

FES HOST COURSE INFORMATION PACK

Odstock Medical Limited (OML) in conjunction with the National Clinical FES Centre in Salisbury District Hospital offer the following two courses that can be run outside of Salisbury:

ODFS[®] Pace/Pace XL Accreditation Course - One day

This one day course is intended to enable delegates to assess patients for FES (Functional Electrical Stimulation) treatment and provide them with the skills to set-up and use our Single-Channel Stimulator (ODFS[®] Pace/Pace XL) for gait correction.

Upper Limb Course – One day

This one-day course is intended to enable delegates to assess and treat patients for NMES (Neuromuscular electrical stimulation) applied to the upper limb.

Typically we run just one of these courses at a time, but we can discuss with you if you would like to consider running two courses back-to-back.

As a potential host centre, once you have decided which course you would like to host and are happy to meet the requirements we ask of the Host Centre (as detailed in this document) please contact us to reserve a date.

This reservation will be confirmed once we receive a completed Application Form (see back of this document) and requirements are met (see overleaf).

All queries relating to FES courses should be made through our course administrator: email FEScourses@odstockmedical.com or telephone **+44 (0)1722 439575**.

Please note the details within this Information Pack are for UK courses only. If you live overseas and would like to host a FES course, please contact us directly to discuss further.

Requirements From Host Centre

- Delegates:** The host should pay for a minimum of two, in addition to the free place they are allocated.
- Room(s):** The course is taught by lecture and practical. We require a large room (such as a gym) to accommodate the number of course delegates, treating volunteer patients typically on a 2 delegates to 1 patient ratio, 2 course tutors and relatives of patients who may wish to stay.
- Plinths are also useful for patient sessions on both courses.
- For the ODFS[®] Pace/Pace XL course adequate space is also required for delegates and patients to safely and effectively mobilise around the space. We suggest a walkway of 10 metres being available.
- Marketing:** We ask the host organiser to assist us in marketing the course in the local area if they are not meeting the minimum requirements.
- Course venue information:** We require the name of the venue and the building/room where the course will be hosted.
- Please provide postcode, local parking availability and charges, and times when the venue will be open from.
- Please provide a map and directions of how to find the course venue so that we can upload it onto our website for the course delegates and tutors.
- Equipment:** Data projector and power extension cable will be provided by the Tutor, however a screen would be ideal if possible to present presentations .
- Patients:** Provide appropriate patients for practical sessions (see below).
- Refreshments:** Provide tea/coffee and lunch at appropriate times (see below). We will let you know in advance of any special dietary requirements needed.

Course Specific Information

Once your course date has been confirmed we will add it to the list on the website of FES courses we are running. We will also set up a page for your particular course, with all the specific details, such as venue etc. If the course is not filled with host venue delegates then external delegates are invited to book into the course.

Places on courses are limited:

- ODFS® Pace/Pace XL Course: maximum 12, minimum 6
- Upper Limb Course: maximum 12, minimum 6

For you as a host, the important aspect to consider is that there is sufficient space for delegates to be trained in lecture and practical sessions and also for the patients and delegates in the practical sessions.

Free course place:

As a thank you for hosting one of our courses, we offer a free place on the course.

Cancelling a course:

If you cancel within 6 weeks then you will be charged a £200 cancellation fee plus asked to cover all reasonable expenses incurred by OML or OML staff. This is likely to include travel and accommodation costs, since arranging these in advance is often cheaper.

It may be necessary for OML to cancel a course, especially if the number of course delegates booked onto the course are below our minimum numbers. If OML cancel more than 6 weeks in advance then we will take no responsibility for covering any costs incurred by the host centre or delegates, but we will aim to offer an alternative course. If OML cancel within 6 weeks, then we will cover any costs incurred by your organisation for refreshments.

Settling of Accounts after the Course

We will reimburse the following costs (receipts and/or details necessary):

1. Lunch and refreshments (to a maximum of £10 per delegate)
2. Patient travel expenses (paid at 40p per mile to a maximum of £25 for each patient per day). *A travel reimbursement form will be provided on the day.*

Patient Volunteers

As the host, we require you to arrange patients for the practical sessions as detailed in the course programme. Course delegates will typically work in pairs with one patient, so for example with 12 delegates there should be 6 patients. We do stress that this is an important part of the programme and, therefore, the appropriate number of patient volunteers must be sought. Patient volunteers can be existing FES users or new patients. A patient volunteer consent form is at the end of this document.

A Guide for Selecting Patient Volunteers for Courses

Cause and Functional Deficit

Neurological deficit due to an upper motor neurone lesion. An upper motor neurone lesion is defined as one that occurs in the brain or spinal cord above the level of T12. This is normally, but not exclusively, associated with spasticity. Suitable conditions include:

- Stroke
- Multiple sclerosis
- Brain injury
- Incomplete spinal cord injury above T12
- Cerebral palsy
- Familial/hereditary spastic paraparesis
- Parkinson's Disease

Nature of Functional Deficit and Functional Ability

For the ODFS® Pace/Pace XL course:

- FES can be successfully used on a number of muscle groups during gait to correct/improve:
 - Dropped foot (correct dorsiflexion and inversion instability)
 - Knee/Hip flexion
 - Knee/Hip extension
 - Push off
 - Arm position
- Able to passively achieve a good range of movement at the relevant joint. A resistance due to spasticity (Modified Ashworth Scale 4 or less) can be overcome but fixed contracture is a contraindication.
- Able to take steps independently, with light assistance or appropriate aid.
- Poor sensation is not a contraindication to stimulation.
- A reasonable exercise tolerance is required for treatment sessions.

For the Upper Limb Course:

- Functional patients: those that have residual upper limb function or active movement but lack of range of movement through spasticity, weakness, soft tissue shortening and joint stiffness
- Non-functional patients: those that have little or no upper limb active movement but may benefit from stimulation for one or more of the following reasons:
 - spasticity and pain reduction
 - correction of shoulder subluxation
 - improvement of PROM
 - improvement of passive functional tasks (e.g. hygiene)
 - improvement of upper limb alignment.
- Those patients with mild to moderate secondary changes, e.g. contractures.
- A reasonable exercise tolerance is required for treatment sessions.

Patients Who Are NOT Suitable for FES

Those who have a dropped foot due to a peripheral nerve lesion or muscular wasting diseases. These include:

- Traumatic peripheral nerve lesions or lesions following back, hip or knee surgery
- Poliomyelitis
- Motor neurone disease
- Guillain-Barre disease
- Charcot Marie Tooth disease

The only contraindication is that persons who have any active medical implants, e.g. cardiac pacemakers should not be used as patient volunteers on courses unless previously screened.

Precautions

- Poorly controlled epilepsy; (where epilepsy is controlled by medication or where there have been no fits experienced for a reasonable period, FES may be used)
- History of significant autonomic dysreflexia in incomplete spinal cord injury above T6
- The effect of FES on the unborn child in pregnancy is not known
- Poor skin condition, as sores or irritation may prevent the use of surface stimulation

This 'exclusion' list applies equally to delegates, but they will be made aware of this by the course tutors before such practical sessions.



ODFS[®] Pace/Pace XL
COURSE PROGRAMME

0845-0900	Registration
0900-0940	Introduction to the course and Theory of FES
0940-1100	ODFS [®] Pace set-up on course delegates Part 1: basic set-up, different electrode placements
1100-1115	BREAK
1115-1215	ODFS [®] Pace set-up on course delegates Part 2: changing parameters
1215-1245	Using the exercise mode on the ODFS [®] Pace
1245-1315	LUNCH
1315-1400	Use of the ODFS [®] Pace in gait training
1400-1500	ODFS [®] Pace set-up with patients (session i)
1500-1515	BREAK
1515-1615	ODFS [®] Pace set-up with patients (session ii)
1615-1645	Guidelines for good clinical practice
1645-1700	Questions/feedback/paperwork

UPPER LIMB COURSE PROGRAMME

- 9.00 Registration & Coffee
- 9.15 Theory of electrical stimulation
- 9.50 Patient selection
- 10.30 Use of the Microstim stimulator and application (course delegates)
- 11.00 **BREAK**
- 11.20 Stimulation of the shoulder and upper arm (course delegates)
- 12.20 **LUNCH**
- 1.00 Stimulation of the forearm and hand (course delegates)
- 2.00 Outcome Measurement
- 2.25 Treatment session with patients
- 3.55 **BREAK**
- 4.15 Q & A/ Discussion
- 4.30 **CLOSE**



Refreshments and Patient Slots

ODFS® Pace/Pace XL Course

Teas/coffees: 8:45am, 11:00am, 3:00pm	Lunch: 12:45pm
Patients (1:2 delegates): 2:00pm – 4:15pm (with a 15 minute break in the middle)	

Upper Limb Course

Teas/coffees: 9:00am, 11:00am, 3:55pm	Lunch: 12:20pm
Patients (1: 2 delegates): 2:25pm – 3:55pm	



Application Form to Host an FES Course

I agree to host the following FES course(s) – please tick:

- ODFS® Pace/Pace XL Course
- Upper Limb Course

On (dates if already agreed between you and us)

Location of course:

- I confirm that I have read the 'FES Host Course Information Pack' and can meet the requirements as detailed within it.
- To confirm my course dates, I confirm that I will book 2 delegates (in addition to the free delegate place) onto the course.
- I accept the terms and conditions within this pack, especially those relating to cancelling a course as detailed below.

Cancelling a course

If you cancel within 6 weeks then you will be charged a £200 cancellation fee plus asked to cover all reasonable expenses incurred by OML or OML staff. This is likely to include travel and accommodation costs, since arranging these in advance is often cheaper.

It may be necessary for OML to cancel a course, especially if the number of course delegates booked onto the course are below our minimum numbers. If OML cancel more than 6 weeks in advance then we will take no responsibility for covering any costs incurred by the host centre or delegates, but we will aim to offer an alternative course. If OML cancel within 6 weeks then we will cover any costs incurred by your organisation for refreshments.

Contact details of host:

Your Name

Your Organisation

Address

Tel. Email.

Your Purchase Order No.:

Signed (host)

Please send completed form to: FEScourses@odstockmedical.com or **FES Course Administrator, Odstock Medical Ltd., Laing Building, Salisbury District Hospital, Salisbury SP2 8BJ**



Patient Volunteer FES Course - Consent Form

Functional Electrical Stimulation (FES) is small pulses of electrical stimulation to the nerves that supply paralysed muscles. The stimulation is used to move the muscles in your leg or arm to assist with walking or practicing functional movements for therapeutic benefit. You have agreed to be a patient volunteer for a course where clinicians are learning how to use FES under the guidance of specialists from the National Clinical FES Centre who are experts in the field of FES.

I have agreed to be a course volunteer and the FES will be applied to my -

ARM / LEG

		Please initial box
1	I confirm that I understand the information I have been given about FES and have had the opportunity to ask questions.	
2	I understand that my participation is voluntary and that I am free to withdraw at any time, without giving any reason, without my ongoing medical care being affected.	
3	I agree that the clinicians on the course can apply FES to my muscles in order to learn about the application of FES, under the guidance of specialists from the National Clinical FES Centre.	
4	I understand that although I have volunteered for the course, FES treatment may not be available to me either because it was not beneficial or due to availability in my local area.	
5	I confirm that the precautions and contraindications for FES have been checked (<i>poorly controlled epilepsy, poor skin condition, pregnancy, medical implants, orthopaedic metal work and tumours</i>).	

Patient/carer sign:

Clinician sign:

Date:

Date:

Print:

Print: