5 is full knowledge or skill.**

**None 1-----2-----3-----4-----5 Full**

Knowledge of general musculoskeletal anatomy, including upper limb, lower limb, spinal

1-----2-----3-----4-----5

Knowledge of basic neuroanatomy (e.g., major peripheral nerves of the upper and lower extremities)

1-----2-----3-----4-----5

Knowledge of anatomical landmarks (surface anatomy)

1-----2-----3-----4-----5

Knowledge of anatomical planes, planes of motion, and normal joint range of motion

1-----2-----3-----4-----5

Knowledge of normal human locomotion

1-----2-----3-----4-----5

Knowledge of gait deviations

1-----2-----3-----4-----5

Knowledge of tissue characteristics/management

1-----2-----3-----4-----5

Knowledge of volumetric control (e.g., edema, weight gain/loss)

1-----2-----3-----4-----5

Knowledge of biomechanics (e.g., actions of lever arms, application of force system)

1-----2-----3-----4-----5

Knowledge of pathologies, including cause and progression (e.g., orthopedic, neurologic, vascular)

1-----2-----3-----4-----5

Knowledge of medical terminology

1-----2-----3-----4-----5

Knowledge of referral documents

1-----2-----3-----4-----5

Knowledge of documentation techniques

1-----2-----3-----4-----5

Knowledge of policies and procedures regarding protected healthcare information

1-----2-----3-----4-----5

Knowledge of reimbursement protocols (e.g., CMS, Medicaid)

1-----2-----3-----4-----5

Knowledge of material safety procedures and standards (e.g., OSHA, MSDS)

1-----2-----3-----4-----5

Knowledge of universal precautions, including sterile techniques and infection control

1-----2-----3-----4-----5

Knowledge of ethical standards regarding proper patient management, including ABC Code of Professional Responsibility

1-----2-----3-----4-----5

Knowledge of scopes of practice related to orthotic/prosthetic credentials

1-----2-----3-----4-----5

Knowledge of boundaries of the orthotic/prosthetic assistant scope of practice

1-----2-----3-----4-----5

Knowledge of orthotic/prosthetic design

1-----2-----3-----4-----5

Knowledge of orthotic/prosthetic fitting criteria

1-----2-----3-----4-----5

Knowledge of orthotic/prosthetic fabrication

1-----2-----3-----4-----5

Knowledge of clinical examination techniques

1-----2-----3-----4-----5

Knowledge of impression-taking techniques, materials, devices and equipment

1-----2-----3-----4-----5

Knowledge of rectification/modification procedures as they relate to specific orthotic/prosthetic designs

1-----2-----3-----4-----5

Knowledge of measurement tools and techniques

1-----2-----3-----4-----5

Knowledge of orthotic/prosthetic forms (e.g., assessment, orthometry, measurement, evaluation, outcomes)

1-----2-----3-----4-----5

Knowledge of materials science

1-----2-----3-----4-----5

Knowledge of componentry

1-----2-----3-----4-----5

Knowledge of alignment devices and techniques

1-----2-----3-----4-----5

Knowledge of hand and power tools

1-----2-----3-----4-----5

Knowledge of care and maintenance of orthoses/prostheses

1-----2-----3-----4-----5

Knowledge of computer-aided design and manufacturing (CAD/CAM)

1-----2-----3-----4-----5

Knowledge of item warranty and warranty limitations

1-----2-----3-----4-----5

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Knowledge of loss control (e.g., risk management, inventory control)

1-----2-----3-----4-----5

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Knowledge of research and literature

1-----2-----3-----4-----5

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Knowledge of human development and aging, ranging from pediatric to geriatric, as they relate to orthotic and prosthetic treatment

1-----2-----3-----4-----5

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Knowledge of the psychology of the disabled

1-----2-----3-----4-----5

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Knowledge of patient educational materials

1-----2-----3-----4-----5

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Knowledge of federal and state rules, regulations and guidelines (e.g., FDA, ADA, HIPAA)

1-----2-----3-----4-----5

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Knowledge of ABC Facility Accreditation Standards

1-----2-----3-----4-----5

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Skill in communicating with patient/family/caregiver

1-----2-----3-----4-----5

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Skill in communicating with orthotists/prosthetists and other staff

1-----2-----3-----4-----5

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Skill in identifying gross surface anatomy

1-----2-----3-----4-----5

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Skill in interpretation of physical findings (e.g., recognizing skin pressures, dermatological conditions)

1-----2-----3-----4-----5

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Skill in identifying normal and pathological gait/motion

1-----2-----3-----4-----5

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Skill in impression-taking/measuring for orthoses/prostheses

1-----2-----3-----4-----5

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Skill in use of mechanical measuring devices

1-----2-----3-----4-----5

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Skill in use of electronic measuring devices

1-----2-----3-----4-----5

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Skill in use of computer-based measuring devices

1-----2-----3-----4-----5

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Skill in patient delineation, rectification and/or patient model modification

1-----2-----3-----4-----5

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Skill in orthotic/prosthetic fabrication

1-----2-----3-----4-----5

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Skill in use of safety equipment

1-----2-----3-----4-----5

---

Skill in use of hand and power tools

1-----2-----3-----4-----5

---

Skill in use of materials and components

1-----2-----3-----4-----5

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Skill in use of alignment devices

1-----2-----3-----4-----5

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Skill in aesthetic finishing

1-----2-----3-----4-----5

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Skill in evaluating fit and function of an orthosis/prosthesis

1-----2-----3-----4-----5

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Skill in adjusting and modifying orthoses/prostheses

1-----2-----3-----4-----5

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Skill in maintaining and repairing orthoses/prostheses

1-----2-----3-----4-----5

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Skill in documentation

1-----2-----3-----4-----5

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**RESOURCES**  
**www.abcop.org**

- *ABC Scope of Practice*
- *ABC Assistant Book of Rules & Candidate Guide*
- *ABC Code of Professional Responsibility*
- *Practice Analysis of ABC Credentialed Assistants*



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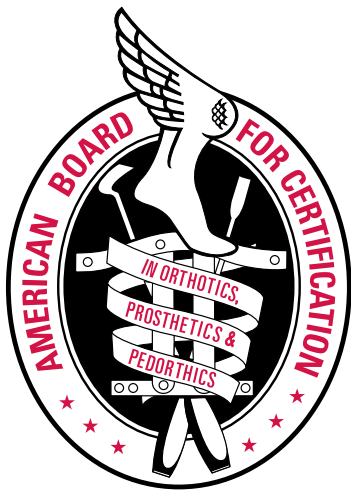
This self assessment checklist is developed from the *Practice Analysis of ABC Credentialed Assistants*, which is also used to develop credentialing exam content as well as guidance for educational programs.

**RECOMMENDED DEVICE LIST FOR 1,900 HOURS WORK EXPERIENCE**

We've broken down the devices on which certified orthotic assistants report they typically spend their time. Use this as a guideline as you work on your 1,900 hour experience requirement. Use the following chart to write in the amount of time you spend on each device and identify those devices on which you should spend more time.

**CERTIFIED ORTHOTIC ASSISTANT DEVICE LIST**

	<b>Recommended % of Time</b>	<b>Self Assessment % of My Time</b>
<b>1. Lower Extremity</b>	<b>(56.8% Total)</b>	_____ %
Shoes	11.1%	_____ %
FO	11.0%	_____ %
AFO	16.7%	_____ %
KO	8.9%	_____ %
KAF O	4.5%	_____ %
HO	2.2%	_____ %
HKAFO	1.5%	_____ %
Other	0.9%	_____ %
<b>2. Spinal</b>	<b>(20.1% Total)</b>	_____ %
LSO	8.7%	_____ %
TLSO	7.0%	_____ %
TLO	1.2%	_____ %
CTO	1.1%	_____ %
CO	1.9%	_____ %
Other	0.2%	_____ %
<b>3. Scoliosis</b>	<b>(5.5% Total)</b>	_____ %
LSO	1.8%	_____ %
TLSO	3.3%	_____ %
CTLSO	0.4%	_____ %
<b>4. Upper Extremity</b>	<b>(16.0% Total)</b>	_____ %
HO	16.0%	_____ %
WHO	6.5%	_____ %
WO	2.0%	_____ %
EWHO	1.1%	_____ %
EO	2.7%	_____ %
SEWHO	0.5%	_____ %
SO	1.3%	_____ %
Other	0.2%	_____ %
<b>5. Other</b>	<b>1.7%</b>	_____ %



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# Prosthetic Assistant Exam Candidate Self Assessment Checklist

Prior to sitting for the ABC Certified Prosthetic Assistant exam, each candidate is required to complete 1,900 hours of clinical experience. The following self assessment tool gives you a guideline for what areas you should focus on and the amount of time you should be spending in each area during this period.

## DOMAINS OF PRACTICE

Certified Prosthetic Assistants (CPA's) report that they spend their professional time divided between four areas of responsibility called **Domains of Practice**. As you work on the 1,900 hour experience requirement to take the ABC CPA exam, you should gain experience in each domain and arrange your time to approximately meet these percentages. Use the following chart to write in the percentage of time you spend in each domain.

Each domain is broken down into specific tasks. Reference the ABC *Assistant Book of Rules and Candidate Guide* for the specific tasks associated with each domain and identify the domains in which you should spend more or less time.

DOMAIN	Recommended % of Time	Self-Assessment— % of My Time in These Domains
<b>Assesment</b> Perform an assessment of the patient to obtain an understanding of the patient's prosthetic needs.	21%	____%
<b>Implementation of the Treatment Plan</b> Perform the necessary procedures to deliver the appropriate prosthetic services, including fabrication.	42%	____%
<b>Follow-up Treatment Plan</b> Provide continuing patient care and periodic evaluation to assure/maintain/document successful outcomes related to the established treatment plan.	23%	____%
<b>Practice Management</b> Comply with policies and procedures regarding the physical environment, business and financial practices, organization management and human resources.	14%	____%

## PROSTHETIC ASSISTANT KNOWLEDGE AND SKILL STATEMENTS—SELF ASSESSMENT

The knowledge and skills required of an ABC Certified Prosthetic Assistant (CPA) in the provision of patient care are listed below. Use the rating scale as a self-assessment to determine your strengths and weaknesses and to identify those knowledge or skills on which you should spend more time during your 1,900 hours.

**Rate your knowledge of or skill with these items by circling the appropriate number on the following scale.**

**1 is no knowledge or skill, 5 is full knowledge or skill.**

**None 1-----2-----3-----4-----5 Full**

Knowledge of general musculoskeletal anatomy, including upper limb, lower limb, spinal

1-----2-----3-----4-----5

Knowledge of basic neuroanatomy (e.g., major peripheral nerves of the upper and lower extremities)

1-----2-----3-----4-----5

Knowledge of anatomical landmarks (surface anatomy)

1-----2-----3-----4-----5

Knowledge of anatomical planes, planes of motion, and normal joint range of motion

1-----2-----3-----4-----5

Knowledge of normal human locomotion

1-----2-----3-----4-----5

Knowledge of gait deviations

1-----2-----3-----4-----5

Knowledge of tissue characteristics/management

1-----2-----3-----4-----5

Knowledge of volumetric control (e.g., edema, weight gain/loss)

1-----2-----3-----4-----5

Knowledge of biomechanics (e.g., actions of lever arms, application of force system)

1-----2-----3-----4-----5

Knowledge of pathologies, including cause and progression (e.g., orthopedic, neurologic, vascular)

1-----2-----3-----4-----5

Knowledge of medical terminology

1-----2-----3-----4-----5

Knowledge of referral documents

1-----2-----3-----4-----5

Knowledge of documentation techniques

1-----2-----3-----4-----5

Knowledge of policies and procedures regarding protected healthcare information

1-----2-----3-----4-----5

Knowledge of reimbursement protocols (e.g., CMS, Medicaid)

1-----2-----3-----4-----5

Knowledge of material safety procedures and standards (e.g., OSHA, MSDS)

1-----2-----3-----4-----5

Knowledge of universal precautions, including sterile techniques and infection control

1-----2-----3-----4-----5

Knowledge of ethical standards regarding proper patient management, including ABC Code of Professional Responsibility

1-----2-----3-----4-----5

Knowledge of scopes of practice related to orthotic/prosthetic credentials

1-----2-----3-----4-----5

Knowledge of boundaries of the orthotic/prosthetic assistant scope of practice

1-----2-----3-----4-----5

Knowledge of orthotic/prosthetic design

1-----2-----3-----4-----5

Knowledge of orthotic/prosthetic fitting criteria

1-----2-----3-----4-----5

Knowledge of orthotic/prosthetic fabrication

1-----2-----3-----4-----5

Knowledge of clinical examination techniques

1-----2-----3-----4-----5

Knowledge of impression-taking techniques, materials, devices and equipment

1-----2-----3-----4-----5

Knowledge of rectification/modification procedures as they relate to specific orthotic/prosthetic designs

1-----2-----3-----4-----5

Knowledge of measurement tools and techniques

1-----2-----3-----4-----5

Knowledge of orthotic/prosthetic forms (e.g., assessment, orthometry, measurement, evaluation, outcomes)

1-----2-----3-----4-----5

Knowledge of materials science

1-----2-----3-----4-----5

Knowledge of componentry

1-----2-----3-----4-----5

Knowledge of alignment devices and techniques

1-----2-----3-----4-----5

Knowledge of hand and power tools

1-----2-----3-----4-----5

Knowledge of care and maintenance of orthoses/prostheses

1-----2-----3-----4-----5

Knowledge of computer-aided design and manufacturing (CAD/CAM)

1-----2-----3-----4-----5

Knowledge of item warranty and warranty limitations

1-----2-----3-----4-----5

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Knowledge of loss control (e.g., risk management, inventory control)

1-----2-----3-----4-----5

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Knowledge of research and literature

1-----2-----3-----4-----5

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Knowledge of human development and aging, ranging from pediatric to geriatric, as they relate to orthotic and prosthetic treatment

1-----2-----3-----4-----5

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Knowledge of the psychology of the disabled

1-----2-----3-----4-----5

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Knowledge of patient educational materials

1-----2-----3-----4-----5

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Knowledge of federal and state rules, regulations and guidelines (e.g., FDA, ADA, HIPAA)

1-----2-----3-----4-----5

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Knowledge of ABC Facility Accreditation Standards

1-----2-----3-----4-----5

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Skill in communicating with patient/family/caregiver

1-----2-----3-----4-----5

---

Skill in communicating with orthotists/prosthetists and other staff

1-----2-----3-----4-----5

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Skill in identifying gross surface anatomy

1-----2-----3-----4-----5

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Skill in interpretation of physical findings (e.g., recognizing skin pressures, dermatological conditions)

1-----2-----3-----4-----5

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Skill in identifying normal and pathological gait/motion

1-----2-----3-----4-----5

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Skill in impression-taking/measuring for orthoses/prostheses

1-----2-----3-----4-----5

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Skill in use of mechanical measuring devices

1-----2-----3-----4-----5

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Skill in use of electronic measuring devices

1-----2-----3-----4-----5

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Skill in use of computer-based measuring devices

1-----2-----3-----4-----5

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Skill in patient delineation, rectification and/or patient model modification

1-----2-----3-----4-----5

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Skill in orthotic/prosthetic fabrication

1-----2-----3-----4-----5

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Skill in use of safety equipment

1-----2-----3-----4-----5

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Skill in use of hand and power tools

1-----2-----3-----4-----5

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Skill in use of materials and components

1-----2-----3-----4-----5

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Skill in use of alignment devices

1-----2-----3-----4-----5

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Skill in aesthetic finishing

1-----2-----3-----4-----5

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Skill in evaluating fit and function of an orthosis/prosthesis

1-----2-----3-----4-----5

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Skill in adjusting and modifying orthoses/prostheses

1-----2-----3-----4-----5

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Skill in maintaining and repairing orthoses/prostheses

1-----2-----3-----4-----5

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Skill in documentation

1-----2-----3-----4-----5

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**RECOMMENDED DEVICE LIST FOR 1,900 HOURS WORK EXPERIENCE**

We've broken down the devices on which certified prosthetic assistants report they typically spend their time. Use this as a guideline as you work on your 1,900 hour experience requirement. Use the following chart to write in the amount of time you spend on each device and identify those devices on which you should spend more time.

**CERTIFIED PROSTHETIC ASSISTANT DEVICE LIST**

	<b>Recommended % of Time</b>	<b>Self Assessment % of My Time</b>
<b>1. Transtibial</b>	<b>(52.9% Total)</b>	_____%
Patella tendon bearing	8.3%	_____%
Total surface bearing (no locking mechanism employed)	7.0%	_____%
Roll-on liner with lock	17.5%	_____%
Roll-on liner with valve	5.5%	_____%
Sleeve	6.0%	_____%
Vacuum	6.7%	_____%
Supracondylar	1.8%	_____%
<b>2. Transfemoral</b>	<b>(26.3% Total)</b>	_____%
Quadrilateral	0.8%	_____%
Ischial containment	7.4%	_____%
M.A.S. design	0.9%	_____%
Fluid control	0.8%	_____%
Microprocessor	3.4%	_____%
Mechanical	2.6%	_____%
Roll-on with locking mechanism	4.9%	_____%
Vacuum-assisted	1.1%	_____%
Traditional suction with expulsion valve	3.8%	_____%
Hip joint/pelvic band/waist belt	0.6%	_____%
<b>3. Transradial</b>	<b>(9.3% Total)</b>	_____%
Myoelectric	2.4%	_____%
Passive	0.4%	_____%
Self	0.3%	_____%
Roll-on	0.8%	_____%
Suction	0.7%	_____%
Harness	2.0%	_____%
<b>4. Transhumeral</b>	<b>(5.0% Total)</b>	_____%
Myoelectric	1.2%	_____%
Body-powered	1.4%	_____%
Hybrid	0.2%	_____%
Passive	0.3%	_____%
Roll-on	0.3%	_____%
Suction	0.3%	_____%
Harness	1.4%	_____%
<b>5. Symes</b>	<b>(6.6% Total)</b>	_____%
Patella tendon bearing	1.4%	_____%
End bearing	1.3%	_____%
Medial opening	1.7%	_____%
Posterior opening	0.5%	_____%
Expandable wall	0.7%	_____%
Silicone liner with expulsion valve	0.6%	_____%
Suspension pad	0.4%	_____%