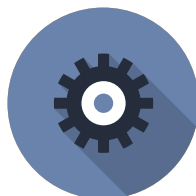




## Clinical Patient Management Exam

# Candidate Orientation Manual





# Exam Overview

**T**he Clinical Patient Management (CPM) Exam is an evaluation of your patient management skills and includes patient interaction and assessment skills, specific problem solving scenarios, specific device recommendations based on patient scenarios and your ability to communicate your answers to your examiners.

Your performance will be observed and recorded by several examiners. When given a diagnosis during the exam, you will be expected to demonstrate the knowledge and skills required to provide the appropriate patient care and give accurate, thorough and coherent presentations of your recommendations.

*It is important that you remember to:*

- Establish a professional rapport with your patients.
- Listen attentively to all instructions and carefully consider your actions.
- Treat all situations during this exam as close to real life as possible in order to best demonstrate your patient management skills.

**The CPM exam measures your ability to demonstrate your knowledge of:**

- Patient Assessment
- Treatment Plan Formulation
- Biomechanical Rationale
- Device Design
- Measurement Techniques
- Fit and Assessment
- Problem solving
- Patient Education and Instruction

## What to Expect on Exam Day

You will be at the exam site for approximately four-and-a-half hours. Please bring your photo ID (driver's license or passport). Your identity will be confirmed by an ABC staff member prior to admission to the exam.



The exam begins promptly at your scheduled exam time. You will not be allowed to test if you are late.

Your exam will begin with a 20-minute orientation session where we will review the policies and the format of the exam. **Do not bring any study materials to the exam site.** Please dress in a neat and professional manner. T-shirt, shorts, jeans and open toe shoes are not allowed.

## Exam Modules

Both the Orthotic and Prosthetic CPM exams consist of three one-hour-long modules that will begin immediately following the orientation.

### The Prosthetic CPM exam covers:

- Transtibial Prosthetic Management
- Transfemoral Prosthetic Management
- Prosthetic Troubleshooting

### The Orthotic CPM exam covers:

- Lower Extremity Orthotic Management
- Spinal Orthotic Management
- AFO Management

**After you finish your exam, it may take approximately one hour to complete the necessary protocols to release you from the exam site.**



**You will spend this time, and any down time during the exam, in the Candidate Lounge.**

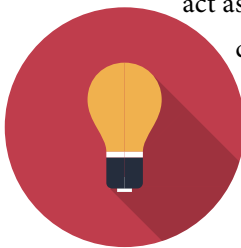
## Exam Site Personnel

The CPM Administration Committee is comprised of:

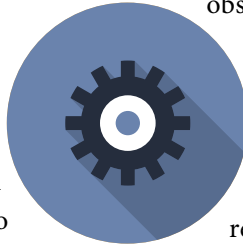
- *Site Coordinator*—a certified practitioner who manages the overall on-site administration and management of the exam.
- *Auditors*—two certified practitioners who review the scoring of each exam before they are submitted for final scoring by the testing agency.
- *Candidate Liaison*—an individual dedicated to the candidates, who mediates issues or concerns.

The Candidate Liaison has been selected for their professional commitment, personal demeanor and effective communication skills.

While the Candidate Liaison may act as the mediator or advocate for candidates during the exam process, their role is limited to exam administration issues, as they are not involved in exam development and cannot negotiate or validate exam format or content.



- *Examiners*—are practitioners certified for a minimum of three years who are selected for their commitment to the profession, personal demeanor, professional reputation and expertise. Each examiner has successfully completed an Examiner Training and Development program and has been determined to examine objectively and efficiently.
- *ABC Staff*—are on-site to assist in the administration and logistics of the exam as well as ensuring that candidates, patients models and examiners adhere to their respective schedules.
- *ABC Visitors* – may be invited to



observe portions of the exam. They will always be escorted by staff or a committee member. If you feel uncomfortable with observers, you can request that they not be present during your exam modules. Please do not hesitate to make this request of your examiner, ABC staff or a committee member.

- *Patient Models*—are individuals who act as your patients during the exam and who have been trained on appropriate interaction with candidates. These individuals are essential to the administration of the exams.



# Taking the Exam

## Instructions and Handouts

It is important that you listen attentively and follow exam instructions completely. There will be oral instructions provided in each area as well as a written copy for you to read along. You may take notes on these handouts; however, you must leave all written materials or notes with your examiner.

## Exam

Prior to administering an exam module, your examiner will request that you confirm your candidate number on their tablet. You will be asked to initial the examiner's tablet at the beginning of each session.

## Oral Exams

In addition to providing you with questions, your examiner will also read the questions aloud. Answer each question completely and thoroughly.

If your examiner asks for a specific number of answers, you should only give that many answers. If you give more answers than requested, you will

be asked to select the answers you wish to have recorded.

**Do not shortcut your answers**—be precise and complete, taking care to specifically answer the question(s) asked.

**Do not make interpretations** as to whether your response is correct or incorrect based on any gestures made by your examiner. They are required to make numerous notes during certain sections of the exam-inations.

## Exam Results

**You will be emailed a preliminary Pass/Fail exam result within one week of taking the exam. Your official exam score report will be available on your My ABC account within approximately two weeks of the exam.** Information on your score or a pass/fail status will not be given over the phone.

If you do not receive your results in the time frame indicated, please email [certification@abcop.org](mailto:certification@abcop.org).

If you do not pass the exam, please refer to the *Practitioner Book of Rules & Candidate Guide* for information on registering to retake the exam.

# Candidate Responsibilities

## Interaction with Patient Models

The CPM exams simulate patient care management situations and you should treat this experience as close to real life as possible. Always use caution and courtesy when interacting with patient models.

You will not be allowed to put any patient model in a potentially unsafe situation. Patient models have been instructed to alert you and/or any examiner, exam committee member or ABC staff if they feel uncomfortable or experience any pain. Interaction with the patient models apart from the exam is prohibited.



*Certification in Orthotics, Prosthetics and Pedorthics, Inc. (ABC) determines through either examiner and/or committee observation, statistical analysis or by any other means that I was engaged in collaborative, disruptive or other unacceptable behavior prior to, during or following the administration of this exam. Furthermore, I waive and release any and all claims, demands or actions against ABC, its officers and directors, agents and employees and release from all liability said ABC from any and all matters arising out of participation in the certification exam.”*

## Candidate Misconduct

You will be required to sign the following Statement of Conduct:

*“I understand that I can be disqualified from taking or continuing the exam process, or from receiving examination results if the American Board for*

**It is inappropriate for exam candidates to engage in any of the following activities:**

- Failure to observe the rules of conduct established by the ABC Board of Directors.
- Copy in writing or otherwise record or transmit to others any exam questions and/or answers, or



- any other aspects of the nature or content of the exam.
- Bringing any unauthorized resource of any nature (e.g. books, notes) to the exam site.
- Offering, assisting or soliciting assistance from other candidates, patients, examiners or those responsible for the administration of the exam.
- Discussing or soliciting offers of professional services and/or employment with any individuals involved with the exams (e.g., patient models, staff, examiners, etc.)

- Use of digital devices of any kind, during any portion of the exam, including breaks, is prohibited.

## Dismissal from the Exam



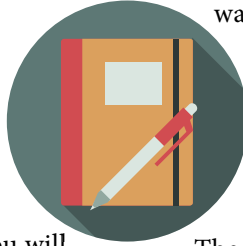
Any candidate observed engaging in any inappropriate activity will be subject to immediate dismissal from the exam and may be barred from future exams, including possible permanent ineligibility and may be required to forfeit the current exam fees and/or that period of eligibility.



## Incidents at the Exam

The Candidate Liaison is available during exam breaks and/or after the exam to address and resolve any incidents or administrative procedures that have impacted your ability to successfully complete the exam. If you chose to speak to the Candidate Liaison during a timed portion of the exam you will lose the time in that module.

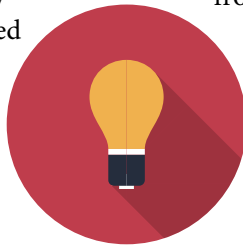
All incidents must be documented in a *Candidate Incident Form* and signed by the Candidate Liaison, the candidate and the Site Coordinator. Any unreported and undocumented incidents will not be considered during any subsequent appeals process.



It is your responsibility to determine whether an incident merits filing a Candidate Incident Form. This decision does not rest with the Candidate Liaison.

If you elect to not file a report, it is understood that you have voluntarily waived this privilege. There will be no recourse after the exam if you verbally express a problem or concern to the Candidate Liaison but elect not to file an incident report.

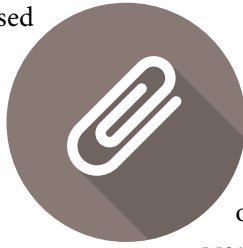
The Candidate Liaison and the Site Coordinator will attempt to reach a mutually agreeable resolution that is fair to both you and the exam process. If the resolution is unsatisfactory, or if you believe that the incident will impede you from performing at your best, you may elect to terminate your participation in the CPM exam. At this time, you would be directed to immediately leave the exam.



This decision cannot be used as grounds for any subsequent appeals. In the event of this voluntary decision, you forfeit the exam fee and that period of eligibility.

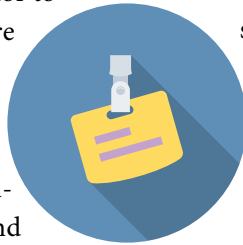
Prior to your arrival at the exam site, you were given the opportunity to identify any examiners with whom you would have a conflict in the exam setting. Please be advised that if you enter the exam area and recognize a potential conflict with your assigned examiner, you must immediately report this to the Site Coordinator or ABC staff prior to beginning the module. Failure to do so will nullify any appeal.

ABC strives to provide you with a safe exam environment; however, we understand that incidents resulting in injury or potential injury to a candidate and/or patient model can occur. In the event of an incident, the Site Coordinator will complete a *Candidate Incident Report* on your behalf.

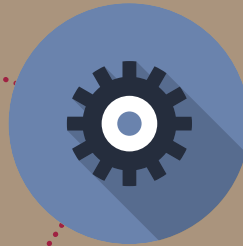


## Administrative Requirements

- Candidate ID badges will be provided at orientation and must be worn at all times while at the exam site.
- Gloves must be worn during all patient model contact. You must write your candidate number on all forms.
- When not taking a portion of the exam, you must be in the designated Candidate Lounge. You may not leave the exam site between modules.
- You must ensure all areas you have used are clean.



If the exam is delayed for any reason, you will not be penalized. ABC Staff will adjust your individual schedule or the group's schedule if necessary.





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