Orthopaedic Technology Program Recognition

Policies and Application

National Association of Orthopaedic Technologists
8365 Keystone Crossing, Suite 107
Indianapolis, IN 46240
phone (317) 205-9484
fax (317) 205-9481
email naot@hp-assoc.com
web www.naot.org
**INTRODUCTION**

**BENEFITS OF RECOGNITION**

- Students completing NAOT Recognized Programs are eligible to sit for the OTC® certification examination given by the National Board for Certification of Orthopaedic Technologists following graduation and forego the qualifying requirement of two (2) years of full time on the job training in orthopaedics.

- Programs may be advertised as “NAOT Recognized” in all promotional literature and advertising.

- Recognized Programs will be listed on the NAOT Website and viewed by many prospective students that are interested in pursuing orthopaedic technology as a career path.

- Recognized Programs will receive certificates stating NAOT recognition.

- Recognized Program Directors participate as a member of NAOT’s Recognized Schools committee and enjoy the opportunity to network and obtain ideas from other directors on how to improve and enhance your program.

- Students in Recognized Programs receive significant registration discounts to attend NAOT’s annual National Conference and regional Casting Workshops.

**LENGTH OF RECOGNITION**

All programs receiving initial NAOT Recognition will be granted this status for a period of two (2) years from the date of approval. NAOT will send an official certificate to verify the term of recognition to the designated Program Director.

**HOW TO APPLY & APPLICATION FEE**

Please complete the enclosed application and checklist and return it along with all requested documentation (electronic submission via pdf is preferred). An application fee of $150 can be paid via check or credit card (Mastercard or VISA). If you have any questions, please contact NAOT at (317) 205-9484 between 8:30 am – 5:00 pm Eastern time or via email at naot@hp-assoc.com. Please allow 4-6 weeks for processing of all applications.
SECTION 1: GENERAL APPLICATION INFORMATION

All schools applying for NAOT Recognition of an orthopaedic technology program must meet all the requirements listed below:

1. All curricula must coincide with the current Job Task Analysis and Test Domains for the Certified Orthopaedic Technologists (OTC) examination administered by the National Board for Certification of Orthopaedic Technologists (NBCOT).

2. Approved curricula for either associate degree or certificate programs must consist of a minimum of 450 hours of instruction, comprised of both classroom lecture and practical laboratory instruction.

Approved curricula for military programs must maintain a minimum 12-week school year and consist of a minimum of 450 hours of instruction, comprised of both classroom lecture and practical laboratory instruction. Military programs should also ensure that graduates of the 12-week course have a follow on assignment of at least 11 months to function as an orthopedic technician.

3. Approved curricula must include either a clinical rotation OR an externship component of at least 200 hours. Clinical rotations and externships must include experience in all of the following areas:
   a. Hospital (orthopaedic floor/department)
   b. Operating Room
   c. Orthopaedic Physician’s Office or clinic

   Military programs may utilize 6 weeks of Phase 2 of training to accomplish this requirement. In addition, military programs are required to include a rotation in an orthotic lab/brace shop in addition to a-c above.

4. All regular program instructors must be licensed or certified to practice in the medical or health care in which they are teaching. Core orthopaedic technology competencies, such as casting, splinting and bracing, must be taught by instructors whose professional certification encompasses these primary responsibilities. There must be at least one (1) certified OTC on the faculty at all times (see “Minimum credentials required for teaching curriculum related to NBCOT test domains” on page 8).

Health care professionals with 5 years or more of on-the-job training and experience but who do not hold current credentials can serve as a guest lecturer (2 classes maximum per program year or cycle) or practical laboratory assistant (determined at the discretion of the lead program instructor).
5. Program must retain at least one (1) physician advisor, who specializes in the musculoskeletal system, who can confirm the status of program completion for each student and attest to the eligibility of students wanting to take the national certification examination.

6. Program must be able to issue and provide certificates of completion/graduation or other evidence of satisfactory program completion to all students no later than 90 days after the student has successfully completed all program educational requirements, including clinical rotations and externships. A copy of the official certificate that will be provided to students upon successful completion of the program will be submitted with any initial or re-recognition application.

7. Program must conduct its activities consistent with ethical business practices. Programs that engage in unethical business practices, such as misrepresenting its program, curriculum or credentials of instructors in any way to students, school administration or NAOT, compromising student privacy or sexual discrimination, will not be provided Recognized status. In addition, program must have established policies on the manner in which cheating and plagiarism by students is handled.

8. Curricula must be in place for a minimum of one school year or program cycle (9 months) before applying for NAOT recognition.

9. Curricula must meet the minimum level established by the NAOT Educational Program Review Committee.

10. Applying programs must include all of the following to be considered for NAOT recognition:

• NAOT Recognized School application form with signature of Program Director and Physician Advisor

• Completion of checklist of orthopaedic tasks and responsibilities to verify that curriculum provides adequate instruction in these areas of the current Orthopaedic Technologist Certified® (OTC®) Job Task Analysis published by the NBCOT

• Detailed program syllabi and curriculum that include educational objectives for each course

• Detailed bios, including professional experience, certifications, licenses and qualifications, for all course instructors and Physician Advisor

• Verification letters by hospitals, institutions, departments, private practices, clinics that participate in clinical rotation/externship and the name of the clinical instructor that will oversee students at each clinical rotation/externship location. Military programs should list the hospital locations and the Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU) for each medical treatment facility utilized to conduct orthopedic technician training.
NAOT Orthopaedic Technology Program Recognition
GENERAL APPLICATION REQUIREMENTS & POLICIES

• Blank copy of the official certificate that will be provided to students upon successful completion of the program

• Example of program promotional brochure and official course listing and description from the university, either on the web or in print, which would identify the program by name, provide an indication of credit hours, times the classes would be held and instructor(s).

SECTION 2: LENGTH OF INITIAL PROGRAM RECOGNITION

All programs receiving initial NAOT Recognition will be granted this status for a period of two (2) years from the date of approval. NAOT will send an official certificate to verify the term of recognition to the designated Program Director.

SECTION 3: PROGRAM RECOGNITION

It is the policy of the National Association of Orthopaedic Technologists (NAOT) that orthopaedic technology programs that are granted formal “Recognized School” status by NAOT after their initial application and approval by the association’s Educational Programs Review Committee remain in good standing if they 1) maintain and instruct their approved curriculum and 2) complete the necessary re-recognition paperwork attesting to their level of academic quality every two (2) years.

Recognized programs will be required to complete a “Program Recognition Renewal Application” which will be assessed by NAOT’s Educational Program Review Committee to ensure that the Program has remain compliant with NAOT-approved standards. The Recognition Renewal application will include a detailed checklist of orthopaedic tasks and responsibilities which the Program Director will use to verify that their curriculum provides adequate instruction in these areas of the current Orthopaedic Technologist Certified® (OTC®) Job Task Analysis published by the NBCOT.

SECTION 4: TERMINATION OF RECOGNITION STATUS

The following policies were developed to outline the circumstances in which NAOT may terminate the formal Recognition of a previously-approved orthopaedic technology program. They include if:

1) The orthopaedic technology program fails to complete their re-recognition paperwork by the deadline assigned by NAOT’s Educational Programs Review Committee. A 30-day
NAOT Orthopaedic Technology Program Recognition

GENERAL APPLICATION REQUIREMENTS & POLICIES

extension of this deadline may be given if requested by the program’s director and approved by NAOT’s Educational Programs Review Committee Chair and President.

2) The orthopaedic technology program fails to document that they are maintaining and instructing their previously approved curriculum. The program would also have their status revoked if it was determined that their course curriculum failed to provide adequate instruction in major areas of the current Orthopaedic Technologist Certified® (OTC®) Job Task Analysis published the National Board for Certification of Orthopaedic Technologists.

3) The orthopaedic technology program suspends its operations for more than 12 consecutive months (or equivalent of one school year) due to lack of available resources to sustain the program at an acceptable level of academic quality, administrative or student matriculation issues.

4) The orthopaedic technology program is officially terminated by the sponsoring school or institution due to lack of available resources to sustain the program at an acceptable level of academic quality, administrative or student matriculation issues.

5) The orthopaedic technology program is determined to have misrepresented its program, curriculum or credentials of instructors in any way to students, school administration or NAOT and its Educational Program Review Committee

SECTION 5: COMPLAINT PROCESS

For any current or recently-graduated student in an orthopaedic technology program approved by NAOT as a Recognized School that wishes to file an official complaint about perceived deficiencies in the program curriculum, NAOT has a formal process which allows the association to examine the merits of the complaint, interview involved parties, investigate and respond accordingly.

The student must clearly document their complaint with all relevant information and send as an email or a letter to NAOT National Headquarters. All emails and correspondence should be directed to:

Bruce Davis
Executive Director
National Association of Orthopaedic Technologists
8365 Keystone Crossing, Suite 107
Indianapolis, IN 46240
(317) 205-9484
FAX (317) 205-9481
bdavis@hp-assoc.com
Correspondence should provide the names and contact information of other students in the program that may have shared a similar experience or can verify the details in the complaint letter.

**Timetable for Review/Decision on Submitted Complaint**

1) Complaint letters will be forwarded to NAOT’s President and Chair of the Educational Program Review committee within 3 days of receipt.

2) Within the guidelines set for its Recognized Schools, NAOT will determine in what area the complaint alleges a program is not meeting NAOT requirements.

3) NAOT will share the complaint letter/correspondence with the appropriate program director against which the complaint is filed within 7 days of receipt.

4) NAOT will set up a conference call with that program director within 15 days of receipt if it is determined that an interview or additional details are required.

5) NAOT will set up a formal conference call with the person submitting the complaint and the President and Educational Program Review Committee within 15 days of receipt if it is determined that an interview or additional details are required.

6) All information collected by NAOT within 30 days of the complaint, including details obtained during phone interviews, will be compiled and then circulated to NAOT’s Officers and entire Educational Program Committee for review.

7) NAOT will hold a conference call with its Officers and Educational Program Review Committee within 60 days of the complaint to 1) formulate a response to the person making the complaint; 2) make recommendations to the Program Chair if changes or modifications to its curriculum are needed to address standards alleged to be deficient in the complaint.

8) NAOT will contact the NBCOT to provide a summary of the complaint resolution and any program recommendations once a formal response is provided.

9) An in-person school visit by one of NAOT’s Officers will be scheduled no later than 6 months after any determination recommending modifications to the curriculum that will include an interview with the program director, attending a class session and touring the externship sites (if warranted). The NAOT officer will assess whether the recommended changes/modifications to program curriculum have been made.
### OTC EXAMINATION TEST DOMAINS

<table>
<thead>
<tr>
<th>Section 1: Assessment</th>
<th>Qualified to Teach</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Interview patient and family in order to obtain a complete history of the patient's complaints/condition by using effective interviewing techniques.</td>
<td>OTC, OPA-C, PA-C, MD, DO, NP, ATC, PT, RN</td>
</tr>
<tr>
<td>1.2 Conduct physical examination of the patient in order to provide pertinent information to the surgeon by using standard examination techniques.</td>
<td>OTC, OPA-C, PA-C, MD, DO, NP ATC, PT</td>
</tr>
<tr>
<td>1.3 Radiographic Interpretation</td>
<td>X-Ray Tech, OTC, OPA-C, PA-C, MD, DO</td>
</tr>
</tbody>
</table>

### Section 2: Casting, Splinting, and Orthopaedic Appliances

| 2.1 Apply upper extremity cast/splint to patient in order to comply with physician's orders by using accepted casting/splinting practices and techniques. | OTC, OPA-C PA-C, MD, DO, NP |
| 2.2 Apply lower extremity cast/splint to patient in order to comply with physician's orders by using accepted casting/splinting practices and techniques. | OTC, OPA-C PA-C, MD, DO, NP |
| 2.3 Apply torso cast/splint to patient in order to comply with physician's orders by using accepted casting/splinting practices and techniques. | OTC, OPA-C PA-C, MD, DO, NP |
| 2.4 Apply specialty cast/splint to patient in order to comply with physician's orders by using accepted casting/splinting practices and techniques. | OTC, OPA-C PA-C, MD, DO, NP |
| 2.5 Utilize cast/splint removal equipment to perform specific procedures in order to comply with physician's orders by using accepted practices and techniques. | OTC, OPA-C PA-C, MD, DO, NP |
| 2.6 Apply orthopaedic devices to patient in order to comply with physician's orders by ensuring proper fit/placement. | OTC, OPA-C, Certified Orthotist ATC, PT |
| 2.7 Apply pre-fabricated orthotics and orthopaedic appliances to patient by ensuring proper fit in order to comply with physician's orders. | OTC, OPA-C, Certified Orthotists ATC, PT |

### Section 3: Traction

| 3.1 Obtain equipment in order to apply traction therapy to patient by selecting appropriate items for the traction apparatus. | OTC, OPA-C PA-C, MD, DO, NP |
| 3.2 Apply traction apparatus to bed in order to prepare for application of skin or skeletal traction by using accepted practices and techniques. | OTC, OPA-C PA-C, MD, DO, NP |
| 3.3 Drape, scrub, and assist in the application of skeletal traction therapy in order to comply with physician's orders by using accepted practices and techniques. | OTC, OPA-C PA-C, MD, DO, NP |
| 3.4 Apply skin traction therapy to patient in order to comply with physician's orders by using accepted practices and techniques. | OTC, OPA-C PA-C, MD, DO, NP |
| 3.5 Assist in discontinuing traction therapy in order to comply with physician's orders by using accepted practices and techniques. | OTC, OPA-C PA-C, MD, DO, NP |

### Section 4: Surgery

<p>| 4.1 Position, prep, and drape patient by using accepted practices and techniques in order to prepare patient for surgery. | OTC, OPA-C, OT-SC PA-C, MD, DO, NP, CST, CFA |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.2</strong></td>
<td>Assist the surgeon by using accepted surgical practices and techniques.</td>
<td>OTC, OPA-C, OT-SC, PA-C, MD, DO, NP, CST, CFA</td>
</tr>
<tr>
<td><strong>4.3</strong></td>
<td>Assist the surgeon during reductions by supplying and applying the appropriate materials.</td>
<td>OTC, OPA-C, PA-C, MD, DO, NP, CST, CFA</td>
</tr>
<tr>
<td><strong>4.4</strong></td>
<td>Apply and manage post-operative dressings on wounds following aseptic techniques.</td>
<td>OTC, OPA-C, PA-C, MD, DO, NP, CST, CFA</td>
</tr>
</tbody>
</table>

**NOTE:** All individuals with credentials or degrees indicated in red must submit proof of experience in order to qualify as an instructor for the identified OTC Examination domain.

All Instructors must teach within the scope of his/her state and or federal laws and regulations.