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USAID'S HEALTH EVALUATION AND APPLIED RESEARCH DEVELOPMENT (HEARD) PROJECT

ISWP Professional Standards Board (PSB) November 18, 2020 Meeting Minutes

The ISWP Professional Standards Board (PSB) met by conference call on Wednesday, November 18, 2020 from 10:00 a.m. to 10:50 a.m. U. S. Eastern Standard Time/3:00 p.m. to 3:50 p.m. GMT. This provides a recap.

Link to meeting recording:

https://pitt.zoom.us/rec/share/7V9R_QFYhTjdgNllzTkxvagI6-UIQwAOV0uLe3AjdZgiGs0m3ByoHcEY0FbpaIU.orlxBeaYUr2Ifz82

Next Meeting: Please provide your availability in the doodle poll [here](#) for January 2021 meeting.

Discussion: Action items are shown in bold/underline.

1. **Approval of Agenda:** Agenda approved.
2. **Approval of September 16, 2020 Minutes:** Perry Loh suggested changing the document name to Meeting Minutes instead of Meeting Recap. Perry also asked about the outcome of PSB voting which took place following the September call. A summary of results is provided as Appendix A and was discussed on the November 18 call.
3. **Number of Certified Providers:** There were 14 new service providers from 25 countries since the September meeting. New country: Uganda. There are a total of 110 WSPs currently. There has been a steady uptake – one or two new countries every two months.
4. **Recertification:** 21 service providers were eligible for recertification in October. Of those, 3 completed recertification, 3 have recertified but haven't paid yet, and 3 won't pursue recertification. We hope that some of the remaining 12 individuals become recertified. The 21 service providers did not pay the certification fee initially, as they participated in the WSP pilot. ISWP is offering a 20% discount to providers who recertify during International Education Week (week of November 16). Those who paid the recertification fee already will receive a six-

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month extension of their certifications in lieu of the 20% discount.

5. **WIN Website Traffic:** Traffic to WIN has declined since ISWP is not running paid social media campaigns or webinars promoting the certification and other training activities.
6. **PSB Election:** ISWP acknowledges there are several PSB members whose terms expire in December 2020 and requests that they be willing to extend their terms while the new ISWP Founding Board evaluates ISWP's committees as part of the initiative to establish ISWP as a separate entity outside of the University of Pittsburgh. **Board members** who are not available to continue as a PSB member for the foreseeable future should contact Mary Goldberg.
7. **AATA Collaboration:** In a survey sent to PSB members following the September 2020 call (see Appendix A, Question 1.), 6 PSB members who responded agreed with ISWP entering into an agreement with the Argentine Assistive Technology Association (AATA) to be a broker for the ISWP Basic Wheelchair Service Provider Certification. The PSB will re-evaluate the agreement in March 2021.
8. **Current and Upcoming Trainings:** Maria Toro Hernandez provided an update on trainings which ISWP is supporting:
 - a. *Dominican Republic:* Forty trainees are using the ISWP online modules in Spanish and participating in in-person practical sessions in country. To date, participants completed the online modules and weekly recitations; the in-person session is under way. Participants who complete the training will be eligible for certification.
 - b. *Ecuador:* Twenty trainees will use the ISWP online modules in Spanish and attend weekly recitations beginning in November 2020, followed by in-person practical sessions in January 2021. The organization sponsoring the course will subsidize the certification fee for those who complete the training.
 - c. *Argentina:* AATA would like to embed the ISWP online training modules in the AATA site as the organization is planning to make it part of a training program which will be offered in the near future. The modules' content will not be revised; rather, the group is planning to add videos explaining why the material is important and appropriate for their context.

Participants will return to WIN to complete the certification requirements – taking the Ethics & Professionalism course and quiz and uploading the

required documentation.

Paula Rushton suggested AATA provide ISWP with the videos to support other programs using the modules in the future.

9. **Basic Test Update:** Yohali Burrola's dissertation focused on reviewing and revising the ISWP Basic Test. Yohali completed an initial revision, with about 100 individuals pilot testing a new set of questions. ISWP has engaged a statistician to help with decisions on domains and weighting then will continue to work with the Assessment Technical Committee to roll out the revisions. **Mary Goldberg** will provide an update during the January 2021 PSB meeting.
10. **Course Recognition Process:** Based on PSB members' responses (n=6) to the September 2020 survey (see Appendix A, Question 2), members identified modifications which would be considered substantive changes to a course and require PSB approval:
 - Update to learning objectives (100% of respondents).
 - More than 25% reduction in in-person activities – from original course recognition approval (100% of respondents).
 - Involvement of commercial product/company not previously disclosed (50% of respondents).
11. **Conflict of Interest:** As shown in Appendix A, Question 4, two-thirds of respondents approved the conflict of interest statement without changes. One person suggested streamlining the language to say: I will disclose all financial relationships that I have with commercial organizations involved in wheelchair production and/or provision.

Revised language with PSB suggestions: *I will disclose all financial relationships that I have with commercial organizations involved in wheelchair production and/or provision. Please list all relationships and describe the potential conflict.*

PSB members agreed the conflict of interest should apply both to the individual and the organization. **ISWP team** to update the form for PSB final approval.

12. **Trainer-to-Trainee Ratio:** As indicated in Appendix A, Question 3, of 6 survey respondents, 50% agreed with the recommendation of 1 trainer for every 20 trainees--with modifications; 33% agreed without modifications, and 17% did not agree.

Mary Goldberg proposed the following based on members' survey feedback: *ISWP recommends a ratio of 20 trainees to 1 trainer for hands-on skills sessions, where practical. A teaching assistant is recommended to assure safe practices.*

Board comments:

- The trainer-to-trainee ratio should consider student and client safety. For example, a second person should be present for the safety of clients. If wheelchair skills are involved, it is important to be sure students stay safe and are spotted. Having a safety clause also could help the instructor advocate for additional help.
- Trainings at Motivation have 2 trainers with no more than 12 participants. When hands-on sessions take place, participants work in smaller groups so may require even more support. Depending on group size, there usually is a maximum of 4 students per client.
- University of Montreal policy is 1 trainer (OT) for every 8 students who are with a client. For wheelchair skills, it is 1 trainer for every 10 students.
- The WHO recommendation is 2 trainers for 12 trainees.

Proposed revised wording: *ISWP recommends implementing the WHO trainer-to-trainee ratio of 2 trainers for each group of 12 trainees. A teaching assistant is recommended to ensure safe practices. Additionally, there should be a maximum of 4-8 trainees for every one client. **ISWP team** to fine tune and send to PSB for final approval.*

13. **Basic Skills Test:** ISWP previously reported on progress to establish initial validity evidence of a Basic Skills test. Mary Goldberg discussed possible next steps: a) map how the basic skills test compares to the knowledge test, which is important for potential users who request the skills test instead of the knowledge test; and b) consider whether the skills test should be adopted for certification. While it is important to have completed the initial study, Mary is not aware of an immediate need for the skills test since ISWP has been able to provide paper-based tests if internet connectivity is an issue.

Board members suggested piloting the basic skills test with a group of students and using that evidence to make improvements. Mary commented that given other ISWP work plan requirements, a basic skills test may not be ready until spring-summer 2022.

A paper on the Basic Skills test was published in Disability and Rehabilitation: Assistive Technology: [link](#).

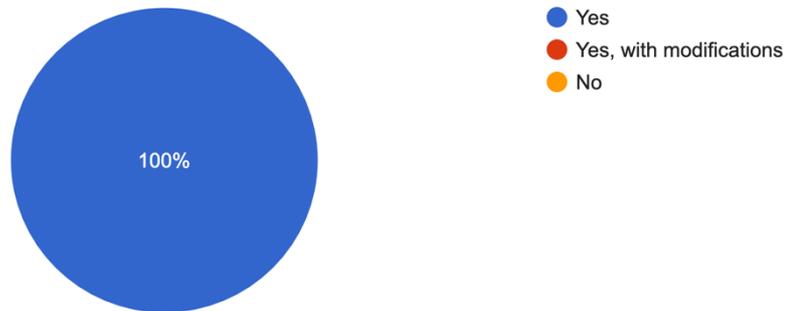
Participants (*check mark indicates participation on call*):

✓	Sharmini Constantinescu, DDO
	Robertangelo Ciccone, ICRC
✓	Rosemary Joan Gowran, University of Limerick
✓	Perry Loh, Loh Medical
✓	Patience Mutiti, Motivation
✓	Paula Rushton, University of Montreal
✓	Jeff Spohr, Canadian Provincial Government
	CJ Stanfill, Pencils of Promise
✓	Mary Goldberg, ISWP
✓	Krithika Kandavel, ISWP
✓	Maria Toro Hernandez, ISWP
✓	Nancy Augustine, ISWP

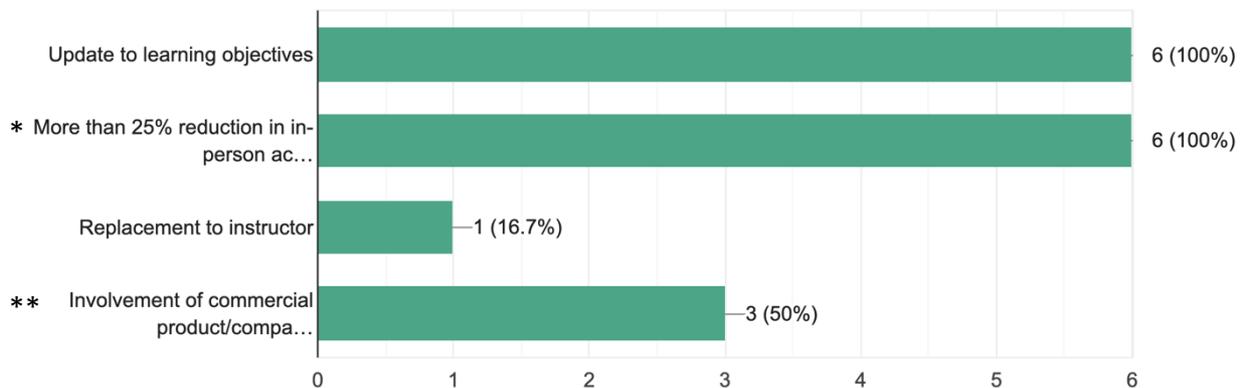
Appendix A

ISWP Professional Standards Board Results of Survey following September 16, 2020 Call

1. I am in favor of entering into an agreement with the Argentine Assistive Technology Association (AATA) to be a broker for the ISWP Basic Wheelcha...PSB will re-evaluate the agreement in March 2021.
6 responses



2. The following modifications would be deemed to be substantive changes to a course and require PSB approval. (More than one response accepted.)
6 responses



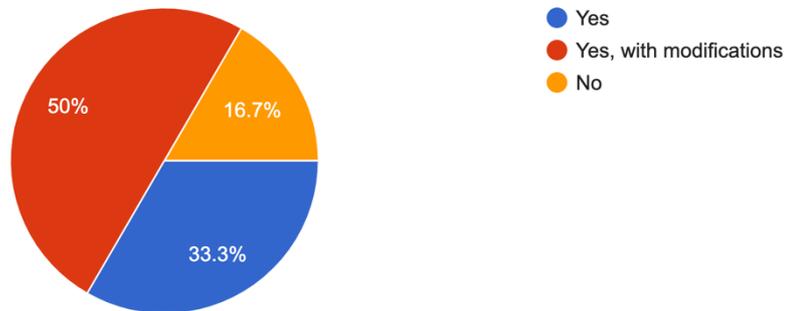
*Full statement: More than 25% reduction in in-person activities (from original course recognition approval)

**Full statement: Involvement of commercial product/company not previously disclosed

Comments: I assume that when an instructor is replaced that qualifications to lead the course will align with that of the outgoing instructor.

3. We recommend 1 trainer for every 20 trainees to ensure courses are effective. Do you agree with adding this recommendation in our documentation?

6 responses



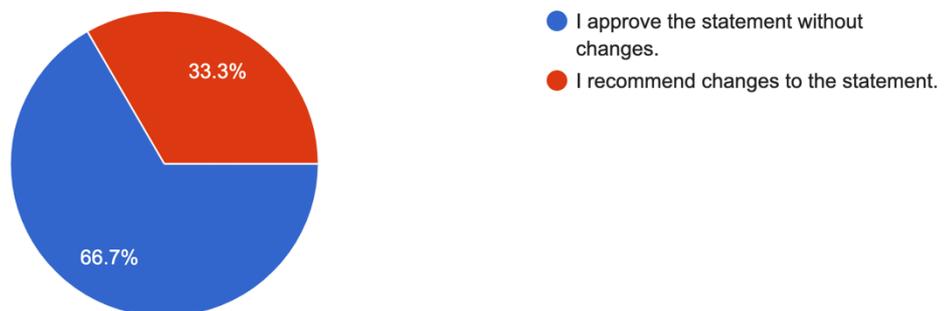
Comments: This depends on the technology used to deliver the training (i.e. videoconference with polling/testing embedded, etc.) or the involvement of assistant instructors for smaller group breakouts and to respond to questions. Course content is critical. Delivery method and # of concurrent attendees less so.

I wonder if this ratio should be specified for only the hands on skills components? For example, in a university course, we would not have more than 1 trainer for lectures, but should have more than 1 for hands on components of the course.

We agreed not to set a limit for university based courses as it would not be practical. minimum 1 trainer and 1 assistant for 20 trainees

4. The PSB suggested the Course Recognition Application include conflict of interest language regarding the use of specific branded products d...the statement below and indicate your agreement.

6 responses



Comments: I will disclose all financial relationships that I have with commercial organizations involved in wheelchair production and/or provision.

Perhaps include an aspect around also the university or training center? (ex: neither myself nor [insert uni name] have...).