



The McKenzie Institute is committed to the highest standard of education providing the therapeutic community with the best preparation in the application of McKenzie principles through our Program of Certification. In order to provide the post-graduate education service in targeted geographic locations nationwide that are time, travel and cost efficient, we seek the assistance of a local cosponsor who is interested in building an on-going relationship with the Institute that is mutually beneficial.

The McKenzie Institute International instructs courses in 35 countries around the globe and it currently has branches in 28 countries. MDT education is standardized throughout the world and the McKenzie Institute MDT certification is recognized worldwide.

Course order: Part A must be taken first and Part D must be taken last. You can take Part B and C in whatever order suits your personal schedule.

Part A - The Lumbar Spine (3 days)

Part B - The Cervical & Thoracic Spine (3 days)

Part C – Advanced Lumbar & Extremities Lower limb (4 days)

Part D – Advanced Cervical & Thoracic & Extremities Upper limb (4 days)

Credentiaing Exam

GREAT HOSTING BENEFITS!

Hosting facilities are offered the option of selecting 1 (one) of the following benefit options when they agree to host a course. Micanada's Eligibility Policy applies to all free places.

- One or Two (2) free places on the hosted course for eligible staff members, plus a reduced rate for additional eligible employees attending the hosted course. Typically we offer 2 free places, however, if the course attendance is less than 14 paying attendees, we would only be able to offer 1 free place.
- One (1) free place for an eligible staff member on the hosted course plus payment of a facility rental fee (\$400.00 - \$700.00) to the hosting clinic or a donation made on the clinic's behalf to a favourite charity. The venue rental fee is typically \$700.00 if there is at least 14 or more paying attendees.
- One (1) free place on a higher level course for an eligible staff member (*some restrictions apply*), plus one (1) free place for on the hosted course. The place on the higher level course must fall after the hosted course or the attendee can pay up front and be reimbursed in full after the hosted course has taken place.
- One (1) full registration to the next CPA Congress, Spine Therapy Network Symposium or MDT Americas Conference of the Americas, or McKenzie International Conference or possible other event of your choosing as long as registration fees total no more than \$700.00 CAD (*does not include travel expenses any of these events*), plus one (1) free place for an eligible staff member on the hosted course. If the hosted course falls after the selected event, then you would receive a full reimbursement of the charges after the hosted course gets underway. Course registration must have at least 14 paying attendees to be eligible for the full registration credit.

Hosting benefits may be reduced if we don't have access to the hosting clinic for the entire duration of the course as this will result in additional rental fees being paid to another facility in order to secure meeting space for the time that the clinic is not available to us.

The hosting clinic will determine who will be entitled to the free places on the course and the selected practitioner(s) will be the onsite course coordinator(s). The people selected as the onsite course coordinators will be required to attend all 4 days of the course. *Regardless of the benefit option selected, the hosting clinic is required to have at least 1 person attend the hosted course and handle the onsite course duties.*

ADDITIONAL BENEFITS:

1. Provides clinicians at your clinic with the opportunity to learn an evidence-based approach that is **globally recognized a leading treatment for spine & extremity disorders**
2. Provides clinicians at your clinic with an opportunity to improve their patient outcomes
3. Provides patients with access to clinicians that are trained in the approach
4. Provides an opportunity to reduce your clinic expenses
5. Provides an opportunity to donate to a local charity
6. Provides access to MDT training for clinicians in your local area

COURSE SCHEDULE:

The course is held over a weekend, generally Thu-Sun or Fri-Mon. The schedule can vary to accommodate the hosting hospital or clinic, access to physio tables and availability of the instructor. For most clinics, Day 1 typically starts at 1.00pm (12.30pm registration) however earlier or slightly later start times can be arranged in order to accommodate the hosting clinic. Changes to the start time will result in changes to the start and end times on Day 2 through 4. Regardless of the start time on Day 1, a minimum of 28 course hours must be completed by the end of the 4 day course.

The course is a combination of lecture, practical and patient demonstrations. The order of topics (especially practical workshops) can be changed in order to accommodate the hosting clinic. If we have access to an education room or a board room, we can start the course with lecture and patient demonstrations, leaving the practical for later in the day after the clinics regular operating hours. The practical on Day 1 (typically a Thursday) starts about 2 hours prior to the scheduled end time for the course.

Option 1

Early Start (requires access to physio tables during the day on days 1 through 4)

DAY NO.	DAY:	REGISTRATION	COURSE START	COURSE ENDS	PRATICAL STARTS
DAY 1	Thursday	8.00am-8:25am	8:30am	5:00pm	3.00PM
DAY 2	Friday	7:45am-8:00am	8:00am	5:00pm	2:30pm
DAY 3	Saturday	7:45am-8:00am	8:00am	5:00pm	VARIOUS TIMES
DAY 4	Sunday	7:45am-8:00am	8:00am	2:30pm	VARIOUS TIMES

Option 2

Early Start (requires access to physio tables after 5.00pm on Day 1 and 2, during the day on days 3 & 4)

DAY NO.	DAY:	REGISTRATION	COURSE START	COURSE ENDS	PRATICAL STARTS
DAY 1	Thursday	10.15am-10:45am	10:45am	7:30pm	5.30PM
DAY 2	Friday	10:30am-11:00am	11:00am	7:45pm	5:00pm
DAY 3	Saturday	8:15am-8:30am	8:30am	5:45pm	VARIOUS TIMES
DAY 4	Sunday	8:15am-8:30am	8:30am	3:15pm	VARIOUS TIMES

Option 3

Late Start – Day 1 & 2 (requires access to physio tables after 5.00pm on Day 1 and 2)

DAY NO.	DAY:	REGISTRATION	COURSE START	COURSE ENDS	PRATICAL STARTS
DAY 1	Thursday	12.30pm-1:00pm	1:00pm	8:45pm	6.15PM
DAY 2	Friday	10:30am-11:00am	11:00am	7:45pm	5:00pm
DAY 3	Saturday	8:15am-8:30am	8:30am	5:45pm	VARIOUS TIMES
DAY 4	Sunday	8:15am-8:30am	8:30am	3:15pm	VARIOUS TIMES

Other schedule options may be possible. Please inform us of the restrictions you are working within and we will do our best to work out a schedule that works for all concerned.

HOSTING CLINIC CONSIDERATIONS:

COST TO HOST THE COURSE:

There will be NO cost to the Co-sponsors, to host a McKenzie Method course. The Robin McKenzie Institute Canada (MIC) will be responsible for all costs associated with the setting up and running of the course. In exchange for the agreed upon restitution discussed on the previous page, the hosting clinic will provide the McKenzie Institute Canada the use of the facility for the agreed upon time needed to hold the course. The McKenzie Institute is responsible for advertising and promoting the course. We post the courses on our website, the provincial association sites, the Ortho-Div site and via monthly email blasts.

MINIMUM / MAXIMUM NUMBERS:

Unless the hosting clinic requests otherwise, the McKenzie Institute Canada will handle the promotion of the course. Typically we advertise on provincial association websites and through Ortho Div.

We typically require a minimum of 14 attendees to make the course viable. The maximum number is determined by the size of the hosting facility. Due to the popularity of the course, it would be ideal to be able to accommodate a minimum of 14-25 participants. If for any reason, we are not able to confirm the minimum number of participants to hold the course, we may need to re-schedule or cancel the course. If we need to cancel the course, MIC will give both the attendees and the clinic a minimum of 2 weeks notice.

HOSPITAL/CLINIC ENVIRONMENT:

All McKenzie Method Courses combine both lecture and practical components. Therefore, it is possible to utilize either one large physio lab/gym or a combination of rooms in order to provide the right environment for the course. **E.g.** large physio gym that will accommodate both lecture and practical portions of the course **or** classroom plus physio lab **or** lecture hall plus gym **or** large boardroom /multipurpose room and gym etc.

CLINIC LOGISTICAL CONSIDERATIONS:

- A room or rooms large enough to host the confirmed number of participants ideally, the minimum normally being 14, the maximum is normally 25, however more could be possible, if the space allows. It is very important that there are enough chairs to accommodate all of the course participants during the lecture portion of the course. MIC will rent chairs and have them delivered if you need additional chairs. Ideally it would also be nice if the attendees had access to a flat writing service. We can run the course without access to the flat writing surface. MIC will pay all fees associated with the ordering of additional equipment. Please advise MIC if you think that you will require additional equipment
- For the practical sessions, it would be ideal if we had some access to physio tables on all 3 days of the course. It is possible to run the course using an education room, large boardroom or gym on Day 1 with access to physio tables on Days 2 & 3 & 4. Please keep in the mind the lecture area would need to be large enough to accommodate at least a minimum of 14 attendees, plus a patient demonstration area and room for the audiovisual equipment. For the practical sessions, we would need 1 physio table for every 3 course participants. If we are unable to have access to physio tables on at least 3 days of the course, please contact MIC to discuss the hours of access. We can possibly juggle the schedule to accommodate the available access to physio beds.

AUDIOVISUAL EQUIPMENT REQUIREMENTS:

*The McKenzie Institute Canada is always willing to rent the necessary equipment in order to provide the right environment for the course. **If you do not have some of the equipment listed**, please let McKenzie Canada know what items you will require and we will make arrangements to have them delivered to the clinic just prior to the course.*

- Screen *(or access to a large blank wall painted in a light colour that could be used instead of a screen, good sight lines are important. We can rent a screen if one is not available.)*
- The instructor will bring their own laptop with DVD playing capabilities
- LCD projector *(if you don't have access to an LCD projector please contact MIC and the instructor will bring one to the course)*

The 5 main duties of hosting a course are:

- 1) Recruiting 5 – 6 patients for a complimentary assessment and treatments by the instructor.
- 2) Acquiring items for refreshment breaks (the institute will reimburse all costs related to break costs)
- 3) Distributing course material on Day 1 and 4 of the course
- 4) Handling refreshment breaks (putting out food & drinks) during the course
- 5) Sending back course material to MIC (in prepaid ExpressPost envelope) after the course

MIC's (McKenzie Institute Canada) RESPONSIBILITIES

- Handle all the logistical arrangements for the course, including rental of equipment
- Advertise the course – locally, provincially and nationally
- Register course participants and send confirmations to all registered attendees
- Provide the cosponsor with a course guide and patient information document
- Prepare a course information document for all participants
- Prepare, coordinate and ship all material required for the course
- Prepare income tax receipt and course certificates for each participant
- Handle all course payments & disbursements