

INTERNATIONAL SOCIETY FOR PROSTHETICS AND ORTHOTICS

ADDRESS:

CSPO,
P.O. Box 122,
Phnom Penh,
Cambodia

Att. **Contact person**

Copenhagen, 27 July 2006

Re. Inspection School & Date

—Dear **CONTACT PERSON**,

We hereby would like to confirm that a re-inspection of CSPO (Cambodian School of Prosthetics and Orthotics) is going to take place 20 – 22 September 2005 in connection with exams. Dan Blocka and Bakht Sarwar will conduct the inspection **and participate in examination process as agreed.**

As a matter of form we would like to draw your attention to the fact that suitable hotel rooms should be provided and paid for by your school. Furthermore subsequently ISPO will have to be reimbursed with regard to business class airfares (cheapest available), subsistence and administration overhead.

In order to facilitate the inspection we would like to draw your attention to the following extract from the CAT II Information Package:

ISPO would arrange an inspection, funded by the applying institution and preferably coinciding with a final examination. The inspection would concentrate on such issues as:

- i) Entry level to course
- ii) Content of course with regards theoretical subjects, workshop practice, clinical practice
- iii) Duration of course with regard overall time and hours available for instruction
- iv) Recognition of course by the Education and Health authorities
- v) Level of training compared with other paramedical professionals
- vi) Teaching staff available for theoretical subjects
- vii) Staff available for prosthetic and orthotic teaching
- viii) Proper examination of all subjects



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An International Society for Prosthetics,
Orthotics and Rehabilitation Engineering
A Non-Governmental Organisation
– in Special Consultative Status
with the Economic and Social Council
of the United Nations.
– in Official Relations with the
World Health Organisation.

- ix) High standard of practical and clinical work
- x) Failure rates
- xi) Access to patients
- xii) Access to medical and other paramedical personnel
- xiii) Teaching materials
- xiv) Facilities such as classrooms, workshops, equipment, clinic areas
- xv) Employment prospects of graduates
- xvi) Internship arrangements
- xvii) Certification of course
- xviii) Permanency of course

If the inspection displays that the course meets the requirements in respect of Category II education and training it will be recognised by ISPO for a period of three years. Maintenance of recognition requires a triennial inspection by ISPO unless otherwise decided by the Executive Board of ISPO.

Furthermore we would like to ask you to prepare and submit the following **documentation** to the ISPO Head Office in Copenhagen:

This section should include a request for documentation supporting the recognition and examination process:

IN TERMS OF THE EXAM PROCESS

- the proposed Category II examination schedule
- the proposed Examination Board
- previous external examiners reports
- profiles of all candidates sitting the exam
 - this would include their background in terms of education & work
 - their performance in the program to date

IN TERMS OF THE INSPECTION/ACCREDITATION PROCESS

The documentation submitted by the school or training program representatives should follow the areas mentioned above and should be structured that way. The submission to ISPO should occur at least 2 weeks before the ISPO inspectors arrive in XXXXXXXX.

- i) Entry level to course
- ii) Content of course with regards theoretical subjects, workshop practice, clinical practice

- iii) Duration of course with regard overall time and hours available for instruction
- iv) Recognition of course by the Education and Health authorities
- v) Level of training compared with other paramedical professionals
- vi) Teaching staff available for theoretical subjects
- vii) Staff available for prosthetic and orthotic teaching
- viii) How are examinations for all subjects carried out
- ix) What assurances are there to ensure acceptable standards of practical and clinical work
- x) Failure rates
- xi) Access to patients
- xii) Access to medical and other paramedical personnel
- xiii) Teaching materials
- xiv) Facilities such as classrooms, workshops, equipment, clinic areas
- xv) Employment prospects of graduates
- xvi) Internship arrangements (if there are any)
- xvii) Certification of course
- xviii) Permanency of course

If you require clarification concerning the meaning and content of any of the above items please contact me.

We encourage you to conduct the exams in accordance with the Category II Examination Protocol, which has been sent to you already.

Finally we would like to wish you a favourable outcome of the inspection and thank you for your support towards the ISPO philosophy. We look forward to the continued and very positive relations.

Sincerely,



Dan Blocka, B.Sc.,C.O. ©, F.C.B.C
President-Elect & Education Chairman
ISPO,
Borgervænget 5-7,
DK-2100 Copenhagen Ø.