What Documents and Information Must Be Submitted In the NCOPE Residency Site Application?

Director / Mentor Frequently Asked Questions · https://ncope.org/index.php/docs/what-documents-must-be-submitted-in-the-ncope-residency-site-application/

Residency Site Application Documentation & Compliance

To demonstrate compliance with NCOPE Residency Standards, programs must submit detailed documentation showing they meet all requirements and have sufficient resources to support an effective residency program.

The application is intentionally thorough to allow for approval **without requiring an on-site visit**, which can be time consuming and costly for the site seeking accreditation.

Incomplete or insufficient applications may result in the NCOPE staff assessing an administrative fee for additional review, trigger a site visit, or denial of the application as outlined in the NCOPE Policy & Procedure Manual.

Required Documents and Templates/Resources

The templates below are examples and must be revised to ensure it meets the requirements of the residency site and any applicable laws/regulations. The templates below are provided without warranty or gaurantee.

Many of the required documents and policies tied to Section II of the Residency Standards are also required for the organization to receive comprehensive orthotic & prosthetic facility accreditation. Consider integrating existing organizational policies when creating policies specific to orthotic & prosthetic residents.

Sample Document / Template

Additional Information

O&P Residency Advertising Materials Template

This information must be disclosed within the residency's site application on OPRESCAS.

Objective Criteria for Scoring Applicants Rubric Template

O&P Resident Supervision Policy Template

This policy is only required **if** the site does not hold ABC facility accreditation or if the sites facility policy is more stringent than the requirements defined by ABC and NCOPE.

Duty Hour and Time Away Policy Template

OP Resident Transportation and Vehicle Policy Template

This policy is only required **if** the resident is required to travel to a different clinical location or patient care facility (exs: hospital or SNF) during the work day.

Orthotic & Prosthetic Resident On-Call Policy Template

This policy is only required **if** the resident is required to perform on-call responsibilities. Please note the NCOPE Standards forbid residents from taking call during the 1st quarter of residency.

Orthotic & Prosthetic Resident Remediation Policy

This policy is different from a typical employee remediation/improvement policy given that residents are enrolled in an accredited education program, an Orthotic & Prosthetic Residency. The criteria defined must align with learning objectives.

Resident Orientation Schedule

Obtaining Certificates for Residency Training and Partner Residency Sites

Residency Director/Mentor Training - Copies of the certificates of completion for NCOPE required director/mentor training including the Online Development Course and Approved Clinical Mentor (ACM) may be downloaded by the director/mentor via the email address linked to the certificate. Please have the residency director/mentor request copies of the credential from Accredible using the link below:

- https://v2.accounts.accredible.com/retrieve-credentials

The NCOPE Staff will not accept credentials more than three (3) years old. If the director/mentor completed training more than three years ago, they should register to complete the courses again by CLICKING HERE.

Residency Site Accreditation Certificates - Copies of accreditation certificates are necessary **if** the residency site will have a remote partner or remote satellite clinic (O&P patient care facilities more than 50 miles away from the primary site) participate in the residency program. Copies needed to provide the remote partner/satellite hold independent accreditation may be downloaded by the director at the remote site via the email address linked to the certificate. Please have the residency director request copies of the credential from Accredible using the link below:

- https://v2.accounts.accredible.com/retrieve-credentials

The NCOPE Staff will not accept expired residency site credentials.