

## **IRC POLICY 2010 INTRODUCTION (effective 5/1/11)**

The Mission of the Society of Ortho-Bionomy International® (SOBI) calls for SOBI to regulate the Registration of Instructors and to set standards for Professional Training Programs. To achieve this part of its mission, SOBI commits to:

- Provide a clear training process for Instructors of Ortho-Bionomy®;
- Maintain quality and consistency in the teaching of Ortho-Bionomy;
- Assure that Instructors are sufficiently equipped to teach Ortho-Bionomy well. To assist it to achieve these ends, SOBI has formed an Instructor Review Committee (IRC).

### **IRC MISSION STATEMENT**

The mission of the IRC is to advise the Board of Directors of SOBI at all levels of instructor training. To carry out this mission, IRC will evaluate all candidates for satisfactory completion of training requirements upon every application and every request for evolvment, and make recommendations to the Board of Directors.

### **STRUCTURE OF COMMITTEE**

#### **1. Membership**

- SOBI's Board of Directors appoints the members of the IRC.
- IRC members shall be SOBI Ortho-Bionomy Instructors in good standing with at least 3 years of experience. At least one of the members must be an Advanced Instructor.
- Members serve a 3-year term of office with staggered terms.
- Three regular members and one alternate comprise the IRC.
- The alternate will serve as a regular member in the event that a regular member is not available to evaluate applicants or recuses him/her self due to conflict of interest on any particular applicant(s).
- The alternate will be briefed on the review policy and will be an inactive participant unless s/he is activated as above.
- The alternate serves for one year as alternate and then becomes a regular committee member for the following 3 years.

#### **2. Role and responsibilities of Chairperson**

- The committee chooses its own chairperson, often the member with the greatest tenure.
- Chair initiates review process within 4 weeks after receiving packets from Society Office.
- Chair collects the results of committee member deliberations on each applicant
- Chair is responsible for overseeing any requests for clarification that may be necessary for an application. These requests shall be made to the applicant's supervising instructor(s), and the resulting clarification forwarded to each committee member.
- Chair finalizes review, reporting final results back to committee members
- Chair reports committee findings and recommendations to BOD IRC liaison
- Chair, in the event of non-approval of an applicant, oversees the writing of an explanatory letter
- Chair liaises with office and Board for overall committee function.

### **SCOPE OF IRC**

The scope of the IRC is to evaluate applicants at each level. In the process, the IRC looks for red flags—things about the candidate or trainee's application that appear to raise questions about starting training or continuing through the different stages.

- The IRC initiates communication with IT trainers and supervising Instructors when there are

questions related to an instructor candidate or instructor trainee's documentation or training requirements as indicated by SOBI Instructor Training Policies. If appropriate, the IRC will include the Board President or a specified Board liaison in the communication process.

- If the IRC decides not to approve an application, the IRC will make every effort to contact the supervising advisor prior to declining an application or requesting further measures, either through a representative who will phone or through a letter written by the IRC and sent to the advisor. The advisor will have 30 days to respond. If the advisor has not responded within 30 days, or the difficulties in the application cannot be resolved to the IRC's satisfaction, the office will send a letter on behalf of the IRC to the applicant. For cases where an application is declined, the IRC is also asked to draft a separate letter explaining the reasons for the IRC's decision in case the candidate requests further information.
- When relevant, IRC makes recommendations to BOD for any additional training requirements and/or remedial actions for a particular applicant.
- The IRC also brings to the attention of the SOBI Board any gaps or inconsistencies in the review process or in the implementation of the SOBI Instructor Training Program (ITP) Policy that they come across in the course of their work, so that the process and the policies can be further clarified, refined, or revised.

### **EVALUATION PROCESS OVERVIEW**

The evaluation process for an instructor candidate includes:

- Examination of applications and records for legibility;
- Examination of applications and records for completeness;
- A qualitative examination of the records, looking specifically at the recommendations, evaluations of the trainee, the trainee's self evaluations, essays, and such parts of the applications and records that require an exercise of critical judgment;
- When necessary, request of and consideration of collateral information from instructors who have worked with or taught the candidate that may be relevant in making a decision.
- IRC deliberates on a quarterly basis and returns all approval and non-approval findings prior to the next quarterly cycle of review. When possible, deliberations on applications that require additional documentation and/or clarification will be completed prior to the next quarterly cycle of review. If it is not possible to receive and review the additional information before the end of the quarterly cycle, the committee will issue a finding of "application pending" to BOD.

### **CONFLICT OF INTEREST RECUSALS**

IRC members are entrusted to recuse themselves from deliberations on any applicant with whom they have a conflict of interest. They must recuse themselves on any applicant for whom they serve as advisor. Other applicants on whom they may feel it appropriate to recuse themselves may include applicants that have attended BITS with them, who have done significant instructor training with them (e.g. benches, co-teaches), etc.

When recusing one's self, the IRC member reports the conflict of interest to the Chair.

The Chair then notifies the alternate IRC member, who reviews and deliberates on that applicant.