

CPC Direct Supervision Contract

Contract to be signed by both the employer and employee (candidate).

Please forward a copy of your signed contract to info@cpedcs.ca.

Apprenticeship start date:	Today's date:
Approximate completion date of Pedorthic work hours:	
Work location:	
Intended exam date:	

Please note these dates are estimates only, neither party is bound by the dates stated above.

As the Employer/Supervisor I agree to the following:

- I have at least 3 years of experience as a C. Ped (C)
- To review all the components of the Work Experience Checklist (attached) with the candidate
- To meet all the requirements as listed on the Work Experience Checklist
- To provide the candidate with access to clinical patients, footwear inventory and manufacturing facilities on a regular basis
- To work with the candidate in preparation to challenge The C. Ped (C) exam
- To provide 'direct supervision' as defined by The College of Pedorthics of Canada (CPC)

Employer/Supervisor Name: _____

Employer/Supervisor Signature: _____

As the Employee/Candidate I understand the following:

- I will provide updates to The College of Pedorthics of Canada on an annual basis
- In the event that I choose to end my employment with the current employer, I will receive full credit for the hours obtained with the current employer
- In the event that I choose to obtain employment with a new supervisor I must inform The CPC and provide an updated contract

Employer/Candidate Name: _____

Employer/Candidate Signature: _____

Apprentice Progress Report

Today's date:
Apprentice start date:
Approximate number of Pedorthic work hours:

Please review the work experience check list with your supervisor at the start of your apprenticeship program. Refer to this check list often to gauge your progress. By the end of your apprenticeship you should have completed all the tasks below. You must submit a signed copy of your report to the College of Pedorthics of Canada on an annual basis. Please send your report to info@cpedcs.ca.

<u>Clinical Experience</u>	<input checked="" type="checkbox"/>
I am familiar and in adherence with the Pedorthic Code of Ethics and regulatory statutes in all aspects of practice.	
I am confident in all interactions with clients.	
I have an understanding of my role in interactions with other agencies such as third-party insurance companies.	
I have observed office organization and management.	
I have observed office bookkeeping and billing procedures.	
I have demonstrated an ability to draft concise, timely and accurate records.	
I have participated in patient education.	
I have conducted and demonstrated the following examination techniques:	
- gait analysis	
- open kinetic chain	
- closed kinetic chain	
I have observed and Conducted assessment of at least 10 different client conditions: over-use injuries, systemic (e.g. arthritis, diabetes), geriatric, paediatric, neurological (e.g. MS, CMT), post-op, trauma, congenital	
I have engaged the client in the process of selecting from among treatment options, establishing desired outcomes and determining time frames; synthesize client goals and consider these when setting priority outcomes; review and evaluate with the client the range of resources and treatments available.	
I have successfully demonstrated the following during an assessment:	
- selection of appropriate treatment solution	

- selection of appropriate materials	
- rationale for selection	
- communicating a plan for client follow-up and answering any client questions and concerns related to client follow-up, under supervision	
I have demonstrated the ability to differentiate between the need for custom versus off-the-shelf orthotic.	

<u>Footwear Experience</u>	✓
I have developed an understanding of inventory management.	
I have assisted the fitting of footwear, with specific attention to fit (size, shape, and volume) and function (appropriate style of shoe).	
I have carried out appropriate shoe selection and fitting following assessment of a variety of different client conditions/foot types.	

<u>Fabrication Experience</u>	✓
I have demonstrated awareness of and adherence to the safety procedures of the practicum site.	
I have demonstrated regular and proper use of personal safety equipment (Safety glasses, dust mask, etc.).	
I have demonstrated and adhere to proper handling of materials in the workplace.	
I have demonstrated and adhere to safe and proper use of machinery and tools in the workplace.	
I have demonstrated safe work ethic around co-workers.	
Following assessment and selection of appropriate orthotic solution, I have produced the following:	
Shoe modifications:	
- rocker	
- upper mods	
- lift extension	
- Buttress	
Cast modification/preparation	
Orthotic fabrication:	
- creation and processing of work order involved in daily manufacturing	
- corrective devices	

- accommodative devices	
- rationale for intrinsic versus extrinsic posting	

Learning plan

Use this section to make notes on your progress, identify areas for improvement and create learning goals.

Employer/Supervisor Name: _____

Employer/Supervisor Signature: _____

Employee/Candidate Name: _____

Employee/Candidate Signature: _____

Please provide feedback on your supervisor and clinical facility. Your feedback and rankings are confidential, but not anonymous. These comments will not be shared with your supervisor without your written consent.

Practicum Site:	
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Supervisor Name:	
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Date:	
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N/A	Not Applicable
5	Strongly Agree
4	Agree
3	Neutral
2	Disagree
1	Strongly Disagree

The Supervisor provided you with a thorough orientation to the organization, its purpose, structure, policies, and procedures.

N/A	5	4	3	2	1
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The Supervisor assisted you in developing goals related to practice, using the work experience checklist:

N/A	5	4	3	2	1
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The Supervisor adequately explained concepts and tasks to you:

N/A	5	4	3	2	1
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The Supervisor adequately assisted you in applying theoretical knowledge to the practicum setting:

N/A	5	4	3	2	1
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The Supervisor facilitated development of independence and problem-solving abilities:

N/A	5	4	3	2	1
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The Supervisor created an atmosphere based on open communication, which enabled you to approach him / her regarding ideas and concerns:

N/A	5	4	3	2	1
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The Supervisor clearly and thoroughly responded to your questions:

N/A	5	4	3	2	1
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The Supervisor provided constructive and specific feedback:

N/A	5	4	3	2	1
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The Supervisor provided relevant reading materials and/or resources:

N/A	5	4	3	2	1
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The Supervisor provided adequate opportunities for discussion of your skills and directions for change:

N/A	5	4	3	2	1
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The Supervisor maintained a safe working environment (e.g. Good air quality, well maintained equipment):

N/A	5	4	3	2	1
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The Supervisor practiced in a safe and ethical manner:

N/A	5	4	3	2	1
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I am satisfied with my progress to date in this apprenticeship program:

N/A	5	4	3	2	1
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