

# ABC THERAPEUTIC SHOE FITTER

Pre-Certification Course Approval Standards

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# ABC THERAPEUTIC FITTER PRE-CERTIFICATION COURSE APPROVAL STANDARDS

ABC has established standards for the delivery and content of Therapeutic Shoe Fitter Pre-Certification Courses in order to provide guidance to presenters and sponsors of both online and classroom education courses. The standards ensure that the didactic and lab portions of the course are representative of current Therapeutic Fitter practice and that the provision of devices are appropriate and safe for the patient. The mechanisms used to formulate the standards include surveys, survey analysis, focus groups, subject-matter expert committees and psychometric consultants.

All ABC approved therapeutic shoe fitter pre-certification courses are approved for a three-year term. For information about how to apply for course approval, click [here](#). Upon expiration of a pre-certification course's initial three-year approval, the provider may request the course be renewed for one additional three-year period. Please see the [ABC Pre-Certification Course Renewal Policy](#) for details.

## COURSE REQUIREMENTS

**The course must be a minimum of sixteen hours, with a minimum of two hours of fitting lab.**

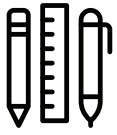
**The instructor of both the didactic and lab instruction must at a minimum be a certified or licensed pedorthist, certified or licensed orthotist or certified or licensed therapeutic shoe fitter and be in good standing with their credentialing board.**

Announcements, catalogs, publications and advertising must accurately reflect the program offered and must describe what is required for completion of the program. All activities associated with the program must be non-discriminatory and in accord with federal and state statutes, rules and regulations. The health and safety of patient models, students and faculty associated with the course must be adequately safeguarded.

The sponsor must report substantive change(s) to ABC in a timely manner, including:

1. Change/addition/deletion of content that represents significant departure in approved course content;
2. Change in method of course delivery;
3. Substantial increase/decrease in requirements for successful completion of course;
4. Changes in chief executive officer and required program personnel including faculty.

**ABC reserves the right to audit any course offering during the approval period. This audit may be in-person or virtually. Course providers agree to provide ABC representatives with access to the designated course location, including but not limited to lab facilities or other approved venues, upon request.**



## **DIDACTIC CONTENT • minimum fourteen hours**

**Students must have comprehensive exposure to all of the following content:**

- Foot Anatomy and its relation to proper shoe fitting
- Basic medical terminology
- Identification of common materials utilized in therapeutic footwear and prefabricated foot orthoses
- Physical evaluation of the foot and identification of therapeutic shoe eligibility criteria
- Common Foot Pathologies and Deformities
- Foot measurement, Shoe selection and Fitting criteria
- Complications associated with the Diabetic Foot
- CMS Documentation Knowledge
- Therapeutic Shoe Fitter Knowledge and Skills (Appendix A)
- Domains of Practice (Appendix B)
- Professional Ethics (*ABC Code of Professional Responsibility*)
- Practice Management/HIPAA (Appendix A)

At the completion of the course, students must have a basic knowledge of the content areas and have been assessed in their understanding of therapeutic shoes, prefabricated multi-density diabetic inserts and the appropriate use of the devices as they relate to patient care.

Course content outside of the *ABC Therapeutic Shoe Fitter Scope of Practice* is not recognized and will not be counted towards the minimum time required for the course.



## **DELIVERY FORMAT**

**Didactic** – course content may be delivered synchronously (live online or in-person) or asynchronously (on-demand).

On-demand coursework is acceptable if the education provider offers opportunity for student/instructor communication during regular business hours (e.g., via instant messaging, video conferencing, email, phone, etc.) to ensure comprehension.



## **DIDACTIC ASSESSMENT**

Each student must be assessed to determine if they have obtained the required base set of competencies in the areas of therapeutic shoe fitter knowledge and skills, domains of practice, professional ethics and practice management during and at the completion of the course.

### ***Student Assessment Guidelines***

- Case studies are encouraged to reinforce treatment concepts.
- A final graded exam is required at the conclusion of the course. Open book tests are not allowed.
- A maximum of six months can elapse between completion of the didactic portion and the beginning of the lab portion of the course.



**Lab** – minimum two hours of in-person instruction with a maximum ratio of one instructor to 10 students. If lab is delivered virtually, it must be synchronous and the ratio cannot exceed one instructor to two students.



### LAB ASSESSMENT

Each student must be assessed to determine if they have obtained the necessary skill in the following areas:

- Comprehensive foot evaluation
- Measuring, selection and fit of shoes defined in CMS code A5500
- Selection, direct molding and fit of prefabricated inserts defined in CMS code A5512
- Proper donning/doffing of the shoe and insert
- Break in time and skin check/care instructions
- Safe heat molding of prefabricated inserts for the diabetic patient
- Assessment of the prefabricated inserts after heat molding



# APPENDIX A

## Required Knowledge and Skills

This information is derived from the Practice Analysis of Certified Fitter-therapeutic shoes and are the expected knowledge and skills of entry-level certified therapeutic shoe fitters.

### Knowledge in:

- Basic anatomy of the foot and ankle and their relation to proper shoe fitting
- Anatomical landmarks related to the foot and ankle
- Common foot pathologies related to the diabetic foot
- Signs, symptoms and risk factors associated with the diabetic foot
- Basic medical terminology for communication and documentation
- Interpreting prescription/referral documents
- Standard precautions
- When to refer patient to other healthcare providers
- Therapeutic shoe eligibility criteria (e.g., Medicare)
- Foot measurement tools
- Shoe components (e.g., toe box, heel counter, openings, vamp, last)
- Common materials used in therapeutic shoes/inserts
- Therapeutic shoe/insert fitting criteria
- Tools to facilitate fit of therapeutic shoes/inserts (e.g., heat gun, low temperature oven, shoe stretcher)
- Care/maintenance of therapeutic shoes/inserts
- Shoe/insert warranty and warranty limitations
- Knowledge of available patient education materials
- Safety procedures and standards (e.g., OSHA, SDS)
- Scope of Practice related to certified fitter of therapeutic shoes
- Federal and state documentation requirements
- Federal and state rules, regulations and guidelines
- Protected healthcare and confidential information (e.g., HIPAA)
- Professional ethical responsibilities (e.g., *ABC Code of Professional Responsibility*)

### Skill in:

- Physical evaluation of the foot and ankle (e.g., skin integrity, sensation w/ monofilament)
- Interviewing techniques
- Communicating with patients, caregivers and referral sources
- Appropriate shoe/insert selection for the diabetic foot
- Weight-bearing assessment of therapeutic shoes/inserts
- Ambulatory assessment of therapeutic shoes/inserts
- Assessing patient's ability to don/doff/fasten
- Assessing patient's ability to comply with use and care instructions, (e.g., using interface when wearing shoes, checking skin for evidence of excessive pressure)

## APPENDIX B

### Domains of Practice

Upon completion of the course, students should be able to demonstrate their ability to accomplish the following:

#### Patient Assessment

- Review patient's prescription/referral
- Take patient history (e.g., previous orthotic treatment, medical history, physical limitations, activity levels)
- Perform a diagnosis-specific clinical examination (e.g., anatomy, disease process, signs and symptoms, deformities, skin integrity, protective sensation)
- Refer patient, if appropriate, to other healthcare professionals (e.g., physician, certified orthotist, certified pedorthist) for intervention beyond the Certified Fitter of Therapeutic Shoes scope of practice
- Document assessment using established record-keeping techniques

#### Formulation of Treatment Plan:

- Evaluate assessment findings to determine a treatment plan
- Communicate to patient and/or caregiver about the recommended treatment, goals and anticipated outcome(s)
- Identify appropriate shoe based on patient evaluation and prescription (e.g., last, closure, toe box, style)
- Identify appropriate insert based on patient evaluation and prescription (e.g., materials, coverings)

#### Implementation of the Treatment Plan

- Communicate with patient and/or caregiver regarding potential risks/benefits, financial obligations and time involved in providing therapeutic shoes/inserts
- Select appropriate shoe based on patient assessment and prescription (e.g., last, closure, toe box, style)
- Select appropriate insert based on patient assessment and prescription (e.g., materials, coverings, adjustability)
- Take required measurements for therapeutic shoes and inserts
- Fit therapeutic shoes/heat mold inserts and assess fit and function (e.g., adjust fit of shoes as needed, modify insert as needed)
- Determine patient's ability to properly don, doff and fasten shoes
- Educate patient and/or caregiver about the use of, and maintenance of, the therapeutic shoes and inserts (e.g., wearing schedules, hygiene, foot inspection, risk precautions, manufacturer's warranty)
- Verify that therapeutic shoes and inserts are delivered as prescribed
- Document treatment using established record-keeping techniques





## APPENDIX B (cont.)

### Follow-up Treatment Plan

- Obtain feedback from patient and/or caregiver regarding comfort, satisfaction and achievement of goals concerning the therapeutic shoes and inserts
- Re-assess fit and function of therapeutic shoes and /inserts
- Assess tolerance, compliance with wear schedule, ability to don/doff/fasten and proper use of therapeutic shoes and inserts
- Re-assess patient's skin integrity
- Make adjustments to therapeutic shoe/insert based on assessment of patient's current status
- Review usage, wear schedule and risk precautions with patient and/or caregiver
- Develop and communicate with the patient and/or caregiver the long-term follow-up plan
- Document follow-up using established record-keeping techniques

### Practice Management

- Comply with all applicable federal, state and local laws and regulations (e.g., CMS, HIPAA, FDA, ADA, OSHA)
- Adhere to professional and ethical guidelines per accrediting organization (e.g., *ABC Code of Professional Responsibility*)
- Comply with established documentation requirements related to billing and claims development (e.g., Medicare and/or other third-party payer required documentation, *ABC Facility Accreditation Standards*)
- Promote a safe and professional environment for patient care (e.g., universal precautions, *ABC Facility Accreditation Standards*, CDC recommendations, discrete treatment area)





# ABC Pre-Certification Course Renewal Policy

## POLICY:

Upon expiration of a precertification course's initial 3-year approval, the provider may request the course be renewed for one additional 3-year period if the following have not changed:

- course content
- method of delivery
- requirements for successful completion
- instructors

If there have been significant changes to the above, the course provider may be required to submit a new application, application fee and required supporting documentation. Failure to notify ABC of any program changes may result in termination of the course approval.

After the initial approval and one renewal period (total of 6 years) the course provider must submit a new application for initial course approval.

## FEE SCHEDULE:

Fitter Pre-certification Courses – \$150 renewal fee

Pedorthic Pre-certification Courses – \$400 renewal fee