



EDUCATION CORE COMMITTEE: ACCREDITATION SUBCOMMITTEE

Mission

The ISPO Accreditation Sub-Committee ensures effective implementation of ISPO Education Standards by administering and monitoring accreditation activities for prosthetic/orthotic education programmes/pathways. The Sub-Committee reports to the ISPO Education Core Committee on prosthetic/orthotic accreditation activities and recommends accreditation related activities as needed.

The Subcommittee provides oversight for decisions with respect to programmes seeking ISPO accreditation. It monitors and maintains the quality of the ISPO's accreditation processes by identifying and acting on trends observed across programmes/pathways and various levels of training.

Principles

All Subcommittee members should be members in good standing of the Society and should represent the diverse origins, professional interests, backgrounds, and geographic representation of the membership of ISPO. Exceptions to be above points may be made under specific circumstances; for example, when a person representing another organization has been specifically invited to serve on a Committee due to his/her particular expertise.

Preference should be given to individuals actively engaged with ISPO Member Societies and with a strong education background, who have the following background, skills and experience as well as:

- Minimum of 5 years clinical experience post qualification prosthetic/orthotic occupations and/or experience in policy related to education.
- Involved in entry-level education with recent knowledge of modern educational theories.
- Experience in competence assessment of students or graduates of prosthetic orthotic education programmes.
- Agree to the non-disclosure agreement and other measures of confidentiality and ethical conduct.

ISPO Subcommittee members shall always:

- Act in the best interest of the Society and align its activities with the overall mission and vision of the ISPO.
- Represent the interests of the Society's membership towards the Executive Board, International Committee, other ISPO committees, as well as members and outside parties.
- Work closely with and support the Executive Board and other ISPO Committees and leaders and ISPO Secretariat staff.

Commitment

ISPO Accreditation Subcommittee members are expected to:

- Have their involvement in the ISPO Accreditation Subcommittee as a high priority.
- Contribute to discussions of issues, challenges, and business and display a proactive approach in scheduled meetings, conference calls, etc.
- Carry out any and all assigned functions in a timely manner and in accordance with the bylaws, policies and procedures.
- Represent ISPO and ISPO Accreditation Subcommittee in a positive and supportive manner at all times and in all places.
- Avoid conflicts of interest between the position as a committee member and their personal or professional life. When necessary, a committee member shall declare a conflict of interest and abstain from both the discussion and the vote on any matter in which a personal or professional interest exists.
- Take initiative in matters crucial to ISPO and its future development.

- Work closely with the ISPO professional staff and outside consultants as required.
- Agree to the non-disclosure agreement and other measures of confidentiality and ethical conduct.

Responsibilities & Objectives

The Accreditation Subcommittee is responsible for:

- Supervising consultations and accreditation of training programmes/pathways that seek ISPO accreditation for the Prosthetic/Orthotic Occupations (including Prosthetist/Orthotist, Associate Prosthetist/Orthotist and Prosthetic/Orthotic Technicians).
- Supervising accreditation procedures and ensuring they are followed by training programmes, ISPO auditors and ISPO Secretariat before, during and after accreditation process according to the guidelines provided in the ISPO accreditation handbook.
- Liaising with ISPO Secretariat to ensure that accreditation fees are paid before moving forward in the process.
- Ensuring the accreditation process takes place according to the schedule agreed with the programme/organization.
- The ISPO Secretariat will maintain an updated schedule of the audits and share it with the Subcommittee members via Google Drive and during Subcommittee meetings.
- Collaborating with the Auditor Training & Recruitment Subcommittee to ensure an adequate number of trained auditors exist.
- Ensuring that Auditors have received and reviewed a completed Self-study, and all additional information requested before a site visit (virtual or in person) will proceed.
- Reviewing the auditors' report upon completion of the accreditation process.
- Reviewing and preparing an executive summary of the accreditation recommendation for each programme and endorsing it to the ISPO Education Core Committee. The final decision to accept the recommendation is taken by the Education Core Committee.
- Providing suggestions and recommendations to the Standards Subcommittee regarding the update of the ISPO Education Standards for Prosthetic/Orthotic Occupations and Handbook.
- Communicating and reporting regularly to the Education Core Committee Chair.
- Identifying trends between education programmes that will allow ISPO to be responsive to the needs of programmes/pathways and other stakeholders.
- Identifying and communicating where appropriate the need for policies, procedures, training and other relevant activities as they relate to accreditation. The Subcommittee will aim to ensure that developed resources meet the needs of stakeholders.
- Communicating and reporting regularly to the Education Core Committee Chair.