



ABC Therapeutic Shoe Fitter

Pre-Certification Course Approval Standards



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 one year term. The annual fee for approved courses is \$100. Course providers must submit an annual Course Approval Review form. The course review form may be submitted up to four times. A complete application for Pre-Certification Course Approval must be submitted every five years.

COURSE REQUIREMENTS

- The course must be a minimum of 16 hours, with a minimum of 2 hours of in-person 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.

DIDACTIC CONTENT – minimum 14 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 Fitting and Selection 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 permitted and will not be counted towards the minimum time required for the course.

DELIVERY FORMAT

Didactic – course content may be delivered either in a classroom setting or through distance learning formats.

Distance learning course content can be delivered via video with narration, CD, DVD or narrated streaming video with a course syllabus or in a non-video format with narration (PowerPoint, Keynote.) The distance learning must be available for multiple formats (PC, MAC, Linux.)

The distance learning course provider must provide the capability for real time student interaction during normal business hours as well as alternate sources of student/instructor communication channels. These interactions could be carried out via instant messaging, email, conference call or video conferencing.

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 concept.
- A quiz is required for every four hours of lecture time.
- A graded quiz is required after eight hours of lecture time.
- 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 2 hours of in-person instruction with a maximum ratio of one instructor to 10 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

At the completion of the course, students should demonstrate the following knowledge and skills.

Knowledge in:

- Basic anatomy and physiology 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
- Universal 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, state and local 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
- Clinical documentation
- 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

- Take patient history (e.g., previous orthotic treatment, medical history, physical limitations, activity levels)
- Perform a diagnosis-specific clinical examination (e.g., musculoskeletal, 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 THE TREATMENT PLAN

- Evaluate assessment findings to determine a treatment plan
- Communicate to patient and/or caregiver about the recommended treatment and anticipated outcome(s)
- Identify appropriate shoe based on patient evaluation (e.g., last, closure, toe box, style)
- Identify appropriate insert based on patient evaluation (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 (e.g., last, closure, toe box, style)
- Select appropriate insert based on patient assessment (e.g., materials, coverings)
- Take appropriate measurements for therapeutic shoes/inserts
- Fit therapeutic shoes/inserts and assess fit/function
- Determine patient's ability to properly don/doff/fasten shoes
- Educate patient and/or caregiver about the use of/maintenance of the therapeutic shoes/inserts (e.g., wearing schedules, hygiene, foot inspection, manufacturer's warranty)
- Ensure that therapeutic shoes/inserts are delivered as prescribed
- Document treatment using established record-keeping techniques

FOLLOW-UP

- Obtain feedback from patient and/or caregiver regarding comfort and satisfaction with the therapeutic shoes/inserts
- Re-assess fit/function of therapeutic shoes/inserts
- Assess tolerance, compliance with wear schedule, ability to don/doff/fasten shoes and proper use of therapeutic shoes/inserts
- Re-assess patient's skin integrity and protective sensation
- Make adjustments to therapeutic shoe/insert based on assessment of patient's current status
- 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 (e.g., *ABC Code of Professional Responsibility*)
- Comply with established documentation requirements related to billing and claims development
- Promote a safe and professional environment for patient care (e.g., universal precautions, ABC facility accreditation standards)

PROMOTION OF COMPETENCY AND ENHANCEMENT OF PROFESSIONAL PRACTICE

- Maintain competence by participating in continuing education
- Participate in product development research, clinical trials and outcome studies
- Participate in the development, implementation and monitoring of public policy regarding the profession
- Promote public awareness of the profession