***THE MEDICAL REHABILITATION THERAPIST (REG.) BOARD OF NIGERIA (MRTB)***

 **(FORM D)**

**ACADEMIC ACCREDITATION GUIDELINES FOR PROFESSIONAL TRAINING INSTITUTIONS OFFERING PROSTHETICS AND ORTHOTICS TECHNOLOGY IN NIGERIA.**

In line with sections 11-14 of the enabling law (Decree 38 of 1988/M9 LFN 2004) of the Board MRTB, established for the regulation and control of training and practice of Physiotherapy, Occupational Therapy, Speech Therapy and Audiology, Prosthetic & Orthotic professions in Nigeria hereby **decrees** as follows:

1. **The Programme**

All Professional Training Institutions offering Prosthetics & Orthotics technology courses in Nigeria shall be ***recognized, accreditation*** and ***endorsed*** by the Board MRTB.

1. **Diploma**

All Professional Training Institutions offering Prosthetics & Orthotics courses in Nigeria at diploma level would be headed by a Masters Degree holder of not less than a Principal Officer of eight (8) to ten (10) years post qualification experience and registered with the Board MRTB. The head would be assisted with not less than five (5) other lectures and Clinical Co-ordinators.

1. **External Examination**

The Registrar or his representatives shall be included to serve as External Examiners in all professional examinations as may be prescribed by the National Universities Commission and the Board.

1. **Certification & Licensing**

After successful accreditation exercise, the accredited Institution shall be issued with a certificate/licence of accreditation. The accreditation licence is renewable every three (3) years, but the accreditation certificate is not renewable. Failure to renew this licence as at when due attracts a fine.

1. **Key Areas of Consideration**

The facilities for the course of studies shall include:

1. Adequate numbers of well-ventilated classrooms each with a capacity for not less than fifty students.
2. Student’s Lecture Notes
3. Well-ventilated and illuminated workshops.
4. At least two (2) Demonstration Laboratories
5. Well ventilated and illuminated fabrication rooms
6. Well ventilated and illuminated plaster casting rooms
7. HOD’s office with convenience and secretariat unit
8. Minimum of eight (8) Office rooms/Staff rooms
9. The Academic Time Table
10. Tutorial and Seminar rooms
11. Assessment Room(s)
12. Admission Requirements
13. Reasonable numbers of toilets for the staff and students
14. Lecture Schedules
15. Practical Exposure
16. External Examiners Reports
17. Student’s Mode of Dressing
18. A departmental library with current textbooks and journals in Prosthetics and Orthotics courses.
19. A departmental School Bus for students
20. Health and safety.

**PHYSICAL FACILITIES**

**PROSTHETIC & ORTHOTIC**

1. **Physical Facility:-** A purpose-built departmental building with a conspicuous sign board that will comprise the followings:-
2. Reception with patient waiting area, table/chair for the receptionist or record clerk. Upright sitting chairs for patients
3. Assessment room with couch bed and chair
4. Fitting area with adjustable parallel walking rails, long wall mirror and upright sitting chairs for patients
5. Prosthetist/Orthotist common room
6. Casting Technique room
7. Prosthetic/Orthotic Laboratory (combined or separated)
8. Gait training room
9. Casting modification/Orthopaedic shoe/Appliances room
10. Lamination room with air expeller wall fan
11. Workshop room
12. Machinist/Repair section room
13. Quality control room
14. Stores
15. Pathology laboratory
16. Orthotic laboratory/leather workshop
17. Chemistry laboratory
18. Biology laboratory
19. Mobility Aid design laboratory
20. Class rooms

**Basic Machineries/Equipments and Tools**

1. **Assessment Room:-** Measurement charts, measuring rules, Goniometer, Raising Blocks, Slump gauge measure.
2. **Plaster Cast Room:**-Plaster Cutting Machine, Surfoam Rasp, Plaster Mixer bowl, Spatula, cast stool, Indelible pencils, scissors, plaster shears, Vaseline, nail pulley, card boards, fauna knives.
3. **Prosthetic – Orthotic Laboratory:-** Grinding/Polishing machine, Metal Cutting Machine, Drilling Press or Brace, Anvil, Vice Oven, Complete Tool Box, Protective gadgets, Hack saw, Plier frame with blades or Table Band Saw, Hammers, Rivet Cutters, Screw Driver, Punches, Files, Drill Bits, Scissors, Rulers, T-Square.
4. **Lamination Room:**-Vaccum Machine, Sealing Iron, Scissors, Tape Measure, T-square, Spatula, cardboards and cups PVA Measuring Instrument, Fauna knives.
5. **Wood Section:**- Work benches with wooden Vice, Rasps, Filer, frame with blades or Table Band Saw, Hammers, Couch chisels, Iron punchers, Screw driven, Drill Bits, Saws, T-square, Micrometer clamp, Fauna knives in Table Band saw, hack saw frame with blades.
6. **Machine/Repair Section:**- Lathe machine, Drill press or chest Brace, Welding machine, Work bench with iron vices, Anvil, Iron clamp, metal cutting machine or Guillotine Rasps, Files, hammers, Screw Drivers, Reamers, T-square, Drill Bits, Hack Saw frames with blades, Grinding/Polishing machine, Cutting pliers, Pincers, Metal shears, protective gadgets.

**Others:- X-ray** viewer, Hot air ovum, spectrophotometer, Plastic wielding machine, jig machine, oven, suction machine, histological slides/CDS, Bones, Stains/Dyes, Stokinettes, Bandages, Eva foam, Adhesives, Leather, Hardner, Microscope, Microtone, Automatic tissue processor, wrench.

1. **Patients and Staff Toilets:**- Separated rooms

**Mode of Dressing:**-

1. Long overalls for prosthetists/Orthotists and Assistants because of workshop responsibilities, duties and involvement.
2. Khaki long overalls for Technicians/craftmen because of fabrication/workshop environment.

**FINANCIAL OBLIGATION**

The following financial obligation breakdown is for your information and necessary action (s):

1. The Administrative charges and other logistics for the five (5) accreditation team members is one million, eighty one thousand, two hundred and fifty naira (N1,081,250.00) only. This should be paid to the Federal Government Remita’s Account as shown below on or before two weeks to the agreed accreditation date in order to ascertain the readiness of your institution towards the accreditation exercise.
2. Others that should be provided for are:
3. Flight ticket/Transportation
4. 3 days hotel accommodation (a befitting accommodation).

**Bank Details**

* Log on to [www.remita.net](http://www.remita.net)
* Click on pay A Federal Government Agency
* On the name of MDA box, search for Medical Rehabilitation Therapy Board
* On the description field, Complete the field as applied to you
* Then, complete other fields to generate your RRR pin
* Print out the invoice, then go to the bank with the invoice

Thank you

**DR. (MRS.) AKANLE, OLUFUNKE T.**

**REGISTRAR/CEO (MRTB)**