



NDT/Bobath Eight-Week Course in the Treatment of Children with Cerebral Palsy
A Neuro-Developmental Treatment Association, Inc. Approved Course

NDT/Bobath Course Sponsorship Packet

Thank you for your interest in sponsoring a NDT/Bobath Eight-Week Course in the Treatment of Children with Cerebral Palsy. This is a Neuro-Developmental Treatment Association, Inc., (NDTA) Approved Course.

There are many things to consider when anticipating a NDTA Approved Course. The enclosed criteria sheet will help you determine whether your facility meets the criteria for space, number of clients and equipment necessary to put on a successful course. The next step is to begin contacting instructors.

You will need to contact the Coordinator Instructor (CI) personally to check his/her availability. Each CI contracts individually with the sponsoring facility. A list of NDTA certified Coordinator Instructors is enclosed. NDTA does not play a role in determining the scheduling or location of courses.

As you begin contacting the CI's, please be aware that many Coordinator Instructors cannot travel away from their geographic location due to family or job responsibilities. Those who do travel often work from a two to three year projected schedule. The majority of Coordinator Instructors must arrange courses around a full-time job and can only commit themselves to perhaps one course per year.

**ADVERTISING / MALPRACTICE / PREMISES
AND OPERATIONS INSURANCE**

It is required that all NDTA Approved Courses (Eight-Week and Approved Advanced) be advertised in the *NDTA Network*. After an agreement is made with an approved NDTA instructor, the sponsoring agency must discuss this policy with the instructor in order to ensure that the course is advertised in the *NDTA Network* according to established guidelines and timelines as outlined in the NDTA Instructors Group Course Administration Manual(s).

It is also a NDTA Instructors Group Policy that all faculty and therapists (students) who participate in the NDTA Approved Courses submit written verification that they hold professional malpractice liability insurance that covers them during the course. It is suggested that the sponsoring agency work with the course instructor to ensure that this requirement is met.

The NDTA Approved Instructors are required to ensure and submit verification the Premises and Operations (P&O) insurance that covers NDTA Approved Course activities has been obtained and is in place prior to the start of the course. Many facilities have this coverage, and there will be no need to provide additional coverage if it will cover NDTA Approved Course activities. However, it is recommended that the sponsoring agency and the primary course Instructor discuss this issue early on in the negotiation process to ensure that all legal requirements can be met.

As you pursue your goal of conducting a NDTA Approved Course at your facility, feel free to contact NDTA Headquarters at 800/869-9295 for further assistance.

NDT/Bobath Eight-Week Course in the Treatment of Children with Cerebral Palsy

A NEURO-DEVELOPMENTAL TREATMENT ASSOCIATION, INC. APPROVED COURSE

Criteria to Consider When Selecting a Facility

I. Location, Space and Equipment Requirements

A. Location

1. Easy access for patients and students
2. No architectural barriers into treatment areas
3. Available public transportation
4. Near-by parking
5. Lunch facilities near-by
6. Close to housing for students

B. Space and Equipment Requirements

(One room may meet all of the following requirements, but at least two different areas are recommend. A "change in environment" seems to facilitate learning.)

1. Lecture Area

- a. Recommended space area (large classroom for 24 students)
- b. Tables or desks for writing, for 24 students
- c. Chairs (folding or stackable) - at least 24
- d. Temperature and air control, windows if possible
- e. Outlets for AV equipment, coffee pot, etc.
- f. Draperies or blinds for darkening the room during films
- g. Reasonable quiet
- h. Chalkboard
- i. Table for lecturer
- j. Table (cart) for projector
- k. Space for storage of equipment (lockable)

2. Patient Treatment Area

- a. Recommended space (approx. 2000 sq. ft.)
- b. Temperature and air control, windows if possible
- c. Carpet floor preferable
- d. Clear area for 14 mats (6'x8')
- e. Screens for visual barriers of privacy, or private rooms nearby
- f. Reasonable quiet (noise level can be a problem with kids)
- g. Space for storage of equipment (cabinet, 6 shelves, approx. 4'x12')
- h. Space for storage of balls, hoops, rolls, wedges, etc.
- i. Sink in area, or close by
- j. Bathroom facilities close by

3. Student Facilitation Area

- a. Recommended space area (approx. 2000 sq. ft.)
- b. Temperature and air control, windows if possible
- c. Carpeted floor preferred
- d. Clear area for 14 mats (6'x8')
- e. Tables strong enough for students to sit on

4. General Space Considerations

- a. Waiting area, close by, for children and parents
- b. Hand washing facilities for 24 people
- c. Bathroom facilities for 24 people
- d. Facilities for changing diapers
- e. Eating room and possibility to store lunch
- f. Refrigeration space

- C. Services Needed From Sponsoring Agency
1. Janitorial service for room(s) (Floors should be cleaned daily)
 2. Laundry cleaned and folded (amount used varies)
 3. Replacement of: paper towels, tissue, toilet paper, disposable diapers, soap, disinfectant
 4. Garbage removal daily

II. Equipment Requirements

(If the facility cannot supply the equipment, the Coordinator Instructor will have to make rental arrangements and include the costs in the Course budget.)

- A. Equipment for Classroom
1. Chalkboard (chalk, eraser)
 2. Screen(s) (pointer for screen)
 3. 35mm slide projector(s)
 4. Cassette tape recorder
 5. Movie projector(s): 16mm, Super 8
 6. Overhead projector with erasable sheet and erasable pens
 7. Videotape equipment
 - a. Video tape deck, monitor, camera, tripod
 - b. Reel-to-reel tapes
 - c. Cassette tapes
 8. Extension cords (at least 3 - heavy duty with grounded plug)
 9. Microphone (may be needed by some speakers)
 10. Availability of photocopy equipment
 11. Coffee pot (30-40 cups)
 12. 14 mats (6'x8')
- B. Cleaning Equipment for Mats and Toys
(Mats and toys should be cleaned with non-toxic disinfectant: mats - daily; toys - after use.)

III. Children

(Children must have cerebral palsy or related neuromuscular conditions. In order for the students to gain a wide range of experience, there must be variability in the types of involvement, and age range of the children.)

- A. Children from the Facility
1. Number of patients: 48-60 patients total
(There are two treatment sessions per day after the first week, with a maximum of two (2) students per child.)
 - a. One session - 12 children daily (5x/wk=12 or 2x/wk+3x/wk+24)
 - b. One session - 24 children daily (5x/wk=24 or 2x/wk+3x/wk+48)
(IT IS NOT RECOMMENDED TO SEE CHILDREN LESS THAN 2X/WEEK)
 - c. Two (2) children for Instructor ongoing demonstrations
 - d. Substitute children to replace children who are absent over an extended period.
 2. Patient Variety
 - a. Diagnoses: cerebral palsy or other related neuromuscular disorder
 - b. Ages: 0-21 (recommended 1/2 pre-school age, 1/2 school age)
 - c. Severity: all
 - 1) Not more than 25% should be severely mentally subnormal
 - 2) 25% of the children should be without contracture and deformities
 - d. Children who are very sensitive to noise should not be included
- B. Additional Children Outside of the Facility
1. Check facility's policy and legal coverage on having unregistered patients treated in their facility
 2. Care should be taken when "soliciting" additional children so that no one feels that the course is luring children away from other facilities

Facility's Commitment to Hosting the NDT Course

1. Establish interest and support of Professional Staff.
2. Establish interest and support of Administration
3. Establish relationship and feedback responsibilities between Center's Staff and course participants regarding patient care.
 - a. Attendance records
 - b. Payment
 - c. Charting
 - d. Meetings regarding patient's progress, program, etc.
 - e. Patients personal equipment needs, repairs
 - f. Parent contact
 - g. Teacher contact
4. Establish degree of involvement Center's Staff will have in the ongoing Course.
 - a. Attending selected lectures
 - b. Attending patient demonstrations
 - c. Attending patient treatment sessions
 - d. Receiving ongoing patient information feedback
5. Establish if the Facility can (will) provide liability coverage protection for all course participants (students and faculty).
6. Establish if the Facility can (will) provide:
 - a. Photocopying services
 - b. Secretarial services; extent of services
7. Establish Facility's Health Services policy regarding course participants (faculty and students)
 - a. Emergency medical care and services
 - b. Facility's policy regarding recent health exams for all persons working with patients
 - c. Facility's policy regarding faculty or student's injury during the Course (Workman's Compensation coverage).
8. Establish services available through the Facility for students and faculty:
 - a. Housing: room, linens, kitchen facilities
 - b. Cafeteria
 - c. Locker space
 - d. Mailing address
 - e. Telephone messages
9. Possible recommendation: A written letter of mutual agreement between the Facility and the Coordinator Instructor.

If Facility is NOT an established treatment center, establish the following:

1. Is the Facility approved (zoned) for being a temporary treatment center?
2. What is the insurance coverage for the Facility and all course participants and patients?
3. Is the Facility architecturally barrier free?
4. Is there emergency medical care easily accessible for patients and course participants?
5. Is a nightly cleaning service available?

Responsibilities of the Facility Regarding the Course

1. Secure information regarding State Licensure coverage requirements for therapists (physical, occupational, speech) who are licensed in another state. This is for both students and faculty.
2. Check out requirements regarding Continuing Ed. Units (CEUs) for each professional discipline represented in the Course. Make necessary arrangements to secure CEUs.
3. Make housing arrangements (or provide researched information) for students.
4. Make appropriate housing arrangements (and transportation arrangements) for faculty members as requested by the Coordinator Instructor, when the Instructor is not from the area.
5. If equipment needed in the course is not available through the Facility, Facility should make necessary arrangements for rental of needed equipment especially audio-visual equipment. Rental costs will be included in the Course budget.
6. If sufficient treatment equipment is not available from the facility:
 - a. Coordinator Instructor should provide additional needed equipment, if instructor lives in the area and can easily transport it.
 - b. Facility should borrow equipment from available sources if Coordinator Instructor is not from the area.
7. Provide nightly cleaning (housekeeping) services to the areas used by the Course.
8. Prepare and inform Facility's Staff about:
 - a. The NDT Course's Philosophy
 - b. Objectives and purposes of the NDT Course
 - c. Implications of hosting the NDT Course
(This should be done with some input from the Coordinator Instructor.)
9. Provide information for each student and faculty member:
 - a. Safety regulations for Facility
 - b. Fire drill procedures
 - c. Applicable rules and regulations of the Facility
 - d. Emergency care procedures for patients
 - e. Emergency care procedures for students and faculty. If Facility does not provide care, what resources are available and recommended for course hours and after course hours for those who are not from the area.

Budget Considerations

- A. Faculty Salaries
 1. Coordinator Instructor
 2. Occupational Therapy Instructor
 3. Speech Pathology Instructor
 4. Neurophysiology Instructor
 5. Assistants
 6. Instructor Candidates
 7. Secretary
 8. Additional Faculty for Special Areas
- B. Faculty Expenses
 1. Transportation
 2. Lodging
 3. Food or per diem

- C. Possible Facility Expenses
 - 1. Administrative Fee
 - 2. NDTA non-member fee *
 - 3. Rent
 - 4. Operational cost (electricity)
 - 5. Insurance for Facility
 - 6. Cleaning
 - 7. Linen service
 - 8. Patient's transportation

- D. Course Operational Cost
 - 1. Syllabus printing
 - 2. Additional handouts
 - 3. Film rentals
 - 4. Audio-visual equipment rentals
 - 5. Additional equipment needs: balls, rolls, wedges, mats, toys, cleaning supplies, etc.
 - 6. Misc. equipment rental, or purchase (i.e., projector light bulb)
 - 7. Secretarial supplies
 - 8. Phone calls
 - 9. Publications/reprints
 - 10. Liability insurance

- E. Pre-Course Expenses
 - 1. Pre-course visit(s) by Coordinator Instructor to Facility
 - a. Transportation
 - b. Lodging
 - c. Per Diem
 - d. Honorarium
 - 2. Course announcements (advertisements)
 - 3. Secretarial supplies
 - 4. Mailings
 - 5. Photocopies
 - 6. Phone calls

- F. Post-Course Expenses
 - 1. Faculty, Facility, students follow up letters
 - 2. Secretarial supplies
 - 3. Mailings
 - 4. Photocopies
 - 5. Phone calls

Legal Considerations for Course

- A. Facility's Legal Requirements Regarding Patient Care
 - 1. Physician coverage or prescriptions for treatment and precautions and contraindications
 - 2. Therapist coverage for: progress notes, conference reporting paraprofessional communication, parent communication, patient equipment needs.
 - 3. Financial arrangements for therapy services
 - 4. Transportation legalities
 - 5. Liability insurance (for students and faculty)
 - a. If all course participants are covered under the Facility's policy, what category are they placed under, i.e. student, volunteer.
 - b. If not covered, students must secure own coverage, or CI should contact Maginnis and Associates for a Blanket Student Policy: Maginnis & Associates, 332 South Michigan Avenue, Chicago, Illinois 60604.

6. Facility's safety regulations
7. What emergency care is provided and available on premises?
8. Is Workman's Compensation effective?

B. State Legal Requirements

1. Licensure requirements
2. Is temporary license needed? If so, how is it obtained? Cost?

C. Equipment damage liability

- * Explanation of non-member fee - In 1997 the NDTA Board of Directors and Instructors Group agreed to establish a \$100.00 fee for non-members attending 3 week, 8 week, and Advanced courses. This decision was based on the need for NDTA to recover its costs relative to the development of the NDT courses that are being attended.
- These costs include development of the core curriculum, testing, and quality assurance. Over the past five years these costs have been offset by NDTA member dues and contributions by the instructors or regions of NDTA. Since the majority of attendees benefiting from the NDT courses are non-members, NDTA has implemented the non-member fee to more equitably offset the courses development costs.