

British Columbia Recreation and Parks Association  
 101-4664 Lougheed Hwy, Burnaby, BC V5C 5T5  
 Ph: (604) 629-0965 Fax: (604)629-2651 e-mail: [bcrpa@bcrpa.bc.ca](mailto:bcrpa@bcrpa.bc.ca)  
 Website: [www.bcrpa.bc.ca](http://www.bcrpa.bc.ca)

## Instructor Competency Evaluation (ICE)

Candidate's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
 Class Type \_\_\_\_\_ Level (circle one): Basic / Advanced  
 Evaluation Date \_\_\_\_\_

Key: 1 = Below Standard 2 = Needs Improvement / Below Average 3 = Satisfactory / Acceptable 4 = Good / Above Average 5 = Excellent

### PROGRAM COMPONENTS

#### 1) OSTEOFIT Tip :

\_\_\_\_\_

• Delivery: \_\_\_/5      Content: \_\_\_/5      Preparedness: \_\_\_/5      Subtotal /15

#### Skills in Teaching

*\*Please see reverse side for details*

	Selection of Exercises	Explanation	Safety	Education	Teaching Techniques	
2) Warm up						/25
3) Agility and Balance						/25
4) Muscular Strength						/25
5) Stretch						/25

#### Comments (specific)

2) Warm-up \_\_\_\_\_

\_\_\_\_\_

3) Agility and Balance \_\_\_\_\_

\_\_\_\_\_

4) Muscular Strength \_\_\_\_\_

\_\_\_\_\_

5) Stretch \_\_\_\_\_

\_\_\_\_\_

6) Relaxation and Visualization \_\_\_\_\_

\_\_\_\_\_ /5

#### Professional Leadership Qualities

1. Planning (*prepared, organized, adaptable, creative*)      1      2      3      4      5

2. Language (*voice, body language, suitability*)      1      2      3      4      5

3. Manner (*enthusiastic, encouraging, motivating*)      1      2      3      4      5

4. Attitude (*responsible, sincere, professional*)      1      2      3      4      5

#### Comments (general)

\_\_\_\_\_

\_\_\_\_\_

Subtotal /20

WRITTEN LESSON PLAN AND CLASS RESUME TO BE ATTACHED HEREIN

Total /140

Name of Evaluator \_\_\_\_\_

Basic=84/140=60%    Advanced =112/140 = 80%

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_ Candidate's Signature \_\_\_\_\_

# Osteofit Specialty Designation

## Instructional Competency Evaluation Scoring Explanation

This evaluation is the standardized form used to qualify the competency of potential Osteofit Instructors.

**Key:** 1 = Below Standard 2 = Needs Improvement / Below Average 3 = Satisfactory / Acceptable 4 = Good/ Above Average 5 = Excellent

**Basic Requirements:** The maximum possible score is 140 points. A cumulative score of 83 or less will not be acceptable for registration. A cumulative score of 84 plus (60%) is required for registration. If the applicant has scored a "Needs Improvement" (2) or a "Unacceptable" (1) rating in more than five categories this will not be acceptable for registration.

**Advanced Requirements:** The maximum possible score is 140 points. A cumulative score of 111 or less will not be acceptable for advanced registration. A cumulative score of 112 plus (80%) is required for advanced registration. The applicant is only allowed one "Needs Improvement" (2) and seven "Excellent"s (5) must be scored.

### Program Components

#### 1. OSTEOFIT Tip

- prepared and knowledgeable
- topic is from core curriculum
- instructor delivers tip in an interactive way
- minimum of 5 minutes

#### 2. Warm up (*limbering of upper, middle, lower body/moderate locomotion*)

- dynamic range of motion for all major joints
- easy limbering of all major joints
- gradual increased rate of circulation
- avoids ballistic stretches
- include rehearsal movements for muscular strength portion of class
- minimum 10 minutes

#### 3. Agility and Balance (*creative, functional approach to reducing fall risk*)

- choice of activities appropriate for ability of participants
- dynamic and static balance exercises included as appropriate
- activities include directional changes
- activities use safe and appropriate speed and reaction time

#### 4. Muscular Strength (*appropriate muscle groups, resourceful approach*)

- alternation of upper and lower body exercises
- emphasis on postural muscles and movements to enhance activities of daily living
- adequate time allowed for strengthening to occur
- correct posture and body placement is demonstrated and taught
- instructor must demonstrate strength principles applied to specific muscles
- maximum 30 minutes

#### 5. Stretch (*appropriate muscle groups*)

- selection of appropriate stretches
- Postural improvements targeted
- correct posture and body placement is demonstrated and taught

#### 6. Relaxation and Visualization (*tension release, muscle relaxation and breathing*)

- progressive relaxation, deep breathing included
- encourages physiological and psychological relaxation
- visualization included

### Skills in Teaching

#### 1. Selection of Exercises (*appropriate flow, variety*)

- exercises involve appropriate muscle groups
- exercises follow logical sequence and flow smoothly from one position to the next
- exercises are appropriate for stated training effect

#### 2. Explanation (*verbal and non-verbal clarity, amount*)

- clear, concise instructions and demonstration
- expectations are clearly stated before and during class
- instruction progresses from simple to complex

#### 3. Safety (*precautions, correct technique, exercise selection considers limitations of facility*)

- avoidance of high risk exercises for those with osteoporosis
- limitations of facility are considered including obstruction, cleanliness, temperature, floor surface, air circulation
- placement of chairs and equipment provide for safe bending, lifting and carrying techniques
- recommendations for pacing, breathing and body alignment are given and reinforced
- excessive repetition and rapid ballistic movements are avoided
- correct technique is both demonstrated and taught
- exercise precautions are provided
- provides alternative exercise modifications to adjust intensity
- provides modifications for participants with postural compromises

#### 4. Education (*provides positive learning environment and promotes individual awareness and recognition of needs*)

- able to suggest and demonstrate modifications
- provides opportunity for feedback to and from participants
- promotes cognitive learning

#### 5. Teaching Techniques (*use of space, formation, introduction of new activities*)

- is concerned with maximum comfort for participants
- instructor models safe bending, lifting, and carrying techniques
- exercises and instructions help to develop positive self image for all
- instructor changes teaching position and maintains eye contact
- planning for change of direction, movement, varied formations and maximum use of space
- able to use demonstration with explanation
- novel ideas and equipment incorporated into program

### Professional Leadership Qualities

#### 1. Planning (*creative, organized, prepared, flexible to adapt*)

- lesson is creative, interesting
- instructor does not need to refer to lesson plan, or prepare equipment during class
- explanations, demonstrations, formations, and progressions are planned in advance
- lesson meets stated goals and objectives
- instructor is flexible to participants response

#### 2. Language (*voice, body language, suitability*)

- voice is projected at level sufficient for group and size of facility
- instructor adds feeling and expression to comments, avoiding monotone
- clear pronunciation and projection of words
- tone of voice is friendly, encouraging and expressive
- verbal cues compliment demonstrations
- correct use of grammar and basic anatomical terminology
- movements are strong, energetic and precise
- correct technique and body alignment is maintained

#### 3. Manner (*enthusiasm, encouraging, motivating*)

- positive attitude and approach to class
- respectful and polite to all participants
- body language – energetic and enthusiastic
- poised and confident with good sense of humor
- effective communication exchange between instructor and participants
- maintains eye contact and constant observation of class

#### 4. Attitude (*responsible, sincere, professional*)

- instructor is available to spend extra time with individuals
- instructor is punctual and prepared both mentally and physically to focus on participants and class
- able to establish mutual trust and acceptance
- indicates concern for safety and comfort of participants
- demonstrates an enjoyment of teaching and appreciation of the values of fitness
- instructor is available to answer questions and refer to health care professionals as required
- appearance is neat, clean and suitable for activity