

Ortho-Bionomy Australia Ltd

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Instructor Review Committee Guidelines & Policy

The Mission of Ortho-Bionomy Australia Ltd (OBA) includes regulation of the Registration of Instructors and setting standards for Professional Training Programs. To achieve this part of its mission, OBA will:

- Provide a clear training process for Instructors of Ortho-Bionomy
- Maintain quality and consistency in the teaching of Ortho-Bionomy
- Ensure that Instructors are sufficiently equipped to teach Ortho-Bionomy well.

To assist it to achieve these goals, OBA has formed an Instructor Review Committee (IRC).

IRC Mission Statement:

The mission of the IRC is to advise the OBA Board of Directors at all levels of instructor training. To carry out this mission, the IRC will evaluate all candidates for enrolment to the Instructor Training Program, for satisfactory completion of the training requirements at each level of involvement, to provide quality assurance for the applicants and to make recommendations to the Board of Directors.

Structure and Role of the IRC

- IRC members are Instructor or Advanced Instructor members of OBA in good standing, with a minimum of 2 years of active teaching experience. At least one IRC member must be an Advanced Instructor. IRC members must not be members of the OBA Board of Directors. An IRC member may also be a member of the OBA PRC.
- The members are appointed by the OBA Board of Directors for a 4-year term - the first year as alternate/observer followed by 3 years as active members
- IRC members must have reliable internet access and have extensive experience in communicating via email and online meetings. All applications will be sent via email or online document-sharing platforms (e.g. DropBox, Google Drive etc) and communications with the OBA board and IRC members will be via email and online meeting platforms (e.g. Zoom).
- The 3 active members review and assess all enrolment and involvement applications received per cycle, while the 4th alternate/observer member may read all applications but only participates in the review if one of the IRC members is the Advisor of one or more applicants or is unavailable during a review cycle.
- The IRC positions are rotated each year following this sequence: in January each year a new member is appointed to 4th alternate/observer role, the Chair of the IRC retires and each member progresses to the next position i.e. the member who was previously the alternate/observer member becomes the 3rd active committee member, the 3rd member becomes the 2nd and the 2nd member becomes the Chair of the committee. This ensures that all members have 1 year of observation followed by 2 years experience as active committee members before taking the role of Chair.
- The IRC also brings to the attention of the OBA Board any gaps or inconsistencies in the review process or in the implementation of the Instructor Training Program or Policy that they come across in the course of their work, so that the process and the policies can be further clarified, refined, or improved.

Role of the IRC Chair

- Collects the results of committee member deliberations on each applicant
- Is responsible for overseeing any requests for clarification that may be necessary for an application. These requests shall be made to the applicant's Advisor/s, and the resulting clarification forwarded to each IRC committee member.
- Finalizes the review and reports committee findings and recommendations to the OBA board

- In the event of non-approval, the Chair communicates this decision and the reasoning, along with any requests for further information or recommendations for additional training, in writing by email to the applicant and their Advisor. The Chair also informs the board of this.
- Chair liaises with the office and Board for overall committee function.

Conflict of Interest Recusals

- IRC members are entrusted to recuse themselves from deliberations on any applicant with whom they have a conflict of interest. They must recuse themselves on any applicant for whom they serve as Advisor. Other applicants on whom they may feel it appropriate to recuse themselves may include applicants that have attended BITS with them or who have done significant instructor training with them (e.g. a majority of their Bench Assists, Co-Teaching, Supervised Teaching)
- When recusing oneself, the IRC member reports the conflict of interest to the Chair (or if the Chair is recusing, they report it to the regular members).
- The Chair then notifies the alternate/observer IRC member, who reviews and deliberates on the applicant in question in the other member's place

Review Process

1. Applications are emailed to the OBA office. The office staff verifies that the documentation is complete and emails all complete applications to the IRC Chair by or before the submission deadline.
2. If any item is missing the staff emails the trainee and their Advisor requesting the missing item/s. If the completed application is not received by the deadline it will be held for submission at the next deadline following receipt of all required documentation.
3. After the submission deadline the IRC Chair emails all applications to the other IRC members. The members further verify the completeness of the applications and make a qualitative examination of the documentation.
4. If a trainee's application is incomplete or inadequate, the IRC Chair will alert the applicant's Advisor and the OBA office by email. The trainee's submission will be pending, awaiting receipt of the missing material. The IRC Chair may discuss the application with the applicant's supervising instructors and/or with a relevant board member.
5. If applications are complete, the IRC members review all instructor/advisor recommendations, evaluations of the trainee, the trainee's self-evaluations and all other documents that require exercising critical judgement to determine the readiness of the candidate to enrol in the ITP or to be approved as an Associate Instructor or an Instructor.
6. On occasion, the IRC may also request and consider collateral information from instructors who have worked with or taught the candidate to support their decision-making. IRC members will discuss the applications as needed via email, phone or online meetings (access to OBA's online meeting account is available for IRC meetings if needed)
7. The IRC members must reach agreement on each decision. The review should be completed as soon as possible after the submission deadline and before the next deadline.
8. Once agreement is reached, the Chair sends the recommendations to the OBA Board of Directors.
9. If the IRC recommends the applicant be approved to evolve to Associate Instructor or Instructor, the OBA Board approves their appointment and informs the applicant and their Advisor.
10. If the applicant's request for evolvment is rejected, the IRC Chair communicates this decision and the reasoning in writing by email to the applicant and their Advisor. In this situation the applicant may be given time to provide further information to support their application before the IRC's decision is finalised.
11. If it is the decision of the IRC to deny an applicant's request for enrolment into the Instructor Training Program, the applicant and the instructors who have recommended the applicant will be notified in writing. When relevant, the IRC makes recommendations to the OBA board for any additional training requirements and/or remedial actions for a particular applicant.
12. The applicant will have the option of reapplying to the Instructor Training Program after a 6 month period.
13. The trainee must be accepted into the Instructor Training Program by the IRC before attending the Instructor Training Seminar Part 1. Trainees who attend an ITS without prior approval by the IRC will be considered observers only and will not be awarded credit for the seminar.
14. It is recommended that all new Instructors send a letter of self-introduction to the entire instructor community announcing their evolvment as an Instructor.

Review Timeline

- IRC quarterly submission deadlines are: 1st February, 1st May, 1st August, 1st November
- The IRC deliberates on a quarterly basis and returns all approval and non-approval findings to the OBA board prior to the next quarterly cycle of review.
- When possible, deliberations on applications that require additional documentation and/or clarification will be completed prior to the next quarterly cycle of review.
- If it is not possible to receive and review the additional information before the end of the quarterly cycle, the committee will issue a finding of “application pending” to the OBA board.