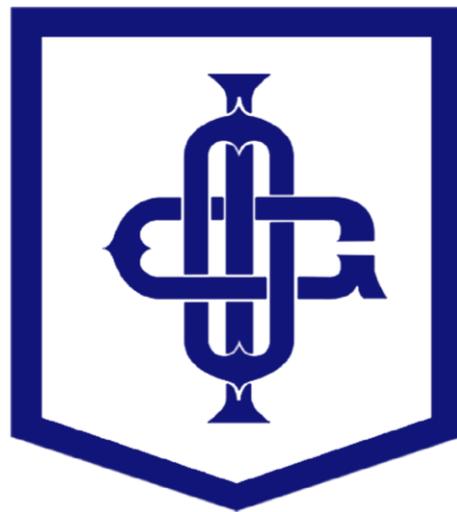




Fellowship Catalogue
2025-2026



Orthopaedic Manual
Physical Therapy Programs

www.olagrimsby.com
409 S. Las Posas Rd.
San Marcos, CA 92078

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MISSION STATEMENT

At the Ola Grimsby Institute, our mission is to advance the profession of orthopaedic manual physical therapy by elevating the level of practice in our Orthopaedic Manual Therapy Fellowship, empowering licensed physical therapists to become autonomous experts in diagnosing and treating neuro-musculoskeletal conditions. Through our 2-year hybrid model, exceptional mentorship, evidence-informed principles, and detailed clinical reasoning, we foster transformative growth that enhances life experiences for both clinicians and their patients, optimizing outcomes and quality of life.



Read & review: <https://fompt.org/Foundation/Foundation/ACOMPTE/Resources.aspx>

PHILOSOPHY OF THE OLA GRIMSBY INSTITUTE

PEOPLE HELPING PEOPLE

The faculty and administration of the Ola Grimsby Institute believe in the power of people helping people, and we strive to apply this belief to the students, faculty, staff, therapists and patients associated with the Institute. We believe that when one person is helped, everyone is a little better for it. We are therefore dedicated to helping as many people as possible by expanding the practice of orthopaedic manual physical therapy based on clinical expertise and the most current understanding of the human neuro-muscular-skeletal systems.

As an internationally-focused, professional, education consortium, we design all of our programs with respect to the social, cultural, and professional implications unique to each region in which our programs are offered. This means that elements such as curricula, presentations, and pricing structures are designed to serve the students and their patients in each unique part of the world where the Ola Grimsby Institute operates.

KNOWLEDGE AND PRACTICE

The Institute believes that a physical therapist's competence is developed through the pursuit of active learning in two domains:

- Knowledge - Integrating a thorough understanding of anatomy, physiology and biomechanical function with the process of clinical reasoning, analysis, diagnosis and decision-making.

- Practice - Extensive hands-on experience with patients to achieve the advanced manual skills for assessment and intervention of movement dysfunction.

ON-GOING EDUCATION

The Institute believes that the professional development of the physical therapist is an ongoing and continuous path; therefore, one of the Institute's responsibilities is to provide practicing physical therapists and other healthcare professionals with instructional programs in outpatient orthopaedic manual therapy that are current and inclusive of evolving research. The progression of our ongoing professional education programs includes Clinical Certifications in Orthopaedic Manual Therapy (COMT) and Scientific Therapeutic Exercise Prohgression (STEP), followed by a 2-year Fellowship Program, accredited by the Academy of American Orthopaedic Manual Physical Therapy (AAOMPT).

We also offer a third year of Clinical Specialization in Rehabilitieve Medicine where students may be awarded a Ph.D. in Orthopaedic Manual Therapy.

As a degree granting institution, the broad goal of our research program is to provide the profession with evidence-based information necessary to support the future development of physical and manual therapy.

QUALITY PATIENT CARE AT LESS COST

The Institute places quality of orthopaedic manual therapy above all else in the training of our students and the care of our patients. We have supporting evidence that by providing physical therapists with advanced training, in orthopaedic manual physical therapy, they become more effective and efficient. The achievement through this philosophy and practice is better patient outcomes in less time, resulting in the decreased cost of services.

Furthermore, there is evidence to suggest that physical therapists who complete our Fellowship Programs have a higher level of personal satisfaction in the performance of their work compared with physical therapists without our Fellowship education. Research also shows a radical increase in the perception of their clinical competency, as well as a reduction in the number of treatments necessary in order to gain full recovery from spinal as well as extremity interventions.



Ola Grimsby, PT, DMT, FFAOMPT
Honorary Fellow by the AAOMPT,
"Teacher of the Year Award"
"Teach I Must Award" by the AAOMPT.



Ola Grimsby Jr., PT, MOMT,
AAOMPT/MNFF, Specialist
in Manual Therapy

Dear Student:

I take great pride in welcoming you to the Ola Grimsby Institute Consortium! Our programs are the result of a fifty year dream of mine to create an academic and clinical fellowship curriculum for Physical Therapists in the United States. The process has included teaching and administration of the National Program for Orthopaedic Manual Therapy in Norway, studies of the multi-national "schools of thought", and lectures throughout the world. Our faculty are highly qualified clinicians with broad experience in the many aspects of our profession. In 2007, we were granted the right to issue the world's first Ph.D. in Orthopaedic Manual Therapy.

Through an extensive curriculum, we are among the leaders of postgraduate training for Physical Therapists. For students who want to earn a Doctorate of Manual Therapy degree, become a Fellow of the American Academy of Orthopaedic Manual Physical Therapy (AAOMPT), or attain a Ph.D. in Orthopaedic Manual Therapy, in addition to the Certificate of Completion, current enrollment is available through the Institute's required registration under the Utah Postsecondary Proprietary School Act.

Although we seek a scientific rationale for our clinical skill, we will always put an emphasis on the art of our performance. In recognition of the need for scientific verification, it is important to remember that research has little value to us unless it is clinically applicable. Consequently, we do not offer you a finished product, but an opportunity to participate in a process of constant development, fostering the development of a lifelong learner.

In spite of our academic and professional achievements, we do not have all the answers. In humble admiration for the enormous potential of our profession, we challenge you to participate, to question, to learn and to share the benefit of personal and professional growth and optimal patient care. I look forward to working and learning with you!

Sincerely,
Ola Grimsby Sr.

BOARD OF DIRECTORS

The Institute is governed by a Board of Directors, in keeping with its incorporation status. All of the members of the Board are trained and experienced with the field of Orthopaedic Manual Therapy. These members include:

| | |
|-----------------|--|
| Ola Grimsby Jr. | Haxthausens gt. 4 0263 Oslo, Norway |
| Ola Grimsby Sr. | 5619 Camber Place, San Diego, CA 92117 |
| Jim Rivard | 534 32nd Ave S Seattle, WA 98144 |
| Didrik Sople | 1207 A Neptune Encinitas, CA 92024 |
| Alec Kay | 742 K Street Anchorage, AK 99501 |
| Tom Mollsen | 311 South Emersori Street, Mount Prospect, IL 50056 |

ADMINISTRATORS

| | |
|--|--------------------|
| Chief Executive Officer | Ola Grimsby Jr. |
| Fellowship Director | Alec Kay |
| Fellowship Assistant Director | Thomas Mollsen |
| Certification Director and Mentoring Chair | Joel Armstrong |
| Operational Coordinator | Joyeeta Dutta |
| Research Chair Fellowship | Christine Williams |
| Research Chair DMT / PhD | Brent Harper |
| Chief Executive Consultant and Proprietor | Ola Grimsby Sr. |

Research Division

Purpose:

- To supervise and oversee all aspects related to the OGI mission of increasing the current body of knowledge within the physical therapy profession through research

Responsibilities

- Develop, implement, and monitor all policies related to OGI Research
- Supervise Research Projects of Instructors and Students
- Continue to Develop a Research Community within the OGI
- Mentor Instructors and Students towards presentation and/or publication of completed Research Projects



Alec Kay
Fellowship Director



Tom Mollsen
Assistant Fellowship
Director



Joel Anderson
COMT Director &
Mentoring Chair



Brent Harper
Research Chair
DMT/Fellowship



Freddy Kaltenborn, Mariano Rocabado, Ola Grimsby Sr.

SYLLABUS:

Ola Grimsby Institute (OGI)

Duration: February 2025 – November 2026 (2 years)

Format: Hybrid (In-Person Labs, Virtual Meetings, Independent Study via Microsoft 365)

Lab Location: Manual Therapy International (MTI), 1560 140th Ave NE, Suite 100, Bellevue, WA 98005

Lab Contact: (425) 746-2475 | mtipt.com

Program Contact: office@olagrimbsby.com | olagrimbsby.com

Program Overview

The OGI Fellowship in Orthopaedic Manual Therapy is a 2-year hybrid program for licensed physical therapists aiming to master neuro-musculoskeletal care. It integrates evidence-based manual therapy, Scientific Therapeutic Exercise Progressions (STEP), clinical reasoning, and research, meeting AAOMPT/IFOMPT standards. Didactic content is delivered via Microsoft 365, with 21 in-person lab days at MTI's Bellevue Office. Graduates earn a certificate and FAAOMPT eligibility. The program is ACOMPTE-accredited.

- **Admissions:** Active PT license, APTA membership, 2 letters of recommendation. Apply at olagrimbsby.com.
- **Clinical Hours:** 150 hours 1:1 mentoring + 440 supervised hours in participant's clinic.

Program Objectives

Graduates will:

- Synthesize anatomical, biomechanical, pathological, and radiological knowledge for advanced evaluation and treatment (Cognitive Levels 1–6).
 - Perform comprehensive patient evaluations safely (history, tests, palpation, neurology; Performance Level 4).
 - Design evidence-based interventions using manual therapy, STEP exercises, and patient education (Cognitive 3–5; Performance 4).
 - Apply clinical reasoning for differential diagnosis, prognosis, and reassessment (Cognitive 4–6).
 - Demonstrate professionalism and contribute to research (Affective; Evaluate/Create).
- ACOMPTE Prerequisites**
- Active physical therapy license in good standing.
 - Current APTA membership.
 - Employment or access to an outpatient orthopedic clinical setting for mentoring and practice.
 - Two professional letters of recommendation.

Curriculum Structure

The program follows quarterly arcs: foundational sciences (Q1), upper extremity (Q2), lower extremity (Q3), spine (Q4). It includes 21 in-person lab days (3 per semester) at MTI, Bellevue, WA, monthly virtual meetings (7 PM PST), and weekly independent study via Microsoft 365 (readings, videos, technique practice).

Year 1 (2025): Foundations & Extremities

- **Feb 1 (Lab 1):** Orientation, Wrist/Hand/Elbow Examination (FSP740).
- **Feb-May:** Histology, biomechanics, neurology, clinical evaluation principles (Virtual: Feb 20, Mar 13, Apr 24, May 15).
- **Jun 7-8 (Labs 2-3):** Hand/Elbow/Shoulder Manual Therapy, Cervical Spine Assessment (FSP745-755).
- **Jun-Jul:** Upper limb review, foot/ankle preparation (Virtual: Jun 17, Jul 22).
- **Aug 23-24 (Labs 4-5):** Upper Extremity STEP, Cervical HVLA, Foot/Ankle Assessment (FSP765).
- **Aug-Sep:** Tendinopathy management, TMJ evaluation (Virtual: Aug 21, Sep 11).
- **Oct 18-19 (Labs 6-7):** Knee/Hip Assessment, Lower Quarter Exercise (FSP770-775, STEP200).
- **Oct-Nov:** Lumbar/SIJ preparation.
- **Dec 6-7 (Labs 8-9):** Lumbar/SIJ Assessment and Treatment (FSP780-785).

Year 2 (2026): Advanced Integration & Spine

- **Jan 17-18 (Labs 10-11):** Advanced Wrist/Elbow/Shoulder Techniques (FSP740-750).
- **Jan-Feb:** Upper extremity review, pain science, research boot camp.
- **Mar 7-8 (Labs 12-13):** Advanced Shoulder/Cervical Techniques (FSP750-755).
- **Mar-Apr:** Primary care PT, motivational interviewing techniques.
- **May 16-17 (Labs 14-15):** Advanced Upper Cervical/TMJ Techniques (FSP755-760).
- **May-Jul:** Lower quarter review.
- **Aug 22-23 (Labs 16-17):** Advanced Foot/Ankle/Knee Techniques (FSP765-770).
- **Aug-Sep:** Hip/SIJ review, exam preparation.
- **Oct 17-18 (Labs 18-19):** Advanced Hip/SIJ Techniques (FSP775-780).
- **Oct:** Lumbar review.
- **Nov 7-8 (Labs 20-21):** Advanced Lumbar Techniques (FSP785).

Independent Study: Weekly tasks via Microsoft 365 (readings, videos, technique practice, diagnostic code tracking).

Virtual Meetings: Monthly Q&A, presentations (e.g., histology, nerve entrapments, clinical reasoning).

Research: Quarterly case studies; final project (literature review or case study).

Key Course Descriptions

- **FSP600–609 (Foundations):** History, biomechanics, evaluation techniques, histology, traumatology, exercise prescription.
- **FSP740–760 (Upper Extremity/TMJ):** Anatomy, pathology, manual therapy (mobilization/manipulation), STEP exercises for hand/wrist, elbow, shoulder, cervical spine, TMJ.
- **FSP765–785 (Lower Extremity/Spine):** Anatomy, pathology, manual therapy, STEP exercises for foot/ankle, knee, hip, SIJ, lumbar spine; includes gait analysis, tendinopathy management.
- **STEP200:** Exercise dosing and progression for tissue repair, motor control, and functional outcomes.

Faculty

- Jim Rivard (Primary), Alec Kay, Vicki Luebbe, Joel Anderson, Bill Hinson, Scott Olson, Matt Wood, Stuart Eivers, Tom Molsen (FAAOMPT/OCS certified).

Requirements & Assessment

- **Ongoing Requirements:** Complete 150 mentoring hours, 440 clinical hours, quarterly case studies.
- **Assessment:** Skills checks, practical/written exams (midterm/final), case presentations, final research project.
- **Graduation:** Complete all hours, exams, and project for certificate and FAAOMPT eligibility.

Additional Information

- **Lab Location:** Manual Therapy International (MTI), 1560 140th Ave NE, Suite 100, Bellevue, WA 98005. Contact: (425) 746-2475 | mtipt.com.
- **Resources:** Access to OGI Notes, videos, and required texts via Microsoft 365.
- **Support:** Contact office@olagrimsby.com for inquiries or application details.

This syllabus is subject to minor updates. Check Teams for the latest information.

ADMISSION REQUIREMENTS

Orthopaedic Fellowship

1. Graduate of a physical therapy program accredited and recognized by the national parent body.
2. Proof of licensure to practice physical therapy within their current practice setting.
3. Demonstrated interest in further professional development as documented in the OGI Orthopaedic Fellowship Application.
4. Demonstration that the Fellow in training is actively working in an orthopaedic setting.
5. Demonstrate that they are eligible for membership within the national parent body.

6. Applicants must provide all history of professional academic training
7. Applicants are required to submit an autobiographical statement.
8. Applicants are required to provide references from two employers or professional associates.
9. Self photograph

Official Transcripts Research Component

- ***For those who completed the DMT curriculum*** (with or without a pilot study) and those who completed various segments of the clinical curriculum (including those who completed the three years versions): You will need to select a topic from the current list, or request approval of an unlisted topic.

- ***For those who began work on (but did not finish) either a proposal or a dissertation:*** You can either retain your topic and begin where you left off, or select a new topic from the current list, or request approval of an unlisted topic.

- ***For those who finished a proposal (but not a dissertation):*** You can either retain your topic and begin where they left off, or select a new topic from the current list, or request approval of an unlisted topic.

- ***For those who began work on (but did not finish) a dissertation:*** You can either retain your topic and begin where you left off, or select a new topic from the current list, or request approval of an unlisted topic.

- ***For those who finished a dissertation:*** You can either retain your topic and pursue one or more of their Recommendations for Further Research, or select a new topic from the current list, or request approval of an unlisted topic.

- ***For those who are currently working on a second dissertation:*** You can either retain your topic and continue from where you are now, or select a new topic from the current list, or request approval of an unlisted topic.

NEW FELLOW IN TRAINING RECRUITMENT

New Fellow recruitment occurs throughout the world and takes place at workshops and continuing education courses sponsored by the Institute. At these meetings the faculty members describe the Institute's activities and enrollment materials are distributed to interested people. The Institute does not utilize "agents", employees or independent contractors who are hired to recruit new Fellows. All enrollment agreements for admission are submitted to the Institute's central administrative office. The Institute does not grant prior credit such as reduced hours in the program or any tuition discount for any previous education or training completed. Please visit our website www.olagrimsby.com for further information.

ACADEMIC CALENDAR IN THE US

- The academic calendar begins every January, ending with examinations in Salt Lake City, Utah, the following December.

In addition, all Fellows in Training are required to complete 150 hours of full-time clinical supervision and their research components to receive the degree.

OPERATING SCHEDULE

Classes generally meet from 8:00 am to 5:00 pm on Saturday and 8:00 am to 5 pm on Sunday. Schedules may vary depending on location. Important scheduling information such as specific operating hours and class schedules will be announced to Fellows in Training in advance once determined.

ENGLISH AS A SECOND LANGUAGE

The Institute does not provide English as a second language instruction. All class sessions conducted within the United States will be taught in the English language.



POLICIES AND REGULATIONS

Our program is registered under THE POST SECONDARY PROPRIETARY SCHOOL ACT, Title 13, Chapter 34, Utah Code. Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the Fellow's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer. As part of our registration with the Utah Division of Consumer Protection, the OGI maintains a surety bond.

The Ola Grimsby Institute is not accredited by a regional or national accrediting body recognized by the US Department of Education.

Non-Discrimination Policy

Ola Grimsby Institute is an educational institution that admits qualified students without regard to gender, age, race, national origin, sexual orientation, political affiliation or belief, religion or disability and affords students all rights, privileges, programs, employment services and opportunities generally available.

Grievance Procedure

General student complaints should be addressed to the administrator of the department at which the complaint is directed. Complaints regarding academic issues should first be addressed to the faculty. Academic problems remaining unresolved should then be addressed to the appropriate academic administrator. Students not satisfied with the final disposition of the grievance process may contact the Program Director, state licensing authority, the Institute's accreditor, or the state attorney general.

Any complaints may be directed either orally or in writing to any faculty member, administrator, or directly to the Chairman of the Board. The Fellow in Training will receive notification in writing that the complaint has been received within ten days. Upon receipt of the complaint, the Chairman, along with the Vice-President of Academic Affairs (see Administrative Chart) will then investigate the complaint thoroughly. If it is determined that the complaint is legitimate, the Institute will implement responsible policies or procedures to avoid similar complaints in the future. Filing a complaint will in no way affect a Fellow in Training's rights or remedies.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complain form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

Academic Probation

Students must meet academic requirements defined for their program of study. When OGI determines that a student has failed to meet academic standards, maintain satisfactory academic progress, or meet employability performance standards, the student will be placed on probation and notified in writing of the terms of the probation. If this occurs, the student will be given specific guidelines as to what the deficiencies are, guidelines of what is expected to be corrected, a mechanism and/or suggestions of how the deficiencies can be corrected, and a timetable for when the corrections will be expected to be completed. OGI is committed to supporting students to improve their performance. Failure to meet the terms of probation may result in dismissal.

Disciplinary Action

Students who breach school rules or conduct standards are referred to the appropriate academic administrator, who will investigate the facts surrounding the situation. The designated official will report to the student the results of the investigation. The student may respond to the report in writing or orally. After reviewing the student's response, the administrator may dismiss the case, give an official warning, or process a formal probation, suspension or expulsion action. Disciplinary action varies by violation.

Student Support and Well-Being Services

Instructors, mentors, and the Program Director will always be available and engaged in the well-being of Fellows in Training (FiTs), with opportunities for 1:1 meetings on a regular basis. OGI does not have in-house mental health support services and relies on community-based resources when needed. FiTs in crisis will be referred to appropriate behavioral health hotlines, such as the SAMHSA National Helpline (1-800-662-HELP) or the 988

Suicide & Crisis Lifeline (dial 988 for 24/7 support). These free, confidential services provide immediate assistance for mental health or psychosocial concerns.

Faculty Development Policy

The OGI shall provide faculty development opportunities for transition from student to apprentice, to faculty member. Current faculty will also be provided with continued learning opportunities in curriculum, as well as pedagogy.

Purpose

The “life-time learner” concept requires continued professional growth for all faculty as it relates to physical therapy care. It is also acknowledged that teaching is a separate profession, requiring additional skills and training. (Evidence 2.2.3)

Procedure

Faculty are encouraged to continue their professional growth, with policies below related to faculty stratification and maintenance of faculty status.

Courses and/or exercises that shall be provide or suggested includes, but are not limited to those listed below:

- 1) Attend continuing education seminars and team building exercises in order to enhance their professional development.
- 2) Instructors are required to attend two instructor meetings per year. These meetings frequently include presentations by guest lecturers on the subject of teaching and student interaction.
- 3) Instructors are encouraged to attend the OGI Competency Forum annually. These forums include lecturers of the highest standard and include the most recent research to date. In addition, to an intensive learning experience, the Competency Forums allow OGI faculty to interact with current and past students from the programs on a social level.
- 4) OGI Faculty is invited to attend new courses developed by the OGI before they are offered to the general public. For instructors to begin teaching a course, they must go through a process of apprenticing the course 2 times, teaching under guidance, prior to teaching independently.
- 5) OGI Faculty is encouraged to speak at national and international conference and state chapter meetings.
- 6) OGI Faculty is also encouraged to attend continuing education seminars outside the OGI offerings.
- 7) The PD or senior faculty member visits the fellowship programs to observe instruction on a annual basis.
- 8) Faculty members are required to submit videotape featuring their instruction on an annual basis. A self-evaluation form is to be submitted along with the tape, and both items are reviewed by the Director for his feedback.
- 9) Student critique forms are distributed on a bi-annual basis. Information is collected by the Faculty Chair for individual feedback, as well as reporting to the board of instructors on policy and/or curriculum changes.

- 10) Faculty are provided continuous opportunities to write curriculum associated with Fellowship programs, certification programs, course seminars and textbook projects.
- 11) Faculty are provided access to achieved lectures, as well as all new videos and slides produced for Fellowship programs.
- 12) Faculty members are provided opportunities to supervise students' research projects.
- 13) Annual faculty meetings shall provide content related to pedagogy, use of audiovisuals, syllabus planning and psychomotor skills of manual therapy.
- 14) Annual Competency Forum meetings shall provide programming to further the academic and clinical knowledge of faculty.
- 15) All faculty shall be provided all new course materials.
- 16) All faculty shall be provided videos of previous lectures of OGI instructors.

OGI Faculty Renewal

Completed every two years

Teaching Requirement (at least one annually)

- Teaching or co-teaching and OGI sponsored seminar
- Teaching at least one unit of CCP/ Fellowship/Part III
- Lecture OGI Forum
- Lecture at a state, national or international conference
- Locally sponsored course for marketing OGI seminars or programs

Writing Requirement (at least one annually)

- Scientific PT publication: i.e.—case study, literature review
- Journal article – peer or non-peer reviewed PT journal
- Write/edit/update course notes for CCP/Residency/Fellowship/Part III
- Write/edit/update an OGI seminar
- OGI Textbook chapter
- Develop a clinical research question for DMT and PhD papers
- Write a letter to the editor in a local or regional newspaper relating to OMPT OR any health issue,
- Write up a case study that demonstrates integration of all three components of the EBM triad

Pedagogy Requirement (at least one annually)

- Con-ed course on teaching (pedagogy)
- Review article on pedagogy for manual therapy – write up review of article submit to instructors
- Read book on pedagogy – write up two pages review of book submit to instructors

Attendance Requirement

- One instructors-meeting annually (typically with OGI Forum)
- Annual examinations

Submit teaching video with personal review form

Refer to subsequent section regarding teaching video and self-assessment.

Facility Contract

Objectives: Obtain and sign facility agreement with OGI annually for teaching site, clinical host site and/or clinical mentoring site.

Instructor Evaluation Feedback Form and Policy:

An annual teaching assessment shall be completed annually for each Residency and Fellowship instructor. An annual assessment for Certification programs is not required but recommended.

Procedure:

The CAO will communicate with each instructor within the first 2 months of the program to schedule an observation time. The CAO may also designate an evaluator: ie, PD for Fellowship, CEO or senior faculty with 5 year's of experience teaching the same course. If travel and scheduling is not possible for either the CAO or designee, the instructor will be required to complete a video for self-analysis and submit for evaluation. The CAO, or designee, shall observe a live teaching session or video submission of the instructor, completing the Instructor Evaluation form below. Verbal feedback will be provided from the evaluator to the instructor within 1 month of observation (Face-to-face, phone or Teams meeting).

Checklist:

For Electronic completion: 1) double click on the corresponding blue box below, entering an "X" in the default text window and hit enter. 2) in the scoring sections, select the number for scoring and make it **BOLD**. Type directly over the line (___) in the comments section. 3) paste in an electronic signature or print/sign/scan. 4) Provide feedback to instructor. 5) Submit to the OGI office for records.

For paper completion: 1) print form, 2) complete all sections, using an additional blank page if more space is needed for comment sections. 3) 4) Submit to the OGI office for records.

Instructor Evaluation / Feedback Form

Date: _____

City: _____

Instructor Name: _____ **Evaluator:** _____

Fellowship Certification OMT Certification CREx
Brief description of area of instruction observed:

Live Observation

Video Review

Rating Scale: 1 instructor needs more apprentice time
10 Seasoned Instructor

5 Competent Instructor

1 2 3 4 5 6 7 8 9 10 NA

Learning Environment: Gives attention to the physical setting. Arrives early, identify policies on use of the space, arrange for snacks/drinks (if necessary), identify bathroom/lunch arrangements, setup chairs/AV equipment, provide books/sign in for when students arrive, welcome students on their arrival.

1 2 3 4 5 6 7 8 9 10

Comments: _____

Personal Attributes:

Voice: 1 2 3 4 5 6 7 8 9

10

Comments: _____

Body Language: 1 2 3 4 5 6 7 8 9 10

Comments: _____

Addresses different learning modalities with activities in one or more of the following:

__Visual/Spatial __Verbal __Tactile __Kinesthetic Other:

Meets difficult situations effectively. Demonstrates self-control. Demonstrates patience and empathy for others.

1 2 3 4 5 6 7 8 9 10

Comments: _____

Displays enthusiastic/positive approach

1 2 3 4 5 6 7 8 9 10

Comments: _____

Class Instruction:

Demonstrated compliance with content and learning objectives as outlined by the program:

1 2 3 4 5 6 7 8 9 10

Comments: _____

Demonstrates knowledge of subject matter and transmits that knowledge. Instructor uses a variety of techniques and/or materials to accomplish the teaching objectives in an interesting way:

1 2 3 4 5 6 7 8 9 10

Comments: _____

Efficient use of time for instruction, with all students being involved in meaningful learning activities:

1 2 3 4 5 6 7 8 9 10

Comments: _____

Clarifies the purpose and practical importance of the lesson. Provides examples including both clinical and academic applications:

1 2 3 4 5 6 7 8 9 10

Comments: _____

Provides prompt and appropriate feedback that is instructional, corrective, specific to criterion and timely in nature to student's questions, discussion and/or lab work:

1 2 3 4 5 6 7 8 9 10

Comments: _____

Presents lesson to encourage higher order critical thinking, encourage divergent thinking through comparisons, classification, analogies and metaphors, verbal and graphic models, or inductive or deductive reasoning. Sharing knowledge versus reading slide or prepared lecture:

1 2 3 4 5 6 7 8 9 10

Comments: _____

Uses varied questioning techniques to address cognitive levels, focus on essential skills & knowledge, or activate & summarize learning

1 2 3 4 5 6 7 8 9 10

Comments: _____

Provides relevant examples and demonstrations to illustrate concepts and skills

1 2 3 4 5 6 7 8 9 10

Comments: _____

Adjusts levels of difficulty and complexity of task(s) to ensure student success

1 2 3 4 5 6 7 8 9 10

Comments: _____

Lab Instruction:

Competency: instructor able to perform the techniques to be taught

1 2 3 4 5 6 7 8 9 10

Comments: _____

Demonstration: provides clear instruction and demonstration of therapist position, patient position, hand placements and force moments:

1 2 3 4 5 6 7 8 9 10

Comments: _____

Safety: Provides comprehensive instruction for techniques as it pertains to patient safety and instructor safety

1 2 3 4 5 6 7 8 9 10

Comments: _____

Actively engaging students in lab environment for instruction, encouragement, correction and praise:

1 2 3 4 5 6 7 8 9 10

Comments: _____

Post Course/Instruction: Did the instructor reflect on the successful meeting of course objectives and determine what can be improved

1 2 3 4 5 6 7 8 9 10

Comments: _____

Five Best competencies of the Instructor

Examples: confidence, competency, clinical skill in demonstration, entertaining, inspiring, caring, knowledge of literature, synthesis of opposing information, speaking)

- 1.
- 2.
- 3.
- 4.
- 5.

Three Areas of continued study/preparation

Examples: read articles/books/course notes associated with specific content, practice techniques/exercises more, prepare lecture, fill in lecture notes on PowerPoint)

- 1.
- 2.
- 3.

Recommendations for Improvement

General recommendations, check only those that apply:

Instructor needs to observe more senior faculty in lecture/lab on subject matter presented

Instructor is competent to perform more lectures/lab, but requires continued work on preparation, psychomotor practice of techniques and/or a focus on pedagogy.

Instructor meets all competencies but is recommended to continue further self study to move from "Good to Great".

Specific recommendations:

Signature Name:

Signature:

Instructor Name:

Signature:

STUDENT TUITION RECOVERY FUND

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition. These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Students may be reimbursed by STRF only for prepaid but unused tuition money. Institutional participation is mandatory. (Education Code: Section 94342) Students abroad who may cancel their participation are committed to cover their share of expenses until completion of the program in which they registered.

It is mandatory that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment; tuition receipts or cancelled checks to document the total amount of tuition paid; and records which will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which to be considered, must be filed within 60 days of school closure.

If a student has obtained a judgment against the Institution for any violation of the law, and the student certifies that the judgment cannot be collected after diligent effort, a claim can be made to the STRF within two years upon which the judgment becomes final. Disclosure: We are registered with the State of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration.

BUYER'S RIGHT TO CANCEL: Refund Policy for Tuition**

Cancellation: A Fellow in Training may terminate enrollment by submitting a written notice in person or by CERTIFIED MAIL to Ola Grimsby Institute, 409 S Las Posas Road, San Marcos, CA 92078

- A. Any written contract or agreement signed by a prospective Fellow shall not become operative until the Fellow attends the first class or session of instruction.
- B. The effective date of cancellation is the date the written notice is received (if submitted in person) or is postmarked (if sent by CERTIFIED MAIL). The Institute will provide any refunds due within 30 days.
- C. Cancellation after the first day of class: You may cancel your contract for school without any penalty or obligations on the fifth business day following your first class session by providing written confirmation of your desire to cancel enrollment.
- D. If cancellation occurs after the five day recession period, the refund shall be the amount the Fellow paid for instruction multiplied by a fraction, the numerator of which is the number of hours instruction which the Fellow has not received but for which the Fellow has paid and the denominator of which is the total number of hours of instruction for which the Fellow has paid.

Example: Students pre-pay tuition. Assume your 12-month Program tuition is \$9,933. The quarterly pre-payment is \$2,483.25 which is for 87.5 hours of instruction (one quarter of a 350 instructional hour program). Assume you cancel after completing 50 hours of instruction and before completing the remaining 37.5 hours of the total 87.5 hours (per quarter).

Exception for foreign students contracting 5 mandatory courses. The student is financially responsible for his/her part of expenses related to the instructor’s room, fare and board for the completion of the program. For example:

$$\frac{\$2,483.25 \times 37.5 \text{ (instruction hours not received)}}{87.5 \text{ (total hours paid for)}} = \$10,64.25 \text{ refund}$$

Refunds will be sent within 30 days after the Institute receives notice in writing of the cancellation.

**See Enrollment Agreement for additional information regarding the refund policy.

Textbooks/Other Materials: Once purchased, textbooks and other materials are the property of the Fellow, although copyrighted by the Institute. The Institute does not accept returns and makes no refunds for books or other materials that are ordered through the Institute.

TUITION PRICING FOR THE U.S.

The following pricing information is for the current OGI programs presented in the U.S. For descriptions of the programs listed below, please see our Residencies section.

Payment options include payment at once or four quarterly payments, for the duration of the program.

Fellowship in Manual Therapy – 24-months On-site Orthopedic Fellowship/ Manual Therapy Fellowship

- Fellowship Tuition\$12,896
 - 150 hours of clinical supervisionFree
- Total \$12,896**

* Prices are subject to change. There is a non-refundable application fee of \$75, which must be mailed with all applications. Additional educational expenses such as travel and lodging costs are not included in above pricing.

FINANCIAL ASSISTANCE

The Institute does not offer financial assistance at this time.

INTERNATIONAL PROGRAMS

Schedules, tuition, mentoring and programs offered will vary from country to country. OGI is offering US degrees, accredited by ACOMPTE.



ATTENDANCE REQUIREMENTS

Excused and Unexcused Absences: Fellows in Training are required to attend every class in order to receive their certificate. We recognize that extenuating circumstances do occur. Absences are therefore considered excused or unexcused as follows:

Excused - Illness, death, birth, accidents and extraordinary circumstances. These must be substantiated in writing and are excused at the discretion of the Chairman of the Board.

Unexcused - All other absences, including class cuts.

When absences occur notify the school before the missed class. Fellows in Training are responsible for course work outlined in their fellowship syllabus. It is the Fellow's in Training responsibility to make up any quizzes and/or exams if applicable.

Maximum absences: A maximum of three class sessions may be missed. To maintain satisfactory progress, these classes must be made up within the specified time period. If more than three class sessions are missed for whatever reason, the Fellow in Training will be placed on academic probation. Further absences will result in an interruption of the training program. The Fellow in Training may be required to repeat a course and be subject to additional tuition charges if the absences were unexcused.

Interruption for Unsatisfactory Attendance: Fellow in Trainings with three unexcused absences in any class will receive written notification of academic probation for a one-month period. Further absences during this period, for whatever reason, will result in interruption of the training program. (See maximum absences).

Make-up Work: All work must be made up within 10 days of the missed class. Makeup work cannot be substituted for hours of class attendance.

Leave of Absence

Due to the intensive nature of the Ola Grimsby Institute Fellowship Program (OGI), all academic activities are an important part of the overall education experience. All Fellows in Training are encouraged to engage in their education with consistent attendance. When special circumstances arise, a student may find it necessary to request a leave of absence.

Leaves of absence will be individualized to the specific situation but will follow the general guidelines outlined below. Program faculty will be notified of all instances of leaves of absence. All requests for an extended leave of absence, whether administrative or medical, should be submitted in writing to the Program Director, Alec Kay, who will then consult with the OGI Chief Executive Officer, Ola Grimsby, Jr.

Administrative Leaves of Absence Process: Administrative leaves of absence (ALOA) may be granted for personal, educational, financial, or other reasons, which must be stated in the letter of request to the Program Director. If the Fellows or FIT is in academic difficulty, the Program Director, the Course Director, and the Chief Executive Officer will consult prior to making a determination as to whether or not to grant the request for ALOA and permission to return. Each leave is individualized based on the needs of the Fellow/FIT and handled on a case-by-case basis. A Fellow/FIT who has been granted an extended leave of absence and wishes to resume matriculation must notify the Program Director in writing no later than eight (8) weeks prior to the beginning of the session in which he or she wishes to reinstate. If the Program Director has not received such a notification, the Fellow/FIT may not resume the program and would have to reapply as a new student.

Medical Leaves of Absence Process: The purpose of a medical leave of absence (MLOA) is to provide students time away from classes for treatment of a physical or mental health condition that impairs a student's ability to function safely and successfully as a member of our community. The authority to grant an MLOA and permission to return from an MLOA resides with the Program Director and the Chief Executive Officer. Each leave is individualized based on the needs of the student and handled on a case-by-case basis. Medical leaves of absence for health-related requests require the student to obtain a statement from the appropriate licensed healthcare provider as to the expected reason and duration of absence.

Lateness: As a courtesy to the faculty members and your fellow classmates, it is expected that all fellows will be on time to class. Tardiness, without legitimate reason, on three occasions will be treated as an unexcused absence.

PROGRESS/GRADING SYSTEM

A. The Institute's grading system:

| | | |
|----------------|-------------|---|
| Excellent | 90-100 | A |
| Above Average | 80-89 | B |
| Average | 70-79 | C |
| Below Average | 60-69 | D |
| Unsatisfactory | 59 or below | F |

Average required for certified completion of the course is a minimum passing grade of 80%.

B. Unsatisfactory Progress: Fellows in Training, who are not performing at a satisfactory level, during the course of the residency, will be notified in writing by the

Chairman of the Board and given feedback as to how they can improve their performance. If the Fellow in Training continues with poor performance they may be placed on Academic Probation. If this occurs, the Fellow in Training will be given specific guidelines as to what the deficiencies are, guidelines of what is expected to be corrected, a mechanism and/or suggestions of how the deficiencies can be corrected, and a timetable for when the corrections will be expected to be completed.

C. Re-enrollment: Re-enrollment will be approved only after evidence is shown to the Chairman that conditions which caused the interruption for unsatisfactory progress has been remedied.

D. Satisfactory Completion of any program is dependent on successful completion of the evaluation conducted by the Board of Examiners appointed by the Chairman of the Board and the Board of Directors. (See Practical Examination Policies and Procedures). The Certificate of Completion document is to be issued upon satisfactory completion of the Orthopaedic Manual Physical Therapy Program. The certificate of completion is certifying/recognizing the competency of the graduate.

E. Graduation Rates: historical graduation rates are not available but the OGI currently tracks graduation rates of its students for accreditation reporting.

FELLOWS IN TRAINING CONDUCT POLICY

At the discretion of the Chairman, a Fellow in Training may be dismissed from the Institute for a serious or repeated incident of an intoxicated or drugged state of behavior, possession of drugs, alcohol or weapons, as well as, behaviors creating a safety hazard to other persons, disobedient or disrespectful behavior to another Fellow in Training, administrator, faculty member, or any other stated or determined infraction of conduct.

FELLOW IN TRAINING COMPLAINT PROCEDURE

Any complaints may be directed either orally or in writing to any faculty member, administrator, or directly to the Chairman of the Board. The Fellow in Training will receive notification in writing that the complaint has been received within ten days.

Upon receipt of the complaint, the Chairman, along with the Board will then investigate the complaint thoroughly. If it is determined that the complaint is legitimate, the Institute will implement responsible policies or procedures to avoid similar complaints in the future. Filing a complaint will in no way affect Fellow's in Training rights or remedies.

PLACEMENT ASSISTANCE & EMPLOYMENT RATES

As a rule, Fellows in Training are already employed as physical therapists and therefore the Institute offers no placement assistance to its graduates but will be rendering the service of referrals of graduates to employers when regional positions are available. As students are gainfully employed physical therapist prior to and during the Institute's programs, 100% of graduating therapists remain gainfully employed at the time of graduation.

Students may refer to the Student Examination Guide for details on exams and graduation requirements. Students have three opportunities to take and pass written and practical exams at 80% or greater. Institute records show that 95% of students successfully complete and graduate from their OGI programs.

RECORDS RETENTION

Enrollees are advised and cautioned that state law requires this educational institution to maintain Institute and Fellow in Training records for only a ten-year period.

DESCRIPTION OF LOCATIONS

The Institute utilizes the physical facilities of private, outpatient physical therapy practices and/or hospitals in each of its locations. Because these facilities are employed in the treatment of patients when they are not being used for instruction, they contain all the features required for instructional purposes. Below are listings of the existing and potential locations where classes may be conducted.

Advanced Manual Therapy & Sport Rehabilitation has been recently remodeled its outpatient facility. The complex covers 4,200 square feet and includes fourteen treatment tables, three private rooms, offices for clinicians and staff. It features the latest rehabilitation equipment that includes unloading and auto traction capabilities. Though not stressed as the state-of-the-art, electro and thermal modalities are available. The facility shares a lobby with eight sports medicine physicians and has access to their expertise and support on an open basis.

Located in northern Arizona, **Center for Physical Excellence** is a 3700 square foot facility equipped with treatment rooms, a large open exercise gym, a wellness center for post care and an aquatic therapy pool. The center is a state-of-the-art facility. All treatment rooms are private and are equipped with hi-lo tables to provide better interaction between patient and therapist. The center is equipped with Lojer pulleys (regular and speed), mobile pulleys, cardio equipment, Cybex (leg press, seated row, lat pull), Elliptical trainer, UBC, multiple modalities, stair-master, Lojer pulley station, internal trainer, trampoline, balance equipment, and FCE/work task equipment. There are three full-time therapists and three part-time therapists available. They can be reached at (928) 442-0005

The clinic **Advocate Condell Medical Center** is located at West Tower/Lower Level, 801 S. Milwaukee Avenue, Libertyville, IL 60048. For inquiries, please call (847) 990-5350. The contact person is Rebecca Schultz.

The facility **Alaska Physical Therapy Specialists** is located at 3650 Lake Otis, Suite 201, Anchorage, AK 99508. You can reach them at (907) 561-4280. The primary contact is Jeff Evans.

The clinic **Anderson Physical Therapy** is located at 3326 177th Place NE, Arlington, WA 98223. For more details, call (425) 238-2162. The site contact is Joel Anderson.

The facility **Avant Physical Therapy** is located at 2901 3rd Ave, Unit 520, Seattle, WA 98121. For assistance, please contact (206) 686-4073. The designated contact person is Ryan Perry.

The facility **Dubrow Physical Therapy** is located at 601 West Plano Parkway, Suite 141-A, Plano, TX 75075. For information, call (972) 398-0789. The contact person is Karen Dubrow.

The clinic **Emily Noe Physical Therapy** is located at 3249 Harlan Street, Oakland, CA 94608. You can call (609) 602-4712 for details. The site contact is Emily Noe.

The facility **Empower Manual Therapy** is located at 16300 Aurora Ave North, Suite A, Shoreline, WA 98133. For assistance, call (206) 552-9201. The primary contact is Gina Gatmaytan.

The clinic **Holbourn Integrated Therapy** is located at 612 S. Cooper Street, Memphis, TN 38104. You can reach the clinic at (901) 272-2822. The contact person is Jennifer Holbourn.

The facility **IRG Physical and Hand Therapy – Ballard** is located at 2821 NW Market Street, Suite B, Seattle, WA 98107. For inquiries, call (206) 706-0063. The contact is Marty Roskoff.

The clinic **IRG Physical and Hand Therapy – Wallingford** is located at 1815 N 45th Street, Unit 202, Seattle, WA 98103. You may contact them at (206) 752-6837. The site contact is Paige Vivian.

The facility **JAG-ONE** is located at 4056 Quakerbridge Road, Suite 11, Lawrenceville, NJ 08648. To reach them, call (609) 582-4529. The contact person is Tom Gardner.

The clinic **Manual Physical Therapy** is located at 7952 Bridgeview Road, Rocky Mount, NC 27803. You can call (252) 544-0628 for details. The contact person is Kelly Senglar-Vitale.

Midwest Manual Physical Therapy is located in Des Plaines, Illinois. Des Plaines is a suburb of Chicago and is just north of O'Hare International Airport. This facility is fully equipped with STEP rehabilitation equipment. A library with required books and references for reading and internet access are available for instruction. For inquiries, dial (847) 376-8289. The site contact is Tom Mollsen.

MTI Physical Therapy is the program location for an OGI full time Residency and Fellowship programs in the Seattle area. MTI Physical Therapy has 7 clinical locations with OGI instructors and mentorship staff in each location. The primary location for teaching is the 3100 sq ft facility in Bellevue, which has 10 private treatment rooms, and two gym areas fully equipped with STEP rehabilitation equipment. Audio visual equipment required books for reading, CD-ROM of curriculum and internet access are all available for instruction. Since the facility is used to treat patients when the Institute does not utilize it, all health and safety requirements are met. MTI Physical Therapy • Bellevue clinic is located 5 miles for downtown Seattle.

The facility **MTI Physical Therapy – First Hill** is located at 506 12th Avenue, Seattle, WA 98122. For assistance, contact (206) 208-0333. The site contact is Becca Catlin.

The clinic **North Pole Physical Therapy** is located at 157 Lewis Street, North Pole, Alaska 99705. You may contact them at (907) 488-4978. The designated contact person is Juliana Ament.

MTI Physical Therapy • Fremont is one of the MTI clinical site locations in Seattle. The facility consists of four closed treatment rooms which meet all health and safety standards and an exercise room utilizing Lojer pulley systems. The clinic is located on the Lake Washington Ship Canal next door to Sound Mind and Body Gymnasium, a fully equipped health club. Resource material includes a small in-house library, internet access and the University of Washington Medical Library (2 miles).

The clinic **Physical Therapy Direct** is located at 25 Terre Verte Court, St. Charles, MO 63304. For inquiries, please call (636) 685-0402. The contact person is Brian Hu.

The clinic **Providence St. Peter Outpatient Orthopedic and Hand Therapy** is located at 719 Sleater Kinney Road, Suite 152, Lacey, WA 98503. You can reach them at (360) 459-0260. The contact person is Bill Hinson.

United Physical Therapy is located in Anchorage. The facility has 2400 ft facility with 4 private treatment rooms and a large gym area equipped with STEP rehabilitation equipment. Audio visual equipment required books for reading, CD-ROM of curriculum and internet access are all available for instruction. Since the facility is used to treat patients when the Institute does not utilize it, all health and safety requirements are met. The contact person is Alec Kay, call (907) 929-8400

The clinic **Winghaven Manual Physical Therapy at the Meadows** is located at 21 Meadow Circle Drive, Suite 320, Lake St. Louis, MO 63367. You may reach them at (636) 625-4780. The designated contact person is Dan Wascheck.

THE OLA GRIMSBY FACULTY

Ament, Juliana

Juliana Ament is with North Pole Physical Therapy, 157 Lewis Street, North Pole, Alaska 99705. You can contact her at jament@northpolept.com or (907) 488-4978.

Anderson, Joel

Joel Anderson works at Anderson Physical Therapy located at 3326 177th Place NE, Arlington, WA 98223. He can be reached at joelanderson7897@gmail.com or (425) 238-2162.

Catlin, Rebecca (PT, DMT, OCS, FAAOMPT)

Rebecca Catlin received her Bachelor of Science degree in Human Biology in 1998 and her Master of Science in Physical Therapy in 2000, both from the University of Indianapolis. Becca completed three years of post-professional orthopaedic manual therapy through the

OGI, including the Residency in 2009, Fellowship in 2010, and PhD in 2012. She is a board-certified clinical specialist (OCS) through the American Physical Therapy Association (APTA) and a fellow in the American Academy of Orthopaedic Manual Physical Therapy (AAOMPT).

Dubrow, Karen

Karen Dubrow practices at Dubrow Physical Therapy, 601 West Plano Parkway, Ste. 141-A, Plano, TX 75075. She is available at kdubrow@sbcglobal.net or (972) 398-0789.

Eivers, Stuart (DPT, OCS, FAAOMPT)

Stuart Eivers is the clinical director of MTI Physical Therapy in The Washington Athletic Club. Stuart has been working in the field of outpatient orthopedics for the past 18 years. He completed his Master of Physical Therapy from Chapman University in 1992. Dr. Eivers received his Master of Orthopedic Physical Therapy in 1997 and completed his DPT in 2000 from the Ola Grimsby Institute. He became a board-certified Orthopedic Clinical Specialist in 2003 and is the former chairman of the Seattle Orthopedic Interest Group (OSIG). He has also been involved with teaching and consulting at the University of Washington's Physical Therapy program. Stuart has been on the board of instructors for OGI since 2008.

Evans, Jeff

Jeff Evans works at Alaska Physical Therapy Specialists, 3650 Lake Otis, Ste. 201, Anchorage, AK 99508. His contact is jeff_evans2@hotmail.com or (907) 561-4280.

Fitzgerald, Anna

Anna Fitzgerald is with MTI Physical Therapy – First Hill, 506 12th Ave, Seattle, WA 98122. She can be reached at annafitzgerald@mtipt.com or (206) 208-0333.

Gardner, Tom

Tom Gardner practices at JAG-ONE, 4056 Quakerbridge Road, Ste. 11, Lawrenceville, NJ 08648. His email is tgardner@jagonept.com and phone (609) 582-4529.

Gatmaytan, Gina

Gina Gatmaytan is with Empower Manual Therapy, 16300 Aurora Ave North, Ste. A, Shoreline, WA 98133. She can be reached at gina@empower-mt.com or (206) 552-9201.

Glatz, Chris (PT, OMT)

Chris Glatz has been practicing outpatient orthopedic physical therapy since 1995 with an emphasis on sports medicine and graduated from the University of Missouri with a B-HS in Physical Therapy. He completed a 3-year Residency/Fellowship/Advanced post-graduate training in orthopedic manual therapy from the Ola Grimsby Institute. He has been practicing manual orthopedic therapy since 2002 and has been an instructor with the OGI since 2007. He also is one of few to graduate from the Institute's first S.T.E.P. (Scientific Therapeutic Exercise Progressions) residency. He is an examiner and clinical instructor and currently teaches certification and short-term courses and assists with residency and fellowship programs. He has taught nationally and has co-authored several chapters in the book series *Science, Theory and Clinical Application in Orthopedic Manual Physical Therapy*. Chris is the OGI Mentoring and Professional Standards Chair. He currently works in Seattle

at Advanced Manual Therapy providing manual orthopedic and sports rehabilitation to athletes of all ages and demographics, Seattle, WA.

Grimsby Sr., Ola (PT, DMT, F.FAAOMPT)

Dr. Grimsby has received international recognition for his expertise as a clinician and instructor in Orthopedic Manual Therapy. He graduated from a sports college prior to graduating from the Norwegian State Physical Therapy School. He continued his four years of post-secondary education with the Nordic Group of Specialists in Manual Therapy and the Special Interest Group in Manual Therapy, Norwegian Physical Therapy Association. Dr. Grimsby later became the Chairperson of both these organizations as well as Norway's first Executive Member of the International Federation of Orthopaedic Manual Therapists (IFOMT). He is a Founding Member of the American Academy of Orthopedic Manual Physical Therapy and a lifetime Honorary Member of this organization. Ola Grimsby is currently a Director of the International Accrediting Commission for Physical Therapy Residencies. He has served as a professor and docent at numerous universities, initiated degree-granting, post-secondary educational programs in Europe, Asia, Africa, and throughout the US, and has authored numerous books and articles in several languages.

Grimsby Jr., Ola (PT, MOMT, FAAOMPT / MNFF, Specialist In Manual Therapy)

Ola Grimsby Jr. earned his Physical Therapy degree from Hogeschool van Amsterdam, Netherlands, followed by a Master of Orthopedic Manual Therapy and a PhD from the Ola Grimsby Institute in the United States. Trained by globally renowned experts, he exemplifies the highest standards of clinical and academic excellence. Practicing as an accredited Specialist in Manual Therapy in Oslo, Norway, he has served as CEO of the Ola Grimsby Institute, Inc. since 2020, dedicating his efforts to advancing its international mission. Dr. Grimsby Jr. also holds esteemed roles on the Ola Grimsby Institute Consortium's Boards of Directors, Instructors, and Examiners, contributing significantly to the global advancement of orthopedic manual therapy.

Hatscher, Matt

Matt Hatscher works at MTI Physical Therapy – Bellevue, 1560 140th Ave NE, Ste. 100, Bellevue, WA 98005. His contact is matthatscher@mtipt.com or (425) 746-2475.

Hinson, Bill (PT, MOMT, OCS, FAAOMPT)

Bill Hinson received his Bachelor of Science degree in Physical Therapy from the University of Puget Sound in 1988. Bill completed a two-year residency program with the Institute in 1991 (received his Master of Orthopedic Manual Therapy degree from the Institute in 1996) and completed the Part II program in San Diego in 1995. In addition to co-teaching the Seattle residency program for the Institute and teaching several short-term courses, Bill is employed as the Clinical Director for Physiotherapy Associates in Olympia, Washington.

Holbourn, Jennifer (PT, MOMT)

Jennifer Holbourn graduated from Newcastle Royal Victoria School of Physiotherapy in England, before moving to Norway and becoming certified in Orthopedic Manual Therapy (Part 1) in 1982. She managed and assisted in the operation of a private clinic in Norway for 11 years, and then she moved to Spain where her patients consisted mainly of professional golf and tennis players. Upon moving to the United States in 1983, she began

the OGI Part II Residency Program in San Diego, California, and graduated in 1997. She now has a career with HealthSouth, as Administrator and Clinical Specialist for six of HealthSouth's Sports Medicine and Rehab Centers in the Memphis Market. She teaches many of the short-term courses offered by OGI.

Hu, Brian

Brian Hu is with Physical Therapy Direct, 25 Terre Verte Ct., St. Charles, MO 63304. He is available at bhu@ssm-select.com or (636) 685-0402.

Kay, Alec (PT, MOMT, DMT, OCS, FAAOMPT, ATC)

Alec Kay received his Master of Science in Physical Therapy from the University of the Pacific in 1990. He completed the Ola Grimsby Institute's Part I, Masters in Orthopedic Manual Therapy in 1997 and the Part II program in 1999. Alec obtained certification as an athletic trainer in 1988 after completing a Bachelor of Science in Exercise Physiology from the University of California, Davis. He earned his Doctor of Manual Therapy through the OGI in 2000. Alec has taught multiple Residency and Fellowship programs in addition to weekend courses. He has taught manual therapy and exercise concepts in Europe and South America. He believes practicing full time in Anchorage, Alaska at United Physical Therapy keeps him humble and able to connect with clinicians trying to improve their physical therapy skills.

Luebbe, Vicki (MS, PT, OMT, FAAOMPT)

Vicki Luebbe graduated with concurrent Bachelor and Master Degrees in Physical Therapy from the University of Southern California in 1978. She has worked in a variety of clinical settings over her 30-plus-year professional career. Her pursuit of manual therapy excellence began with a certification from the University of St. Augustine; that led her to postgraduate work with the Ola Grimsby Institute, culminating in completion of the Orthopedic Manual Therapy Year III. She is a member of the American Physical Therapy Association and a Fellow of the American Academy of Orthopaedic Manual Physical Therapy.

Markey, Laura (PT, DPT, OCS, FAAOMPT)

Laura Markey graduated in 1989 with her Bachelor of Science in Physical Therapy from Daemen College in Amherst, New York. She completed her Master of Orthopedic Manual Therapy Degree in 1993 from the Ola Grimsby Institute and Part II in 1997. In 1991, along with her husband, Laura opened a private practice in Phoenix, Arizona, which emphasizes Orthopedic Manual Therapy. She has been the chairperson for the Payor Relations Committee for the Arizona Chapter of the American Physical Therapy Association since 1996 and has been co-teaching the Part I Program in Arizona as well as the Part II program in San Diego.

Mollsen, Tom (PT, DMT, MPT, ATC, FAAOMPT)

Tom Mollsen has over 25 years of extensive experience in the rehabilitation of musculoskeletal injuries and conditions as a licensed physical therapist, licensed athletic trainer, and certified massage therapist. Tom served as the head athletic trainer for 9 years at Elmhurst College. In this capacity, Tom coordinated the medical care of individuals participating in 16 men's and women's NCAA Division III sports programs. He was also the

head athletic trainer for the Nike-sponsored Michael Jordan, Scottie Pippen, Kendall Gill, and BJ Armstrong Youth Basketball Camps for 8 years. Tom graduated from Midwestern University's College of Health Sciences with a Master of Physical Therapy degree in 2002. In 2014, he completed the Ola Grimsby Institute (OGI) residency program, earning a Doctorate of Manual Physical Therapy degree. Tom completed the OGI's fellowship program and was named a Fellow of the American Academy of Orthopedic Manual Physical Therapists in 2016. Through the Roy Matheson program, Tom is a certified work capacity evaluator. Tom is a full-time clinician and owner of Midwest Manual Physical Therapy, an outpatient manual physical therapy clinic in Des Plaines, Illinois. Outside of work, Tom holds a fourth-degree black belt in Gangi's Kung Fu System/Kang Chuan Do, a kung-fu-based martial arts system.

Noe, Emily

Emily Noe practices at Emily Noe Physical Therapy, 3249 Harlan Street, Oakland, CA 94608. She can be contacted at emily.noe@gmail.com or (609) 602-4712.

Okada, Michael

Michael Okada is with MTI Physical Therapy – Bellevue, 1560 140th Ave NE, Ste. 100, Bellevue, WA 98005. His email is michaelokada@mtipt.com and phone (425) 746-2475.

Olson, Scott (PT, MOMT)

Scott Olson received his Bachelor of Science degree in Physical Therapy from the University of Puget Sound in 1986. He completed his Part I Manual Therapy training and sat before the Norwegian Board of Examiners in Seattle in 1991. He completed his Part II training in San Diego in 1995. Mr. Olson is a member of the Board of Examiners for the O.G.I. and is currently co-teaching the Part I residency program in Seattle. In addition to his teaching position with the Institute, Scott also serves on the editorial board for *Scientific Physical Therapy* and is the clinical director/owner of MTI Physical Therapy in Bellevue, Washington.

Perry, Ryan

Ryan Perry works at Avant Physical Therapy, 2901 3rd Ave UNIT 520, Seattle, WA 98121. He can be reached at ryan@avantphysicaltherapy.com or (206) 686-4073.

Polonowski, John

John Polonowski is with United Physical Therapy - Downtown, 742 K Street, Anchorage, Alaska 99501. His contact is johnpolo@hotmail.com or (907) 227-8494.

Rivard, Jim (PT, MOMT, DMT, OCS, FAAOMPT)

Jim Rivard received a Bachelor of Science degree in Physical Therapy from the University of Puget Sound in 1988. After completing a two-year Part I residency program with the Ola Grimsby Institute, he received a Master in Orthopedic Manual Therapy through the state of California. In 1993, he completed a two-year Part II program with the OGI. His teaching experience has included residencies in San Diego, Dallas, Anchorage, and Spokane, as well as short-term courses in Manual Therapy of the Spine, Extremities, and S.T.E.P. (Scientific Therapeutic Exercise Progressions). Jim has received invitations to speak at national conferences and state chapter meetings in Washington, Alaska, and Florida, and has also

been invited to speak in Norway, Canada, Belgium, and Finland. He serves the OGI as the Chief Academic Officer and the Vice-President of Program Content and Development.

Roskoff, Martin

Martin Roskoff practices at IRG Physical and Hand Therapy - Ballard, 2821 NW Market Street, Ste. B, Seattle, WA 98107. He can be reached at martin.roskoff@irgpt.com or (206) 706-0063.

Schomacher, Jochen (PT, DPT, PHD)

Jochen Schomacher, a German physiotherapist, has been passionate about Manual Therapy for over 35 years. After earning his international OMT certification in 1994, he worked closely with Freddy Kaltenborn, who encouraged him to further his studies with Ola Grimsby. In 2002, Jochen obtained his DPT from the Ola Grimsby Institute (OGI). Over 30 years ago, alongside his clinical practice, Jochen began teaching, which evolved into his primary passion. He pursued specialized teacher training in France (MCMK) to hone this skill. In 2003, he deepened his understanding of physiotherapy through academic pursuits, earning a Bachelor's and Master's of Science in Germany, followed by a PhD in Denmark. Jochen has authored over 90 articles, several book chapters, and three books on Manual Therapy, one of which has been translated into seven languages. He views physiotherapy and manual therapy as a skilled craft grounded in science and tailored to each patient's unique psychosocial context. Inspired by Kaltenborn, Jochen believes that physiotherapy/OMT is far simpler than often portrayed, built on a foundation of robust scientific knowledge and dedicated practice.

Schultz Muir, Rebecca (PT, MOMT, FAAOMPT)

Ms. Rebecca Schultz Muir received her Bachelor degree in Physical Therapy in 1984 from the University of Health Sciences/Chicago Medical School. She completed her Manual Therapy Part I in December 1992 and Part II Manual Therapy in 1995. Ever since then, she has been a core member of the OGI and a stronghold in the Midwest.

Senglar-Vitale, Kelly

Kelly Senglar-Vitale practices at Manual Physical Therapy, 7952 Bridgeview Road, Rocky Mount, NC 27803. She can be reached at manualptinc@hotmail.com or (252) 544-0628.

Templeton, Bryan

Bryan Templeton is with United Physical Therapy - Downtown, 742 K Street, Anchorage, AK 99501. He can be contacted at brytemp@gmail.com or (805) 895-4114.

Tideman, Anika

Anika Tideman works at MTI Physical Therapy – Bellevue, 1560 140th Ave NE, Ste. 100, Bellevue, WA 98005. Her email is anikatideman@mtipt.com and phone (425) 746-2475.

Unsleber, Cindy (PT, MSPT, OCS, FAAOMPT)

Cindy Unsleber received her Master of Science degree in Physical Therapy from Grand Valley State University in Michigan in 2000. She became a board-certified Orthopedic Clinical Specialist endorsed by the American Physical Therapy Association in 2006. She successfully completed the Ola Grimsby Institute Orthopedic Manual Therapy Residency Program in 2008, and subsequently the Fellowship Program in 2009. She went on in 2012

to complete the OGI Part III/PhD coursework and testing as well. She has been practicing Physical Therapy in the orthopedic outpatient setting for 14 years and currently practices in Seattle, Washington.

Vivian, Paige

Paige Vivian is with IRG Physical and Hand Therapy - Wallingford, 1815 N 45th St, Unit 202, Seattle, WA 98103. She can be contacted at paige.vivian@irgpt.com or (206) 752-6837.

Washeck, Cindy

Cindy Wascheck practices at Winghaven Manual Physical Therapy at the Meadows, 21 Meadow Cir Dr #320, Lake St Louis, MO 63367. She can be reached at runinpt@cs.com or (636) 625-4780.

Washeck, Dan (PT, OMT, OCS, FAAOMPT)

Dan Washeck received a Bachelor of Science degree in Physical Therapy from the University of Missouri in 1998. He has completed 3 years of post-graduate training with the Ola Grimsby Institute, including Residency, Fellowship, and PhD training in Manual Therapy, along with 1 year S.T.E.P Residency and 1 year Instructor apprenticeship. He has been an instructor for the OGI since 2006. His teaching experience has included residencies in Seattle, St. Louis, as well as certification programs and numerous short-term courses in Manual Therapy and S.T.E.P. (Scientific Therapeutic Exercise Progressions) nationally and internationally. Dan also completed his OCS (Orthopedic Certified Specialist) from the APTA in 2004 and obtained Fellowship Status with the A.A.O.M.P.T in 2005. He serves as an Instructor and Examiner of the OGI and is currently a partner at STLPT-Lake Saint Louis, an orthopedic private practice clinic located outside of St. Louis, Missouri.



Ola Grimsby, Brad Jordan and Rick Hobusch

Wendt, Michelle

Michelle Wendt is with IRG Physical and Hand Therapy - Ballard, 2821 NW Market Street, Ste. B, Seattle, WA 98107. She can be contacted at michelle.wendt@irgpt.com or (206) 706-0063.

Wood, Matthew

Matthew Wood works at MTI Physical Therapy – First Hill, 506 12th Ave, Seattle, WA 98122. His contact is matthewwood@mtipt.com or (206) 208-0333.

Zapel, Matt

Matt Zapel is with MTI Physical Therapy - Fremont, 3601 Fremont Avenue N, Ste. 210, Seattle, WA 98103. He can be reached at mattzapel@mtipt.com or (206) 548-1522.



Ronnie Stensnes (on behalf of his father, Ronald), Harald Frøseth and Erik Hansen receive their honorary doctorates.

ACADEMIC PROGRAMS



ORTHOPAEDIC FELLOWSHIP PROGRAMS

The Fellowship Program is two years in length, and it is offered throughout the U.S., Europe and Asia. The basic sciences and an evidence-based background in clinical practice form the curricular foundation of assessment and treatment interventions for spinal and extremity dysfunctions. The instruction includes methods to improve clinical reasoning and problem solving which will assist with the development of a patient diagnosis as well as the patient's plan of care. Interventions taught will be manual therapy based with emphasis on soft tissue techniques, articulations (i.e. oscillations, mobilizations, and manipulations of the spine and extremities), and specific exercise dosing principles. Fellows in Training will participate in a clinical supervision experience with an OGI approved instructor for a minimum of 150 1:1 contact hours. The Fellows in Training are required to complete and present their research component in order to be considered for Fellowship status (FAAOMPT). Enrollment begins in September with an application deadline of December 15th for classes beginning in January. During the program, Fellows are responsible for all travel and lodging costs that may be incurred.

RULES AND REGULATIONS FOR THE WRITTEN EXAM

The written exams are performed at the same date and hour for all candidates throughout all Fellowship Programs in the United States.

The local faculty instructor will see that:

- A. A suitable facility is located, large enough to provide a separate space for each candidate. This is important to avoid disturbances and to prevent illegal behavior.
- B. A representative of the Ola Grimsby Institute will be available for the first hour of the examination to make sure that all students are logged in and will clarify any questions that the student may have.
- C. The proctor will be given directions to assist the students to log in and find the final examination. The student will also be given a number for the essay portion. This number will be written on the top of every essay sheet including scratch paper. The candidate will not write his/her name on any sheet paper including their scratch paper.
- D. The essay questions will be handed out by an impartial individual who will act as the proctor. The exams will not be looked at prior to the start of the examination.
- E. The local faculty instructor or proctor will hand out scratch paper and paper to answer the essay question.
- F. The candidate has five (5) hours maximum to answer the questions on OGI online testing site and to finish the essay question(s).
- G. One or two local inspectors (proctors) will be in the exam facility at all times during the exam.
- H. The candidates may not leave the room during the exam without being given permission by a proctor.
- I. The essay exam answers are forwarded to the examiners in sealed envelopes by mail or scanned.

- J. The candidates' exam numbers are stored in a sealed envelope, which will not be opened until the examiners have evaluated all the answers.
- K. The questions asked are generally related to four areas, and the exam is to be answered in short essay and multiple-choice forms.
 - 1. Question from anatomy/neuro-anatomy.
 - 2. Question from biomechanics.
 - 3. Question from pathology/physiology/trauma.
 - 4. Question from the clinic, integrating theoretical knowledge and clinical skill.
- L. One essay question will be given that will be related to any of the topics covered in "J".

GUIDELINES FOR ANSWERING ESSAY TEST QUESTIONS

General Instructions:

- 1. Read the questions with the proctor/inspector and ask for any clarification of the question if needed (i.e. definition of a word, etc.).
- 2. Re-read the question to yourself. You may want to underline specific words in the question like; draw, describe and list to make sure you answer all parts of the questions.
- 3. You should briefly outline how you are going to answer the short essay questions on a scratch sheet of paper first. Then write your composition in a narrative essay format. Do not answer in an outline or incomplete sentence format. You can use lists and other devices, but you must use sentences to describe what you list, etc.
- 4. When writing your short essay question, tie together your information in a rational structured manner, do not fill in with information not relevant to the question asked (i.e. R.O.M. on an anatomy question).
- 5. When drawing, use more than one view if it will help with orientation. Don't forget to label your drawings.
- 6. The test usually consists of one the areas of study with each question possibly having subset parts to answer. The number of total pages varies from student to student.
- 7. You should bring nourishment in the form of snacks, fruit, or drink due to the length of time to complete the test.
- 8. When you have completed the test make sure your exam number is on every page of your examination, that you have your pages in the correct order and that you have put the question sheet on top and the scratch sheets on the bottom. Your scratch sheets are reviewed for extra points if you have forgotten something in your answer.

Suggestions for answering different types of questions:

1. Anatomy/Neuro-anatomy (Draw and Describe)

- a) Bone - everything about the bony structure, all its parts, process, angles, radii of curvature, etc.

b) Joints - where on the bony structure the joint is located, structural classification, functional classification (oid, sellar), degrees of freedom, the joint plane (direction the joint surfaces face), cartilage type on and between joint surfaces, synovium if present and synovial fluid, capsule and the various ligaments of that joint or joint complex.

c) Disc - describe all parts.

d) Neurology - related innervations to all structures (i.e., joint capsule, ligaments, muscle and all other tissues - include mechanoreceptors)

e) Muscles - include all related to this joint, vertebral segment, etc. If the question is specific to muscles, include a description of attachments, nerve innervation with neurological segments, and actions. Blood supply - describe vessels (arteries and veins) for the vertebral segment or anatomical joint. 2. Biomechanical Question (Draw and Describe)

a) Bony parts that are participating.

b) Joint geometry and functional classification with degrees of freedom, axes and their change of position, planes of movement.

c) Relate arthrokinematics to osteokinematics.

d) Include menisci, capsule and ligaments that may contribute to the motions.

e) Include myodynamics and gravity if relevant to the question.

May need to break the movement down into phases for more clarity (i.e. shoulder arthrokinematics).

3. Pathology Question

a) Define the disorder/dysfunctions/disease/syndrome.

b) Classify the problem according to causes, type of onset, various structures involved.

c) Give the clinical features: history with a profile of the typical patient, temporal considerations of signs and symptoms and other relevant conditions; physical examination and other investigations (blood work, diagnostic imaging).

d) Differential diagnosis - other closely related problems to be ruled out and how one would do that.

e) Course and complications of the problem.

f) Prognosis.

4. Evaluation and Treatment

a) Physical - All relevant evaluation procedures methods of elimination to define function and/or tissue diagnosis.

- acute care and prophylaxis: R.I.C.E., when, why, what, how.

- soft tissue treatment: when, why, what, how.

- joint mobilization/stabilization: when, why, what, how.

- reconditioning/O.S.R./healing (STEP): when, why, what, how.

- home exercises program and prophylaxis: when, why, what, how.

- progression of treatment: when, why, what, how.

b) Nutritional/Medical

c) Surgical

RULES FOR THE EVALUATION OF WRITTEN EXAMS

- A. The examiners are faculty members who have passed examinations in the highest degree of Manual Therapy and one elected by the Board of Directors.
- B. The examiners will develop the questions in cooperation with the program Instructors.
- C. The exam grading system is performed according to common standards (see page 10).
- D. The exam answers (including scratch paper) will be forwarded to the administration via mail or scanned by the exam proctor.
- E. The administration will forward a copy of each exam to two examiners. The two examiners will work independently of each other and use the standard grading system.
- F. The two examiners compare and discuss their evaluations after both examiners have finished all evaluations.
- G. Their results are signed and forwarded to the Ola Grimsby Institute, which will inform the candidates and their instructors about the results of the exam.
- H. If the candidate fails the written exam, he/she must retake the exam before he/she can sit for the practical exam.

PRACTICAL EXAMINATION POLICIES AND PROCEDURES

A. Description

The purpose of the practical examination is to evaluate a student's performance and rationale for evaluation and treatment procedures as well as basic principles that are taught in the curriculum. The examiners will greet the student at each station, the student will then be asked to sign a video release acknowledging that the examination is being taped for future review if needed. The student then will be asked to choose a slip of paper from a selection of exam questions. Each slip of paper has one question relating to that station's topic (Examination, Treatment or Exercise). The students will begin their performance when the time starts. The examiners will ask the student if they need to see other techniques or question the performance. The student will be told when the allotted time has been completed and be directed to the next station. The students will be given an approximate time when the results will be announced. The results will be posted by student number at a predetermined location (with brief individual comments from the Director of the Board if the student so chooses).

B. Examination Preparation

The examiners should be in the exam room no later than twenty (20) minutes prior to the first student. This is to provide the examiners ample time for setting up and checking the video equipment for proper taping. The Institute will provide all video equipment. It will be the examiner's responsibility to assure proper videotaping (student name, date and time of examination). Video release forms are to be set out at this time for the student and model to sign. The day's schedule is to be posted outside the room door, as this will assure a prompt start time.

C. Examination Schedule

The examinations are scheduled for sixty (60) minutes. Eighteen (18) minutes will be given at each station with two (2) minutes allowed to move between stations.

D. Examination Questions

Questions for the practical examination will be prepared in advance and will include questions of:

1. Clinical problem solving, flow of procedures
2. Treatment that will include soft tissue mobilization, joint articulations/manipulations

E. Examiner Role

The examiner's role is to observe the performance of the student and critique their skills in evaluation, treatment and communication/interaction with the model. The examiners will take notes and ask relevant oral or practical questions they may have during each station to test the students thought process. The examiners are to ask questions in a proper and supportive manner. The student has the option of clarifying any questions. The instructor's task is to question and guide the student through the practical exam.

F. Examiner Intervention

At no time shall the examiner physically interfere with the performance of the student. If there is a question, the examiner can evaluate the model at a time when such evaluation will not interfere with the performance of the student. An exception will only be made in the case when the model is in danger of injury.

G. Confidentiality

There is to be a "closed door policy" for any discussion as it relates to the examination process, a student's performance or examination results. Instructor/examiners will make sure that if there is any discussion, it will be done in complete privacy so as not to be overheard by any other individuals.

H. Examination Scoring

The examiners at each station will score the students' performance using the Practical Examination Scoring Form. The student needs an overall score of the three stations to be greater than 80% for a passing score.

I. Test Results

Student numbers with the corresponding examination results will be posted at a predetermined location. The students will have the opportunity to have the Director of the Board of Examiners (or someone appointed by the Director) give the student the comments of the examiners at the time of the postings.

J. Review Period

A student who wishes to challenge an examination score may do so in writing within thirty (30) days of the examination date. The examination committee will review his/her video, and a response will be given in writing within two (2) months of the letter date. The student will need to contact the administrative office if he/she wishes to be scheduled for a retake.

K. Storage of Video SD cards

The SD cards of the student's performance will be held at the administrative office of the Ola Grimsby Institute, 1560 140th Ave NE, Bellevue, WA 98005, for six (6) months after the examination.

L. Retakes of the Examination

The student will be responsible for all expenses incurred for administrative, travel, room and board costs for the examiners, as well as for themselves. The student will be required to retake the written part of the test if he/she does not pass the practical retake in one (1) years' time of the original test. The administrative office will schedule the retake. The retake procedures will follow the same format as described in this section.

M. Challenging the Examination

Due to the specificity and intensity of the program, the written or practical examinations cannot be challenged. All candidates wishing to take either part of the examination process must complete the fellowship curriculum and have the recommendation of the instructor to sit for the written and practical examinations.

N. Appearance

The student and examiners should be dressed in professional attire that present the profession and the Ola Grimsby Institute in a positive manner. Men should wear dress slacks, dress shirt and tie (optional). Women should wear slacks or skirt and a blouse.

RULES FOR EVALUATION OF THE PRACTICAL EXAMS:

- A. Practical Part I exam questions are pre-produced and typed on paper strips by the Board of Examiners.
- B. The Examiner will receive the candidate in a kind and casual way to prevent unnecessary nervousness and stress.
- C. The candidate will be asked to choose one paper strip and state the number and question.
- D. During the candidates' demonstrations, Examiner should, if possible, guide the candidate through the flow to assure performing as many tasks as possible for maximum scoring.
- E. Following the demonstrations, the Examiner may ask the candidate questions about the question presented.
- F. The Examiner will take notes during the demonstrations/examinations and score the candidate's competency according to the examination grading form.
- G. The results of the practical exam are announced after the last candidate has been examined each day.
- I. The exam grading system is performed according to this catalog and the Board of Examiners announces the result passed/not passed.
- J. The exam results will be posted by student number by the end of the day (with brief individual comments from the Director of the Board if the student so chooses), then signed and forwarded to the Institute.

- K. The candidate's clinical performance during Part I exam is expected to meet the required standard for technical skill of evaluation (flow of procedures). In addition, students will demonstrate their ability to perform clinical problem solving as well as present a treatment plan and demonstrate treatment progressions.

Academic Retention Policy

Student retention within the OGI Fellowship Program requires the following:

1. Students will participate in monthly examinations related to the previous month's curriculum, lectures, readings, and videos.
2. A midterm examination will be provided at the halfway point in the student's academic year to assess depth of knowledge and integration of Fellowship level concepts. The examination is a written essay with multiple parts. An answer flow key is provided to the instructors for consistency of grading.
3. Clinical mentoring evaluations are performed by instructors while hosting students within their clinic for fellowship clinical hours. These evaluations provide feedback for the student to better understand their (the student's) level of clinical development and reasoning.
4. The program instructor performs midterm reviews and evaluations with each individual student. This provides a one-on-one communication between instructor and student to eradicate any misconceptions, of how the students are progressing, and how they should focus for the second half of the academic year.
5. Any student that is not meeting the expectations of 80% passing rate will be given opportunities for further review to ensure understanding and chances for graduation. Each individual program instructor also acts as the student's academic adviser and counselor. Any problems that the student is having within the curriculum or mentoring process will first go to their program instructor. This has the potential to escalate up to the Student Mentoring Chair or Faculty Chair as deemed necessary and then to the Chief Academic Officer.
6. An 80% passing grade is required for graduation within a full calendar year.

Termination Policy:

Any one or more of the following may result in the dismissal from the Fellowship Program. The Fellow in Training may also be dismissed from the Program for reasons not stated below. Dismissed Fellows in Training may contest the decision by means of the grievance policy. The Fellow in Training may be dismissed from the Program if the Fellow in Training:

- 1) Does not meet the criteria set forth in the remediation plan in the agreed upon timelines.
- 2) Fails to follow the student content and non-plagiarism standards cited in the Ola Grimsby Institute (OGI) Policy on Conduct and Discipline. As members of an established

profession, the program and faculty adhere to the APTA Code of Ethics. Any violation of that code is subject to disciplinary review by the Program faculty up to and including dismissal from the Program. Fellows in Training are expected to work independently and honestly on all examinations.

3) Does not meet the professional behavior standards expected by the OGI. If the Fellow in Training does not meet professional behavior standards, they will be issued a Counseling Letter or Notice of Concern and may be placed on academic probation. The Fellow in Training will be presented to the faculty and Fellowship Advisory Committee for review. Fellows in training who are having difficulty with professional behaviors will be asked to seek mentoring/counseling. Unprofessional behaviors can serve as reason for dismissal from the Program, independent of grades.

4) Omits or falsifies his or her Program application, medical record, or university or medical document, including billing records and the health record. Any allegation regarding failure to comply with the OGI's billing rules shall be forwarded to the OGI's Corporate Compliance Officer and/or Office of General Counsel for resolution in accordance with the OGI's Corporate Compliance Program.

5) Performs a serious or repeated act or omission compromising acceptable standards of patient care, including but not limited to an act that constitutes a medical disciplinary cause or reason.

6) Becomes ineligible to practice physical therapy in the state of his or her primary residence as stated by the respective state's Physical Therapy Board's Practice Act.

7) Does not comply with the OGI's Policies and Procedures.

8) Allows or creates an unsafe working environment.

9) Does not meet employment requirements of the OGI Fellowship Program.

Grievance Policy

Professional students sometimes experience disagreements and problems regarding program policies and/or their professional relationships with faculty and staff. The Ola Grimsby Institute strives to provide students with a positive, collaborative, and healthy approach to solving disputes with faculty and staff. The intent of the Grievance Policy is to accommodate a fair and mutually satisfactory resolution of any grievance at the lowest possible level. Students are encouraged to first discuss interpersonal disagreements directly with a faculty or staff member. If the concern is not resolved, the student should next seek assistance and/or bring a grievance regarding program policies, or a student-faculty or student-staff relationship, through consulting with the Program Director, Alec Kay. If still unsatisfied, the students should consult with the OGI Chief Executive Officer, Ola Grimsby, Jr. OGI instructor or employee Grievance should be brought to the appropriate Mentor or Program Director and If still unsatisfied to the OGI Chief Executive Officer, Ola Grimsby Jr.

Leave of Absence

Due to the intensive nature of the Ola Grimsby Institute Fellowship Program (OGI), all academic activities are an important part of the overall education experience. All Fellows in Training are encouraged to engage in their education with consistent attendance. When special circumstances arise, a student may find it necessary to request a leave of absence. Leaves of absence will be individualized to the specific situation but will follow the general guidelines outlined below. Program faculty will be notified of all instances of leaves of

absence. All requests for an extended leave of absence, whether administrative or medical, should be submitted in writing to the Program Director, Alec Kay, who will then consult with the OGI Chief Executive Officer, Ola Grimsby, Jr.

Administrative Leaves of Absence Process: Administrative leaves of absence (ALOA) may be granted for personal, educational, financial, or other reasons, which must be stated in the letter of request to the Program Director. If the student is in academic difficulty, the Program Director, the Course Director, and the Chief Executive Officer will consult prior to making a determination as to whether or not to grant the request for ALOA and permission to return. Each leave is individualized based on the needs of the student and handled on a case-by-case basis. A student who has been granted an extended leave of absence and wishes to resume matriculation must notify the Program Director in writing no later than eight (8) weeks prior to the beginning of the session in which he or she wishes to reinstate. If the Program Director has not received such a notification, the student may not resume the program and would have to reapply as a new student.

Medical Leaves of Absence Process: The purpose of a medical leave of absence (MLOA) is to provide students time away from classes for treatment of a physical or mental health condition that impairs a student's ability to function safely and successfully as a member of our community. The authority to grant an MLOA and permission to return from an MLOA resides with the Program Director and the Chief Executive Officer. Each leave is individualized based on the needs of the student and handled on a case-by-case basis. Medical leaves of absence for health-related requests require the student to obtain a statement from the appropriate licensed healthcare provider as to the expected reason and duration of absence.

Remediation Policy

When the faculty identify a Fellow in Training who fails to achieve at least 80% or a passing score on an assignment, is not meeting the minimal requirements of the program, or appeals to be struggling with academic course and/or clinical load, the Fellow in Training will be issued a Counseling Letter or Notice of Concern and may be placed on academic probation. The purpose of a Counseling Letter is to describe a single instance of problematic behavior and to recommend actions to rectify the behavior. A Notice of Concern should address a pattern of problems and include the nature of the deficiency and any necessary remedial actions required on the part of the Fellow in Training. Receipt of a Counseling Letter or Notice of Concern requires the Fellow to meet with the Program Director and the Course Director. Together, they will develop a remediation plan to assist the Fellow in Training in demonstrating proficiency with past material and strategies for improving performance and future material. When all parties agree on the plan and a timeline, the plan will be signed, dated, and implemented. The CEO will be consulted as needed.

Compliance with Non-Discrimination Policy

It is the policy of the Ola Grimsby Institute (OGI) to provide equal employment and educational opportunities to all individual's without regard to race, color, religion, national origin, ancestry, marital status, sex, sexual orientation, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic

information (including family medical history), age (over 40), citizenship, or service in the uniformed services (As defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).

Compliance with Confidentiality and Privacy Policy

The Ola Grimsby Institute (OGI) is committed to protecting the medical, personal, and other sensitive information of its Fellows in Training. Such information is treated with heightened importance in this era of electronic information, with increased speed of information flow and the risks of protecting this information. The key to ensuring this information remains private and confidential is the teamwork of the OGI faculty, staff, Fellows in Training, and volunteers. The OGI's efforts to protect Fellow's in Training privacy and confidentiality is supported by federal and state laws. Faculty and Fellows in Training are required to enroll in and successfully complete cyber-security instruction at the time of their appointment. Privacy and security re-training of faculty is required annually.

