



Metriks Functional Capacity Evaluation Certification



Training

- Complete the lecture portion of the training in one day. In person, Live Online or via On-Demand Lectures.
- Go through complete FCE using Metriks system for standardized testing.
- Go through data interpretation and report writing. Learn how to read an FCE report.
- Review best practices with respect to when to order an FCE.
- Complete a case study directed practice FCE.
- Receiving ongoing report writing support.
- Material includes: 250 page manual, sample reports, reference articles and access to Metriks FCE software with training videos.



Expertise

- Part-Time Faculty at Humber providing lectures on Physical Demands Analysis and Functional Capacity Evaluations.
- Provided Live Video Conference FCE training for 7 Hospitals in Hong Kong at the Hong Kong Polytechnic University.
- Canadian Memorial Chiropractic College as part of the Independent Chiropractic Evaluation series, the Post Graduate Rehabilitation Fellowship program.



Pricing

- FCE Certification is \$895 per person, taxes extra for an individual.
- Group Pricing: \$695 per person, taxes extra. Further discounts of 5% per person available for groups of 3 or more.

Revised August



2019

Faculty:	Kevin Cairns
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COURSE OUTLINE ACADEMIC YEAR 2019

Course Title: Metriks Functional Capacity Evaluation Certification			
Course Code: MFCE 101		Credit Value: 20 hours	Class Hours: On-Demand Webinars and Reading: 6 Live training/On-demand Lecture with exam: 8 Practice FCE with video submission: 4 3 FCE assessments reviews: 2
Programs: Metriks Disability and Impairment Rating program		Pre-Requisite(s): None	Co-requisite(s): None

Program outcomes emphasized in this course:

Perform a comprehensive functional assessment with a client and use the information collected to guide the development of a detailed functional assessment report.

Provide appropriate instruction of assessment execution, including appropriate verbal and tactile cues.

Course Development

The Metriks FCE certification program was developed based Kevin Cairns' experience as an instructor as part of the Virginia Commonwealth University FCE program, National training director with ARCON, being heavily involved in the possible merger with the Matheson system and his collaboration with the Physiotherapy Department at Queens University, the Kinesiology Department at Lakehead University, the continuing Education department at the Canadian Memorial Chiropractic College, and the Kinesiology department at the University of Guelph-Humber. Over the past 10 years the Metriks Education has trained over a 1000 students worldwide.

Other users of Metriks FCE course content

The Metriks FCE certification program material is being used in whole or in part as part of the following courses:

Master of Professional Kinesiology (MPK) – **University of Toronto**

4th year Ergonomics – **Lakehead University.**

4th year Ergonomic Assessment – **University of Guelph-Humber.**

Exercise Science Post Graduate Kinesiology Certificate – **Humber College.**

Independent Chiropractic Evaluations – Con Ed **Canadian Memorial Chiropractic College.**

Disability Evaluations – Rehabilitation Fellowship Programme **Canadian Memorial Chiropractic College.**

Health Wellness and Rehabilitation – Occupational Therapist/Physiotherapist Assistant program – **Humber College.**

Research based test protocols

All the Metriks test protocols are based on peer review published literature. In addition research by Sheridan College on the Metriks Education FCE protocol was selected for funding through the Canadian Government's Federal Economic Development Agency. *Please see attached summary of research.*

Course Description

In this course, students become familiar with the field of Disability and Impairment ratings with a specific focus on the Functional Capacity Evaluations (FCE). The interaction of the FCE and Occupational Job Demands is also covered. Students will comprehensively examine and apply various methods of evaluating Disability and Impairment in both healthy and injured clients. Critical evaluation of test results as they relate to musculoskeletal injury and safety risk factors will also be creatively applied to encourage a comprehensive approach to disability health management.

Course Rationale

This course prepares students to confidently perform Functional Capacity Evaluations and Impairment Ratings in the field of Disability Management. These are key areas of potential employment within the field of Kinesiology, Occupational Therapy and Physical Therapy.

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Review records for information critical to conducting a disability or impairment rating evaluation
2. Complete an intake interview for a Functional Capacity Evaluation
3. Explain the significance of Functional Capacity Evaluation (FCE) to insurance liability and Workers Compensation and outline why they are conducted.
4. Create a FCE to customize a return to work plan.
5. Analyze a Physical Demands Analysis (PDA) to determine the job demands required for a return to work FCE.
6. Perform a complete Functional Capacity Evaluation
7. Interpret and rate the results of a Functional Capacity Evaluation
8. Write a Functional Capacity Evaluation.

Learning Resources

Recommended Resources:

1. Guides to the Evaluation of Permanent Impairment, Fifth Edition, American Medical Association ISBN#: 978-1-60359-780-7, Authors: Gunnar B.J. Andersson, Linda Cocchiarella
2. Practical Guide to Range of Motion testing, Edited by J Gerhardt, L Cocchiarella, D Randall. Published by American Medical Association Press USA, 2002, ISBN 157947263X
3. Chaffin, D.B., Anderson, G.B.J. & Martin, B.J. (2006). *Occupational Biomechanics*. (4th ed.). New Jersey, USA: Wiley and Sons.

**Please see the READINGS section of the course content for a detailed article reading list.

Copyright

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Learning Delivery Format

The course takes the format of webinar, self-guided reading, live (video) lecture, case study practice assessment, interactive report review discussions, video creation of proper test procedures, completion of three(3) self-directed Functional Capacity Evaluations.

Course Content

Webinar	Topic
Assessment: Metriks Certification exam	Resources: Online Webinar
Introduction and background information	<ul style="list-style-type: none"> - What is a Functional Capacity Evaluation (FCE) - Comparing and FCE to Job Demand A
History of the development of an FCE	<ul style="list-style-type: none"> - 1910s development of workers compensation - 1920s Industrial Therapy - 1940s MTM and Dexterity tests - 1950s Vocational evaluation - 1970s Work hardening - 1980-present development of the FCE

Readings	Topic
Assessment: Metriks Certification exam	Resources: PDF documents
Guidelines to FCE readings	<ol style="list-style-type: none"> 1. Using Methods-Time Measurement (MTM) in Functional Capacity Evaluation 2. Guidelines for Functional Capacity Evaluation of People With Medical conditions' 3. APTA: EVALUATING FUNCTIONAL CAPACITY GUIDELINES 4. Assessor's role in an FCE: This article by the American Occupational Therapy Association describes the Assessor's role in an FCE. 5. Guidelines for Functional Capacity Evaluations: This article by WorkCover in Australia provides guidelines to conducting an FCE. 6. Reaching and Dexterity: This article by Sheridan tests the validity of the Metriks one day FCE protocol with respect to reaching and dexterity tests. 7. Dynamic Lifting: This article by Sheridan tests the validity of the Metriks one day FCE protocol with respect to dynamic lifting tests.
Report interpretation readings	<ul style="list-style-type: none"> - Case studies

Live training session	Topic
Assessment: Metriks Certification exam	Resources: In person or live video conference
Pre-Assessment procedure	<ul style="list-style-type: none"> - Review of documents - Referral source questions - Letter to client - Letter to treating Physician - Obtaining the job demands
Intake Documents	<ul style="list-style-type: none"> - Consent form - Questionnaires and Psychometric testing - Par Q - Medical History
Intake Interview	<ul style="list-style-type: none"> - Prior medical history - Mechanism of injury - Treatment to date - Current Medication - Functional Tolerances
Physical Demands Analysis (PDA)	<ul style="list-style-type: none"> - Uses for PDA's - Legislative obligations Job Classification using the National Occupational Classification (NOC) system. -
Musculo- skeletal Assessment	<ul style="list-style-type: none"> - Visual estimation of range of motion - Orthopedic tests - Manual Muscle testing
Spinal Range of motion	<ul style="list-style-type: none"> - Cervical Range of Motion - Lumbar Range of Motion
Extremity Range of motion	<ul style="list-style-type: none"> - Shoulder Range of Motion - Elbow Range of Motion - Wrist Range of Motion - Hip Range of Motion - Knee Range of Motion - Ankle Range of Motion
Non-Material Handling Upper Extremity	<ul style="list-style-type: none"> - Overhead reaching - Waist to Shoulder reaching - Fine and Gross Dexterity
Non-Material Handling Lower Extremity	<ul style="list-style-type: none"> - Bending - Crouching - Kneeling - Walking - Crawling - Stair Climbing - Twisting
Material Handling	<ul style="list-style-type: none"> - Dynamic Lifting - Carrying - Pushing - Pulling - Grip Strength

Practice FCE session	Topic
Assessment: Submission of video(s) showing test procedure. One test from each test group. Five (5) tests in total.	Resource: Self Directed
Practice FCE session	<ul style="list-style-type: none"> - Working with a non-client, complete 1 practice FCE. - Use sample case study provided. - Input results into Metriks software. - Submit completed FCE report - Submit videos of proper data collection techniques.

Completed FCE reports	Topic
Assessment: Submission of 3 FCE reports	Resource: Self Directed
FCE reports	<ul style="list-style-type: none"> - Submit 3 FCE reports for review.

Student Evaluations

Passing grade is 80%.

Completion of Webinars (Due: Prior to Live Training session)	5%
Readings exam (Due: Prior to Live Training session)	5%
Completion of training session (Due: Training session)	40%
Metriks FCE Certification Exam (Due: Training session)	30%
Receipt of Practice FCE videos (Due: 6 months after Live Training session)	10%
Review of 3 Completed FCE reports (Due: 6 months after Live Training session)	10%
Total	100%

POLICIES AND PROCEDURES

Evaluations: All tests and assigned course work, as described in the course outline, will have their due dates announced in class prior to the actual date. It is the student's responsibility to be aware of the dates of tests and assigned course work.

In order to be eligible for a re-write of a missed evaluation, a student must contact the course instructor prior to or within 24 hours of the missed evaluation. Permission to make up the missed

evaluation will be granted by the course instructor, or Program Coordinator, based on the student providing written documentation regarding their absence. The written documentation must be produced upon the student's first day of return to the College. Valid reasons for missing evaluations are limited to i. medical emergencies (physician note required), ii. Mandatory court appearances (court documentation required), iii. Death in the immediate family (death certificate required), and iv. other significant occurrences.

Grading of Late Assignments: The due date, time and location for submission of assignments and exams will be specified in class by the course instructor. All assignments must be submitted in the first fifteen (15) minutes of the specified class. After this time, the assignment is perceived as late. Unless the student has a valid reason for the submission of a late assignment a 20% per day deduction will be made to the assignment grade for a maximum of 3 days. After this point, the assigned work will receive a mark of zero. Each day will consist of the 24-hour period following the start of the class in which the assignment was due, including weekday and weekends. Valid reasons for submission of late assignments are limited to i. medical emergencies (physician note required), ii. Death in the immediate family (death certificate required), and iii) other significant occurrences.

ACADEMIC INTEGRITY

Statement of Values for Metriks Education

Metriks Education is dedicated to ensuring that students graduate from their programs with the skills, attitudes and competencies required for successful careers and citizenship. Together, we can create a community dedicated to academic integrity and the pursuit of learning, by committing to the six fundamental values of honesty, trust, fairness, respect, courage, and responsibility **(ICAI, 2014)**.

For more information about the Fundamental Values Project, see the website for the International Centre for Academic Integrity (ICAI), cited at the end of this outline.

PLAGIARISM AND CHEATING

Plagiarism is the act of submitting material as your own, which is in whole or a substantial part, someone else's work. Students are expected to cite the sources of ideas and expressions they use in essays, reports, assignments, etc. Failure to do so constitutes plagiarism and may result in an *academic penalty (as defined below)*. Sharing of your work with other students, who in turn copy and submit your work as their own, is also considered academic misconduct, and may result in an *academic penalty*.

Cheating, by obtaining answers to exam and test questions through unauthorized means (from another student, from hidden notes and other similar means) is also an academic offence and may result in an *academic penalty (as defined below)*

Plagiarism Detection

Turnitin.com software will be used for the submission of papers. Your faculty member will provide you with details on how to submit your paper to this plagiarism detection service. The use of Turnitin.com is intended to assist student learning and understanding of proper referencing format, and thus, help to prevent students from submitting a piece of plagiarized work. Students who are opposed to submission of their assignment to this software must consult with their instructor to discuss alternatives to using this service. Alternatives may include:

- Submitting a photocopy of each reference cited with the final paper
- Submitting a draft reference list prior to submission of the final paper
- Submitting a draft assignment, including rough notes, prior to submission of the final paper.

CONCERNS / APPEALS

Any student having an academic concern or questioning an academic decision should first discuss the matter directly with their instructor.

DISCLAIMER

While Metriks Education faculty make every effort to cover all material listed in this outline, the order, content, and/or evaluation may change in the event of special circumstances (e.g. time constraints due to inclement weather, sickness, closure, technology or equipment problems, or condensed schedules). In any such case, students will be notified in writing, by Metriks Education faculty.

Works Cited

ICAI. (2014). *Fundamental Values Project*. Retrieved July 11, 2014, from International Center for Academic Integrity: <http://www.academicintegrity.org/icai/resources-2.php>

KEVIN CAIRNS

PROFESSIONAL PROFILE

- Experienced and dynamic leader with exceptional teaching, managing, mentoring, relationship-building, administrative, organizational, and problem-solving skills.

EDUCATION

- Bachelor of Science in Kinesiology, University of Waterloo, 1992.

EMPLOYMENT HISTORY

- President, Metriks Education Inc., Waterloo, ON, Jan. 2004 to present.
 - Develop, organize, and teach continuing education courses for health care professionals on the topic of Disability, Impairment, and Functional Capacity Evaluations. Content delivery done in both classroom settings and via online webinars.
 - Develop Human Performance Measurement Instruments, both hardware and software, to measure, track, and report on clinical outcomes.
- Part Time Faculty, University of Guelph Humber, Toronto, ON, Jan. 2013 to present.
 - Occupational Biomechanics – Post graduate Kinesiology Certificate.
 - Therapy 101 – Occupational and Physical Therapy Assistant program
 - Ergonomic Assessment – Under graduate Kinesiology program
- Vice President of Operations, VerNova Inc., Toronto, ON, Jan. 2000 to March 2005.
 - Oversaw operations and financial performance of Canadian office.
 - Managed network of 10 service providers for Liberty Mutual insurance.
 - Developed, taught, and marketed education curriculum.
 - Developed and delivered Functional Capacity training program.
- National Training Director, ARCON Inc., Toronto, ON, March 1997 to Dec. 1999.
 - Marketed the ARCON FCE system
 - Developed and delivered Functional Capacity training program.
 - Developed, taught, and marketed assessment education curriculum.

EXPERIENCE

- **Senior Disability Analyst**, American Board of Disability Analysts, 2005
- **Certified Functional Capacity Evaluator**, Virginia Commonwealth University, 2000
- **Certified ARCON Evaluator**, ARCON Inc., 1995

- Disability Management: Development and taught series of courses on the topics of Disability and Impairment ratings, return to work and understanding legislation.
- Project Management: Developed and managed a standardized assessment and reporting program for Liberty Mutual Insurance Company's disability claimants. This involved standardizing the framework of treatment that therapists provided to the claimants, scheduling, tracking delivery and providing quality assurance of reports and management reporting to Liberty Mutual, 1999-2003. Program success white paper available on request.
- Project Design: Designed and oversaw the development of and online assessment data collection and report writing software program, 2009-present.
- Strategic planning: Working to help make Kinesiology a regulated health care profession as a member of the Core Competency Development committee and the Entry-To-Practice Examination committee for Ontario's College of Kinesiology as it has gone through the process of Provincial Regulation, 2012 to present.
- Content delivery: Expertise in the creation and delivery of content for a variety of platforms: live training, online webinars, social media broadcasts, and printed manuals.
- Selected teaching experience:
 - Part-time Faculty in Exercise Science and Lifestyle Management: Rehabilitation Legislation, University of Guelph-Humber, Toronto ON, 2008 to the present.
 - Lecturer in Post Graduate Chiropractic Fellowship Programme: Disability Evaluations, Canadian Memorial Chiropractic College, Toronto, ON, 2004 to the present.
 - Guest Lecturer in the Physical Therapy and Occupational Therapy Department: Functional Capacity Evaluations, Queens University, Kingston, ON, 2002 to 2005.