



THE SMAE INSTITUTE

The Original Foot Health Institute

Established 1919

Collaborative Partner



Queen Margaret University

EDINBURGH

THE **ONLY** CREDIT
RATED FOOT
HEALTH COURSE
IN THE UK



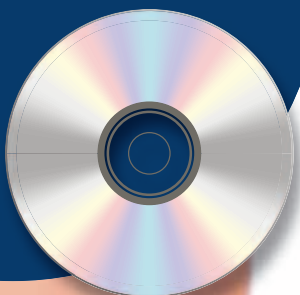
Foot Health

as a Profession

A new and exciting career

**DVD
included**

You can find your
free DVD on the
inside back cover.



Your *Success* is our Success

The SMAE Institute offers the only foot health course credit rated by a leading university. With over **99 years** experience in training foot health professionals to excellence, we are creating new careers every day.

Let's begin....

"Great course and really pleased I chose the SMAE Institute! Really pleased with the quality of the books we were sent to study from, and the speed at which everything arrived!" – J. Phillips



Introduction

The SMAE Institute is one of the oldest distance learning colleges in the United Kingdom, established in 1919.

Progressive and forward-looking, The SMAE Institute pioneered the Open Study method of training (home study with supporting lecturers). This method allows students flexibility and helps them to study and cope with the demands of a modern lifestyle.

Our students come from all over the world¹ and the majority come on personal recommendation. Our courses are written to allow access to a broad range of people with different life experiences and academic backgrounds, and we have no age barriers.

The only Credit Rated Foot Health Course in the UK.

We are the only University Credit Rated Foot Health Course in the UK. Our course is Credit Rated by Queen Margaret University and carries 60 Higher Education Credits at Level 4. We are the only Institute to offer an FHP Diploma at this level. Our Diploma is equivalent to half of the first year of an undergraduate degree program.

The credit rating process enables students who complete the course to demonstrate to potential employers or education providers what they have achieved, in terms of the amount of work and the academic level. This can be used to access higher education programs at universities around the country.

We hope you will enjoy reading this prospectus and should you have any further questions, please do not hesitate to contact us.



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Mission Statement

The SMAE Institute is committed to providing quality training for individuals wishing to embark on, or develop, a professional career based on the care of the public's feet.

The SMAE Institute seeks to raise the standards of Foot Health Professionals within both the private and public sectors, by providing highly motivated and highly trained practitioners who will operate with integrity.

Quality Policy Statement

The SMAE Institute provides specialist-training courses in the Foot Health Profession to private individuals. The standard of training required to achieve the highest level of client satisfaction depends upon the Foot Health Professionals training, expertise, reliability and quality. Our courses are designed to enable students to become a competent Foot Health Professional and to exploit their full potential.

To ensure the quality of our administrative systems and procedures, The SMAE Institute continues to implement progressive and effective quality management procedures, alongside continual professional development of the training team. This is of prime importance in order to ensure The Institute's success. The SMAE Institute conforms to the stringent standards of ISO:9001-2015.



¹ Overseas students on short courses should be nationals or have residing status.

Foot Health as a Profession



Equal Opportunities

It is The SMAE Institute's intention to create conditions in which students and staff are treated solely on the basis of their merits, abilities and potential, regardless of gender, colour, race, age, socio-economic background, disability, religion or political belief, family circumstances, sexual orientation or other irrelevant distinction.

We strive to promote the concept of equal opportunities through our course literature, curriculum delivery, training assessment and evaluation.

We consider all course applications to ensure that each student enrolls on a course suitable for them as

an individual. Every effort is made to accommodate students with special needs, from delivery of training through to final assessment.

Resources permitting, extra tuition will be available where necessary and alternative methods of assessment will be used where appropriate. We seek to ensure that all assessments are carried out fairly and to a pre-determined standard and that all students receive equal consideration. We will offer support and assistance to any student whose training or assessments are affected by illness (subject to medical advice).

What is a Foot Health Professional?



What do they do?

The Foot Health Professional is there to help keep people's feet in a healthy condition and generally advise on day to day care to ensure that they keep well into old age. There are many conditions that you

will be taught to recognise and either treat or refer on further should you so wish, but The Institute runs its clinical training in an active clinic treating some 14,000 patients of all ages, per annum. All our patients come on recommendation, just as yours will if you follow the training and guidance given by The SMAE Institute.

People are living longer and therefore we need to keep their feet healthy for longer. The profession offers independence, financial security and allows you to work on your own at your own pace. You may choose to own a surgery or clinic, have a visiting practice or both.

What can they treat?

The conditions that a Foot Health Professional would treat include corns, calluses, warts and fungal infection.

A Foot Health Professional is also expected to carefully trim nails and prevent nail problems developing. They also offer individuals guidance on foot care to ensure their health and comfort. Should a person need a new

nail built, we provide optional training that teaches toenail reconstruction.

"All the course literature is very well thought out and each module explained in detail - very helpful" - M.Robinson



The Course

The course consists of 2 parts: Theory (distance learning) and Clinical Training at our clinics in Maidenhead.

Upon successful completion of the Theory element you are invited to The SMAE Institute for your Clinical Training, consisting of 2 weeks consecutive training, Monday-Friday.

You will gain hands-on experience reinforcing your theory and giving you the core skills with which to work in the world of Foot Health. You will meet people from all walks of life and make new friendships with other students.

The emphasis of our training is on a sound theoretical background, upon which we build with intensive clinical tuition. We provide students with real 'hands on' experience, treating patients with the conditions you are most likely to see in your practice.

You can enrol at anytime throughout the year. We prefer you to enrol once you have satisfied yourself that this is the career for you. **You are very welcome to visit The Institute on an Open Day to see the facilities and meet the tutors.** It is an opportunity to ask any questions you may have about the course and you will be made most welcome.

Students have the benefit of personal tuition and are able to consult with a tutor on all aspects of the course and their future career. Students study with us using a proven teaching method called "blended learning", consisting of specially written texts, videos and online resources, along with guidance from the Tutors and staff. The SMAE Institute provides all the course material that you need which includes a variety of textbooks, access to our FHP e-Learning website, theory modules (online or paper based), online Journals, Portfolio Tasks, student handbook and a number of forums, as well as our popular live chat facility, whereby you can interact with other students and tutors.

The Credit Rated Course consists of:

12 Modules
12 Portfolio Tasks (Short essays of 450 - 550 words)
2 Week Clinical Training
Case study (300 words)

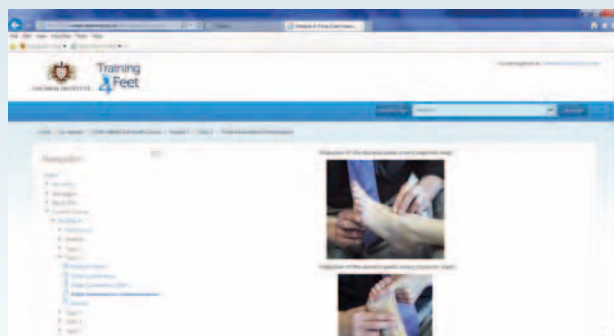
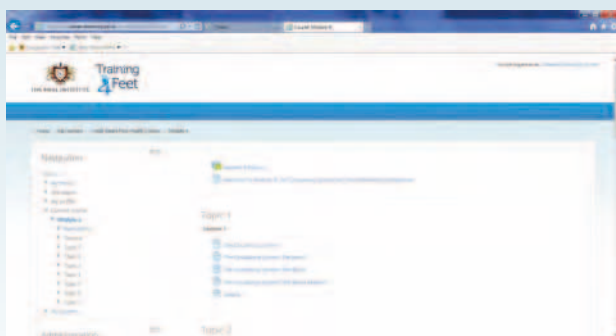
Theory

The Theory section of our Foot Health Professional course consists of the following:

- 12 Theory Modules (e-learning)
- 12 Portfolio Tasks (Short essays)

The course deals with all subjects in a comprehensive manner and is written to make learning a pleasure. The perfect way to study the theory course is to set aside a small number of hours each day, enabling you to understand each module's content as you make your way through the course. Portfolio tasks are essays of between 450 - 550 words and will be a complete record of your studies and achievement for future reference.

The theory element should be completed within 12 months, but it is possible to complete in less time. The 12 month period may be extended in special circumstances.



Syllabus

Each module contains a variety of online activities to help you understand the content you are studying, and comprises of a multiple choice Module Assessment which is your pathway to the next module.

Module 1: Research, study and critical appraisal skills

- Getting you ready for study
- Teaching how to reference correctly
- Sample portfolio task
- Portfolio Task Guide

Module 2: Anatomy and Physiology

- Basic terminology
- Cells, tissues and organs
- The respiratory, urinary and endocrine systems

Module 3: Anatomy of Motion

- Bones and joints
- Muscles, tendons and ligaments
- Muscles and their Innervations

Module 4: Circulatory and Lymphatic Systems

- Structure and function of these systems
- Inflammation
- Examination of a patient
- Pulses
- Signs of arterial / venous Insufficiency
- Doppler

Module 5: Nervous System

- Structure and function of this system
- Nerves of the lower Limb
- Neurological conditions
- Neurological assessment
- Examination of a patient – neurological tests

Module 6: Skin

- Structure
- Function
- Dermatology

Module 7: Human Movement

- Gait cycle
- Foot type
- Force and lesions
- Paddings

Module 8: Digital deformity and nail conditions

- Aetiology
- Nail structure
- Nail conditions
- Nail care

Module 9: Infection Control

- Infections
- Cross-contamination
- Immunology
- Sterilisation

Module 10: Basic Pharmacology

- Pain
- Medicaments
- Wound dressings
- Therapeutics

Module 11: High Risk Foot

- Diabetes
- Arthritides
- Examination of the patient
- Related pharmacology
- Referring the patient

Module 12: Business Practice

- Record keeping
- Data Protection
- Law; Consent
- Health and Safety
- Emergency Aid

"the clinical practice has been an amazing experience and the tutors were fabulous. So, so helpful and everyone wants to see you succeed so it is extremely motivating and uplifting. You will all enjoy" - L.Woodward



Clinical Practice

- Handling and sterilization of instruments
- The patient/practitioner relationship and patient assessment
- Developing a treatment plan and its implementation
- Interaction with other healthcare professionals
- Setting up your practice
- 300 word case study *

Successful completion of the diploma in Foot Health enables the student to move on to optional post graduate courses in:

- Biomechanics and orthotics
- Cryotherapy
- Nail reconstruction

* If English is not your first language, IELTS (International English Language Testing Service) grade 6 is required.



Foot Health as a Profession



Clinical Practice

The clinical training element of the course consists of approximately 100 clinical hours. Students are required to attend the clinical training as soon as realistically possible after successfully completing the theory modules.

The clinics at Maidenhead treat over 14,000 patients per year, thus offering a comprehensive range of medical conditions with which our students can develop real 'hands on' experience. Actually seeing, understanding and working with patients is an important part of our training.

The clinical experience is interspersed with lectures, video presentations and patient reviews. There is always individual help available to the student.

The first morning is devoted to developing scalpel techniques to ensure that the student is competent and safe to work on patients under supervision. Upon gaining experience and competence the student will be transferred into the clinic.

Throughout the clinical training period, patient's histories are studied and record cards examined and updated by the student under supervision.

Apart from working on foot complaints such as calluses and corns, the student will learn to treat verruca/warts using chemicals and may see demonstrations of cryotherapy (freezing). In addition, the student will learn how to reduce nails with a variety of nail drills and nippers.



Students are taught how to treat diabetic patients as well as the elderly patient, and those patients with peripheral neuropathies.

During their clinical training the student will be taught to make detachable pads and will be shown how to treat conditions such as metatarsalgia and flat foot. All these things will have been studied in the theory part of the course and students will develop their knowledge through clinical experience.

The clinical training curriculum includes experience involving:

- Clinical assessment
- Scalpel techniques
- Padding techniques
- Use of surgical drills i.e. vacuum and spray jet
- Diagnosis of foot problems
- Diabetes mellitus
- Neuropathies
- Care of the elderly patient
- Skin allergies
- Septic conditions
- Disorders of the nail
- Treatment of verruca
- Practice management and professional indemnity insurance
- Liaison with medical practitioners and the referral of patients
- An introduction to Cryotherapy
- How to measure the pulse – Doppler techniques
- Learning how and when to refer patients

NB: The SMAE Institute does not supply the instruments used during the clinical training. Students will be notified of the instruments required for their clinical training with a convenient order form being sent to them to purchase the items beforehand.

"When contacting the Institute I always received excellent support"- T.Wright



Distance Learning: What if I need help?

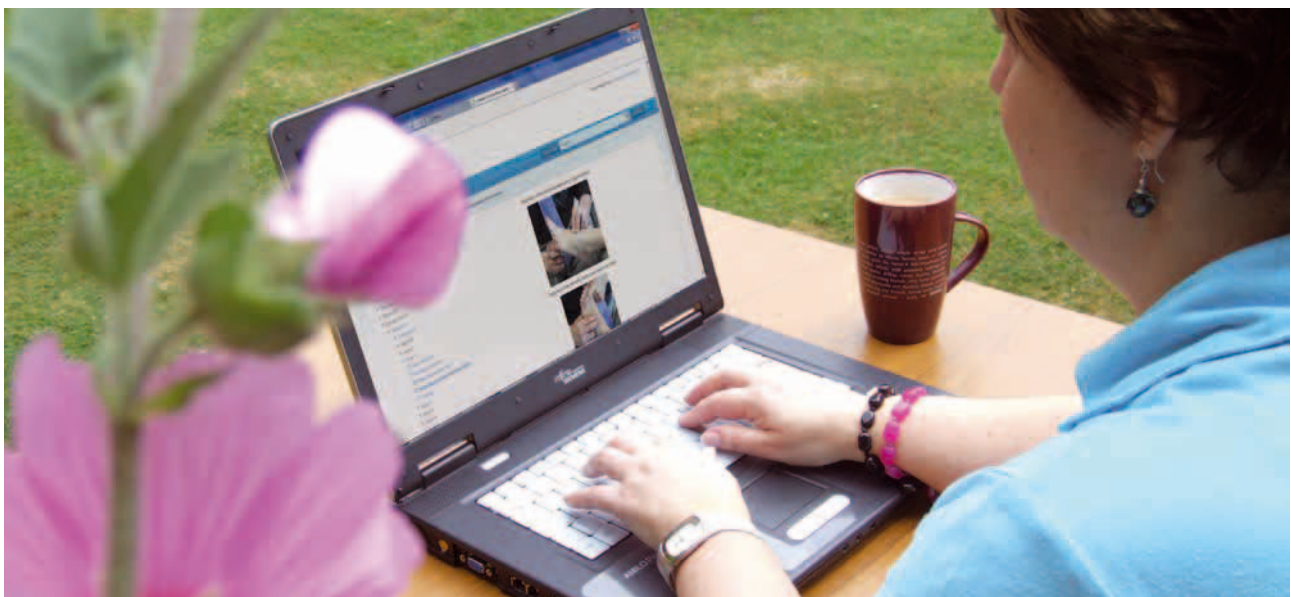
We are aware that Distance Learning (Blended Learning) may sound lonely, but it isn't because there is always support at the end of the telephone or email, as well as many Forums and Live Chats for you to get involved in. Studying online allows you to interact with other students currently studying online. You will make friends while studying with us, as we encourage discussions within our dedicated Forums as well as in our Tutor Chats where everyone can join in. **Administrative staff and tutors are available online 7 days a week.**

What variety of support is offered?

We offer a great deal of support to all of our students. This includes Telephone support, Email support, Tutor Chat and Forums. We also have a dedicated team designated to individual sections of your course meaning that you are given the immediate support that you need when you need it. They include FHP Tutors, IT Department, Course Administration, Online Tutor Support and Clinical Training Administration.

What are Tutor Chats?

Tutor Chat is our exciting way of allowing students to get in contact with their Tutor and administrative staff 7 days a week. It allows students to ask questions online and get immediate answers. Tutor Chat is extremely popular with our Students, especially our "out of work hours" chats. We know how some students have difficulty in contacting Tutors and studying during the day and for this specific reason we have Tutor Chats running weekday evenings, at the weekends and even on Bank Holidays.



Foot Health as a Profession



What Qualification will I be awarded?

A Diploma in Foot Health

Upon successful completion of your Diploma you will be awarded a Diploma in Foot Health (Dip FH). You will then have eligibility for Membership of the College of Foot Health Professionals (MCFHP) and Membership of the British Association of Foot Health Professionals (MAFHP).

The initials that will follow your name are Dip FH, MCFHP MAFHP.

Membership of the British Association of Foot Health Professionals includes indemnity insurance to practice as well as the option of joining one of the 13 regional branches where members meet up quarterly.

So what can I expect to earn as a Private Practitioner?

You can expect to earn at least £30 per treatment and frequently more. With our proven training programme you will be taught all business techniques and how to maximise your income with new and innovative techniques.

Medical Emergency Procedures

In keeping with safety in Foot Health practice, it is essential that every clinician undertakes medical emergency training every 3 years. To help facilitate this, The Institute runs an in-house bespoke training day to fulfil this requirement with a certificate provided on satisfactory completion.

The day is fun, informative and relevant to the clinical situation. It is also a great opportunity to network with like minded professionals.

The Medical Emergency Procedures day covers:

- Carrying out emergency procedures single handed including basic life support / CPR
- Principles of recognition of collapse, diagnosis, treatment and referral
- Coping with medical emergencies including the unconscious patient and respiratory and circulatory disorders
- A basic overview of minor injuries



Prior to attending the Clinical Training, all students must complete an approved medical emergency procedures course and provide a valid certificate.

"I attended the optional free Study Day and found the presentation and delivery of the information to be enormously helpful. I went away from the Study Day totally happy and knowledgeable about what was required and I felt confident to begin my first Portfolio Task"- J.Kelly

FAQs

Do I need to be computer literate?

Basic computer knowledge is required to enable you to complete the theory assessments and portfolio tasks. Should you require help with using a PC, we offer times where you are welcome to come to The SMAE Institute for hands on training.

The Module Assessments are a maximum of 50 minutes and therefore you only require Internet access for around one hour to do these. Many of our students who do not own a PC study the paper-based modules and then borrow a relatives/friends computer to take the Assessment. Some even visit their local library where you may use the computers for free. Check with your local library for details on this service.

What support is available while studying?

While you are studying with The SMAE Institute you are never alone and are supported in a variety of ways. You can contact us either by telephone, email or letter or you can join in the chat online. We have a Live Tutor Chat that allows students to talk directly with a Tutor about any concerns or queries that they have with a particular module or the course in general. There are also Student Forums that allow you to discuss with fellow Students the Module that you are studying. We also have Staff Members dedicated to help you should you have any difficulties with the course material and the e-Learning website. We are here to help you to succeed.

Does each module need to be completed by a specific date?

You are allocated 40 hours per Module and therefore we ask for one Module to be completed per month. This set time is for guidance only with the aim of keeping students on track with their studies. We understand that students have family and work commitments that may interfere occasionally with their studies, so should a situation arise we ask that you keep us informed. This way additional time can be allocated if necessary. Students who are able to devote more hours each week will more than likely take their Assessments earlier than is asked and this is perfectly acceptable. Once you have successfully completed a module, you will be given access to your next module.

How quickly can I access my modules?

Once your enrolment has been processed you will be sent your course materials including details on how to log onto the e-learning website.

What is a portfolio task?

A portfolio is an essay of between 440 and 550 words and is based on the content of the module that you have just completed. At the end of each Module there is a portfolio task to complete (to be submitted electronically in MS Word).

How do I complete a portfolio task?

We appreciate that not everyone is comfortable with essay writing, therefore Module 1 teaches you how to write essays and reference. Additional support is given free through 1:1 sessions with tutors, or you may choose to attend the optional study day, which are held monthly, at no additional cost.

What does the clinical training involve?

The Clinical Training consists of 2 weeks "hands-on" practice at The SMAE Institute clinics in Maidenhead, Berkshire with a class size of 6-12 students. During the training you will see an average of 35 patients per week, and will be graded by the Tutors. You will learn to work as part of a team and will leave the clinic competent enough to run your own business, and with a bonus of a group of new friends.

You choose the dates to attend the Clinical Training so that you fit the time away from home around your personal and work commitments.

Do I need to purchase anything for the clinical training?

Yes. A white coat or tunic to wear while training, plus the instrument kit which you take away with you when you qualify. Full details of the discounted prices are sent out to you when you book your clinical training.

Where can I purchase my clinical equipment?

Instruments for use during your clinical training and for use once you qualify and start to practice may be purchased from our mail order company, Podiacare Healthcare. An order form for the full instrument kit will be sent to you prior to your clinical training start date and the Podiacare catalogue will be issued during the clinical training should you wish to purchase goods at discounted prices.

Foot Health as a Profession



How quickly can I complete the course?

The time taken to complete the course will depend on previous knowledge and the amount of time that you have each week to dedicate to studying. Students have a total of 18 Months to complete their course in full (theory and practical), but it can be completed sooner.

What happens if I do not complete my theory and clinical training on time?

We appreciate that life can throw unexpected delays in your vocational path. All we ask is that you keep us informed of any delays so that we may work with you to get through this period. It is possible to put your studies on hold or to get an agreed extension. Every case is judged on its own merit.

What qualification do I gain?

A diploma in Foot Health and the initials you may use after your name are "Dip FH, MCFHP MAFHP".

What support is available after qualifying?

We continue to offer full help and support via phone, email and forums once you qualify.

When I qualify, do you offer Membership and Insurance?

You are invited to join the British Association of Foot Health Professionals where Medical Malpractice Insurance is included in your membership subscription. It is the most comprehensive cover specially negotiated by us. It ensures that after you retire from practice you are protected in the event of a claim being made against you once you have ceased to practice.

When I qualify, am I required to do further training?

You will need to keep yourself up to date with the profession through Continual Professional Development (CPD). This can be done by attending one-day workshops at The SMAE Institute, Maidenhead or by completing part of our CPD @ Home range, which includes a large variety of CD-ROMs, DVDs and online modules. We also hold 2 major events each year; the Annual Convention and Summer School which students are always welcome to attend.

Is there accommodation at SMAE?

Although we do not have accommodation on site, we do have a comprehensive list of local homely establishments offering bed and breakfast at reasonable prices. A list is sent out to all students automatically when they are ready to book their clinical training, but is available any time on request.

How often do I need to travel to Maidenhead?

All of your Theory work you do in the comfort of your own home. You only need to travel to Maidenhead to attend the two week Clinical Training. In addition you may also choose to attend our one day Medical Emergency Procedures Course and our Student Study day (Portfolio Task guidance).

Do you advise on how I can market / advertise myself?

One of the lectures during the clinical training will cover setting up in business, to help give you a head start with your own business. In addition, once you qualify, the Rules and Regulations Guidelines are issued to you offering further advice and information.

Is further training available when I qualify?

Yes. We offer post graduate training in Biomechanics, Cryotherapy and nail reconstruction.

What is credit rating?

When a university assesses a course and determines its higher education academic equivalence. Queen Margaret University has credit rated The SMAE Institute's Foot Health Course at 60 academic credits, at Level 7 of the SCQF. This is equivalent to half of the first year of an undergraduate degree program.

"Really enjoyed the clinical training, everything was very absorbing and interesting. I like the way we were taught, because it was organised, comprehensive and easy to follow" – I. Rowlands

Postgraduate Courses



Diploma in Biomechanics and Orthotics

The advent of biomechanics and orthotics in Foot Health care is one of the most important things to have happened in this era. Proper foot function is important to all, not only to those who take a serious interest in sport. It must be remembered that the feet affect the mechanical function of the entire body. With biomechanics and orthotics, the Foot Health Professional has at their command a totally new therapy that can correct foot problems causing ordinary corns and calluses and in many cases eliminate them. The therapy can permanently cure ankle, knee and back problems. It can be shown that 60% of these problems stem from a malfunctioning of the feet.

Biomechanics

This is a mechanical science applied to the lower limb and foot. It is a science which deals in three dimensional planes: The axis of motion, the pulley effect of muscles around a fulcrum, and the leverage effect of one bone against another.

The student will gain a working knowledge of:

- Biomechanical terminology
- Normal function
- Pathological function
- Neutral casting techniques

What this training will equip you to do is to be able, through biomechanical examination of your patient, to diagnose the cause of the problem and by taking a sub-talar neutral casting of the foot (in your own surgery or the patients home) to have a prescription orthotic dispensed.

Orthotics

An orthotic looks in appearance similar to an old fashioned arch support (designed to support the arch weight bearing). An orthotic is not only a supportive device, but also a functional one, which re-times the motion of the foot during the various stages of weight bearing, allowing the foot to lie in the correct position at the correct time.

The orthotic is fabricated from a very special light material. We specialise in the use of semi-rigid devices to correct the patient initially. The final orthotic is a prescriptive made to suit each individual foot. The neutral casting is very important and requires a great deal of skill. A poorly cast foot will only result in giving more problems to the patient. In the Clinic you will see how to make the semi rigid type orthotics using the latest techniques and equipment.

The training will comprise of a skilful technical analysis, the taking of negative casts and prescription writing, so that orthotic devices can be accurately manufactured.

The rewards are great in so far as it adds a new dimension to your work, and of course it corrects problems not only relating to the feet but may assist in easing pain in the knees and the back, although all back problems need to be separately investigated.

Often patients in their forties find walking becomes painful. This is a clear indication that biomechanical correction needs to take place.

You will learn to take negative casts of patient's feet and from your negative cast technicians will make a positive cast and fabricate your orthotics. They will be presented to your patient in a display pack complete with our 'do and don't' prescription booklet. We will also supply you with your own booklets on orthotics to give your patients in order that they can digest and get a clearer understanding of what orthotic therapy is all about.

The Biomechanics diploma is divided into 3 separate levels, each consisting of a 2 day hands-on theory and practice session.

Level 1 A beginners guide

Level 2 A focus on pathology

Level 3 Therapeutic intervention

Members may choose to complete levels one or two only, which would result in a certificate for each level. The diploma in Biomechanics is awarded after successful completion of all 3 levels.

Foot Health as a Profession

Diploma in Cryotherapy

Since the introduction of cryotherapy as a useful adjunct in the removal of Verrucae, it has replaced the role of potential cautery in many cases, especially where some growths have failed with the traditional salicylic acid method. It is especially suitable for multiple Verrucae in children and adults, who do not wish to be restricted in their sports or pastime activities or where restrictions on bathing are impractical or objected to by the patient. (It must be remembered that salicylic acid and other forms of potential cautery are still as effective and many practitioners still prefer this traditional method). At The SMAE Institute we have more than 98% success with cryotherapy.



The course consists of a single online module with accompanying assessment questions. Upon satisfactory completion the student is able to book the clinical session. During the clinical session students study the actual apparatus currently available. They learn about the handling and servicing of the various guns and probes – back flushing, the use of contact gels and pain control in sensitive patients, while carrying out the procedure on patients.

Nail reconstruction

Many practitioners who would like to provide cosmetic care to the toenails can enhance their earnings substantially with this valuable course. It teaches the aspect of building a new nail using a gel system cured by UV light. This treatment is suitable for patients of both sexes who have lost a nail through trauma or disease and may be embarrassed about their unsightly toenail in the summer when wearing sandals. This hands-on course takes place in our purpose-built clinic with the participation of patients with structural nail problems.

The course covers all aspects of nail enhancement and consists of product demonstrations, troubleshooting and hands on practice. A certificate is awarded upon completion of the training course.



Diploma in Higher Education (Podiatry Assistant)

Upon successfully completing the Foot Health Diploma one may choose to continue their study journey by studying The Diploma in Higher Education (Podiatry Assistant). This course is a two year distance learning higher education Diploma course that follows on from the Smae Institute's initial credit rated Foot Health Professional (FHP) Diploma. With the FHP Diploma as a pre-requisite, this further 2 years of distance learning will map across exactly to the first 2 years of the undergraduate degree programme of BSc (Hons) Podiatry that is delivered by Queen Margaret University in Edinburgh. Successful completion of this Diploma will leave you with a total of 240 HE credits and the award of 'Dip HE (Podiatry Assistant)'.

More details are available upon request and interested parties are invited to attend the dedicated open Day which is run every year.



Queen Margaret University
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"I find the forum an excellent tool to use" – S.Lane



The original journal from the 1920's as well as the most current version

The Journal of Podiatric Medicine

The Journal of Podiatric Medicine was first published as The SMAE Journal in 1920. It has continued to be published every quarter except for a break during World War II when paper supplies just did not permit. The journal has grown in size and stature and is a well-recognised publication in the Foot Health Profession and medically allied subjects. Articles are not only interesting and informative, but are designed to further postgraduate education. It also keeps the reader abreast of the political scene. Like every profession, Foot Health has its politics.

The Journal is automatically supplied to members of the Institute and may be subscribed to by students.

British Association of Foot Health Professionals

(BAFHP)

The British Association of Foot Health Professionals is the professional body for The SMAE Institute's Foot Health Professionals. Membership of this body gives you associate membership of The British Chiropody and Podiatry Association (BCPA).



Yellow Pages in 2006, provided a professional corporate box for Foot Health Professionals, thus designating their importance.

Through its ethical committee, it is responsible for controlling the activities of its members to ensure fairness and strict professionalism at all times. It is there to adjudicate on members who breach the Code of Ethics should they ever bring the profession into disrepute.

The AFHP enables members to maintain contact with each other. The Association operates at branch level enabling members to meet locally for mutual exchange of ideas, networking and social functions.

Full membership (MAFHP) of the Association is automatic on gaining membership of the Open College of Foot Health Professionals.

Professional Indemnity Insurance is mandatory and is incorporated in your membership subscription to the Open College or The SMAE Institute. Indeed, it is a much-coveted insurance that is widely embracing. Cover extends to £5 million for public liability, malpractice - treatment and diagnostic risks on each and every claim.



Foot Health as a Profession



Fees and Enrolment

We invite you to attend The Institute for one of our Open Day sessions that we arrange several times each month. This gives you the opportunity to meet some of the staff, tutors and students working through their clinical training and to ask any pertinent questions before embarking on the course. The Open Days cover a PowerPoint presentation and tour of our facilities and whilst this is not compulsory, many prospective students find it especially helpful.

We are an established Institute, dating back to 1919, but we are modern in our outlook and developments. We have an exceptionally good training staff under the direction of the Dean, General Manager and Clinical Services Manager.

We offer tuition in the Foot Health Profession at reasonable fees with the knowledge that there is considerable demand for Foot Health Professionals. Therefore fees are not refundable.

We offer to assist the student in every possible way to ensure success. We pride ourselves on the personal guidance given and the friendship between the student and The SMAE Institute.

Fitness to Practice

Students will be required to complete and sign a Fitness to Practice authorisation form, confirming that they do not suffer from any illness or impairment that would affect their ability to practice. If you feel that there may be something that may impact your training / practicing foot health, please do not hesitate to contact us to discuss the issue prior to enrolling.

Health

Students should declare any health problems and illnesses from which they suffer prior to starting their modules. This is a requirement even if a condition is intermittent.

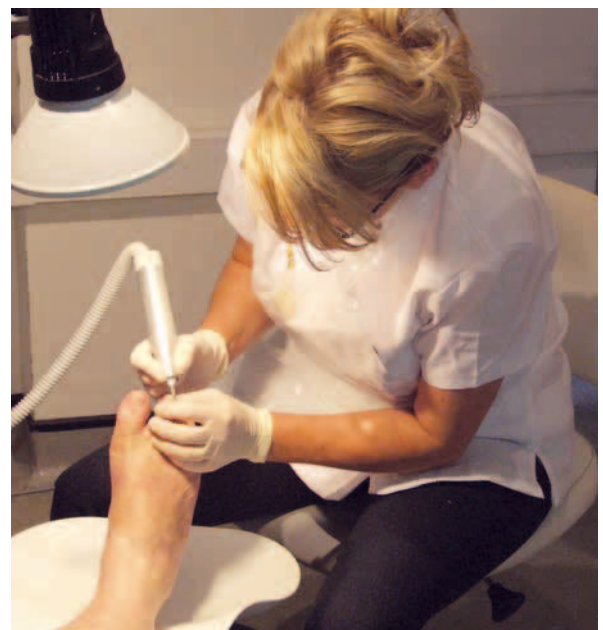
Disclosure and Barring Service Self-Declaration

All students are required to submit a DBS application prior to attending the Clinical Training. Students should fill in the DBS check form supplied by The SMAE Institute and return it with the relevant payment and/or payment details.

All the information students provide on the forms remains confidential to The SMAE Institute and the Criminal Records Bureau.

The DBS application should be submitted well in advance of students attending the clinical practice. We would suggest submission at the end of module 6. This is required by law.

If you feel that there may be information which will emerge in a DBS check that may have an impact on your training, please don't hesitate to contact us to discuss the issue prior to enrolling.





Continual Professional Development

CPD is designed to keep members up to date once they qualify. There are 12 core subjects available on DVD, online and as workshops held here at Maidenhead. The DVDs and online subjects include both audio and visual files as well as reference links to relevant sites on the internet.

The core subjects are:

- Infection Control
- Rheumatology
- Vascular Assessment
- Neurological Assessment
- Wound Management
- Dermatology
- Diabetes
- Padding and Taping
- Podopaediatrics
- Common Conditions Affecting the Elderly
- Commonly Used Medication
- Persistent Verruca





Annual Convention

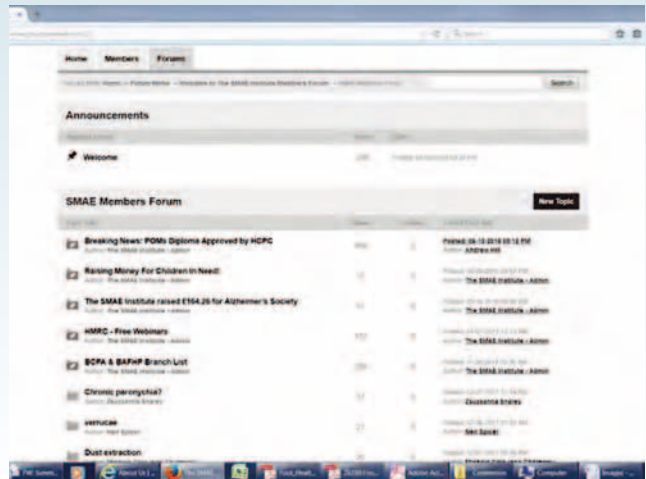
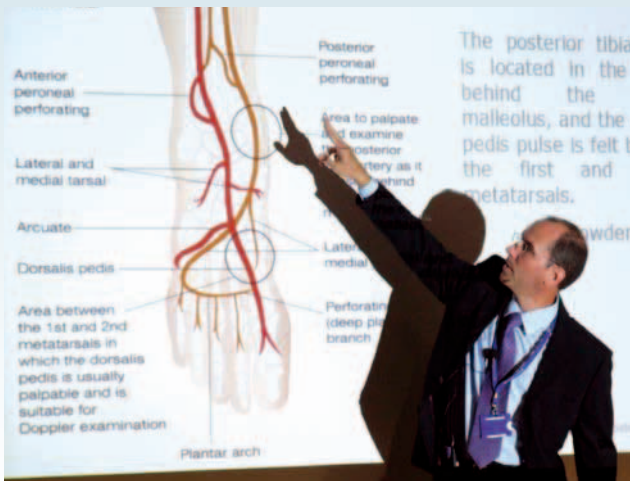
The highlight of the year is October when the Foot Health Professionals join the Chiropodist/Podiatrists for our Annual Convention. We have in the past held this event at the magnificent facilities of the University of Warwick, as well as at Lords Cricket Ground and other outstanding locations. Eminent speakers deliver up to date and informative lectures, whilst an extensive trade fair is open to all to see the latest equipment and to bag a bargain. It is a chance to network, socialise and meet fellow practitioners; attendance as a student is always welcome and Students can attend at a discounted rate.

Registration is on Friday morning, followed by lectures and the extensive trade exhibition. The day is rounded off with a four course dinner in the evening, with the bar staying open into the early hours of the morning!

Overnight accommodation is available on site where a full English buffet breakfast is served.



"I attended an open day and enrolled on the same day...I was very impressed with the organisation, all staff were extremely helpful" – C.Victor



Summer School

Introduced in 2005, our inaugural Summer School was an enormous success. With high quality speakers, an extensive trade fair and catering in a marquee in the grounds of the New Hall campus, bathed in sunshine it turned out to be a delight for all attendees. The event grew year by year and it has now moved to a local hotel to cater for the large number of attendees.

Once again, lectures are delivered by eminent speakers and the opportunity to network and meet up with old friends is still there. The extensive trade fair is organised for you to meet suppliers and to discuss any new products that may be launched at the event. Attendance as a student is once again welcome and can attend at a discounted price.



IT Suite

Our partnership with leading universities heralded the introduction of the IT Suite. The facilities are used by students to sit the multiple choice assessment during their clinical training, as well as for research and access to The SMAE forums and websites.

SMAE Forums

Once you qualify on the Foot Health Course and join our Membership and Insurance package you will have access to the membership section on The SMAE website, including the forums.

Remember...

- **Only one thing stands between you and success – Decision.**
- There is only one difference between you and the specialist and this is training. We supply that training and moreover Continual Professional Development, so that you will always be updated on new techniques.
- We are all living much longer and the population continues to rise. We do not have sufficient practitioners to cope for the future. The rewards continue to be considerable.
- An investment in knowledge pays the best interest. We can give you that knowledge.
- Our fees include everything: books, modules, tuition, assistance and friendship, at all times present and in the future.
- A separate Emergency Procedures course is a compulsory part of our training to protect you and your patients.
- **We have been teaching since 1919. We have decades of experience.**
- When you enrol with us you will be associated with one of the finest and most up to date teaching institutions in the British Isles.
- Our courses are the most economical in the long run. A thing worth having is worth paying for.

What are the advantages of training with The SMAE Institute?



Being a distance learning course you study the theory part of the course in the comfort on your own home. The benefits are that you are not tied to term times to study, but you are able to study as and when is convenient to you on either a part-time or full-time basis.

We will train you to be a skilled practitioner as well as an entrepreneur. Teaching you the necessary clinical skills along with business studies, will do this. Once qualified we will continue to assist you through regular meetings of your professional body and our help lines.

Extracts from feedback received from some of our online students...

It is nice to know that when you call someone they do actually know what they are talking about! I am enjoying it immensely, which really surprised me. I haven't studied since leaving school in the 80's and I have also been out of work for 5 years due to health problems. I thought I would struggle but am amazed at how much I remember and how well I have been doing on the assessments. [S.S.](#)

Fitting study time in around your work and family life is a great advantage. I now know help is at hand if I just ask for it. [M.K.](#)

I've studied online previously but have to say, this is the best site to use with regards to support, help and being able to interact real-time with other students and the tutors. [S.A.](#)

The support I have received so far has been excellent - the chat room facilities are great and I have now got some other students who I chat to outside of the chat room hours. Overall my start to this course has been excellent. I feel supported by both the tutors and administrators of the course. The students I have met via chat rooms and also some who I have contacted myself have all been friendly, open to sharing views and have given some valuable advice to someone returning to study after a very long absence!! [A.B.](#)

There are many advantages to studying online due to my present position. Due to working commitments and having two very young children I am able to organise my own workload at a time that is suitable to me. [K.H.](#)

I am loving the course. I am enjoying all its challenges at the moment. My need to study is quite an addiction and I am motivated by the fact that I can see instantly from the units I pass that I am learning and improving which is great. [A.W.](#)



"The course is very interesting, its great to be back to studying after a good few years"- K.Fryer



And a selection of some of the many letters received from our qualified members...

Just to let you know – The SMAE course has completely changed my life. I am working full-time in my own health clinic and have a full appointment book and a website advertising my practice. Best wishes to the fabulous tutors and all the staff at The SMAE Institute.

[Miss M W of Dorset](#)

I was very concerned when I started out on this course, as I had no medical training and had not studied for over 30 years. I was really not sure that I would cope, but I have loved every single moment of the entire course and learnt so much.

[Miss P L of East Sussex](#)

I want to thank you all at The SMAE for the excellent training which gave me the opportunity to engage in such a rewarding profession, as well as opening other doors for the welfare of others.

[Mrs R H of Isle of Wight](#)

I had no difficulty coping, thanks to the training and knowledge gained at the outset from the school. Many, many thanks. It's been interesting, it's been fun, it's been worth while.

[Mr N H of Glamorgan](#)

I would like to thank The SMAE for the training which has enabled me to have a very satisfactory career over the last nine years, and for the help and support I have received. Even though I am disabled I have been able to carry on my practice satisfactorily.

[Mrs P W of Lancashire](#)



Foot Health as a Profession



I have been a member of The SMAE Institute since 1978 and it has always been a joy for me to care for very poor people in various countries; Africa, France, Jersey and England. I came back to the school for a two-day refresher course, which was interesting and gave me a wider experience in foot care today. I am grateful to The SMAE Institute for the quality of their relations with the students and also for the help received when I needed information concerning further training and Continual Professional Development.

Sister M A of Manchester

My training has stood me in good stead, with many of my patients congratulating me on how excellent I carry out their various foot treatments. My reply is to praise the tuition that I received while as a student.

Ms M M of Belfast

I would like to thank you for your unfailing support and guidance during the years. I have thoroughly enjoyed my new career, which has been an extremely fulfilling period of my life.

Ms J B of Buckingham

May I take this opportunity to say how impressed I have been with the professionalism of The SMAE Institute in all its aspects, from the initial training course to its participation in the future of the profession and the needs of its members.

Miss H A of Long Ditton

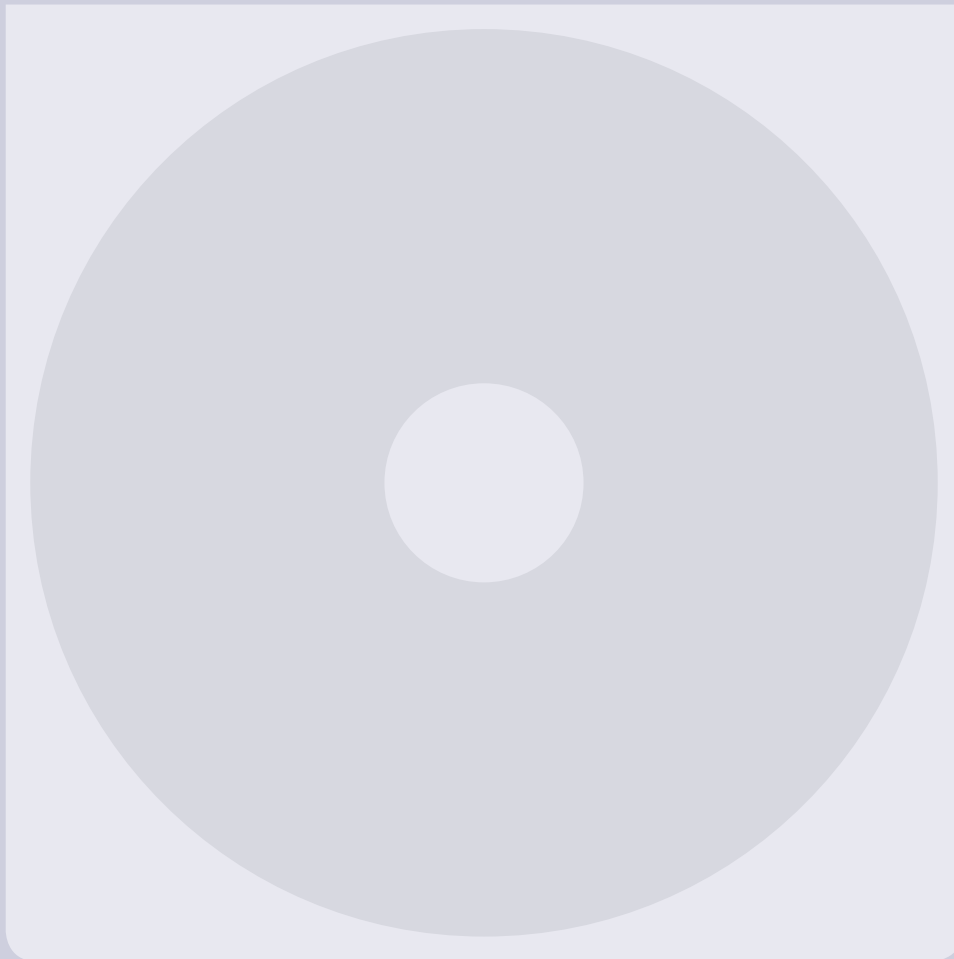


"Well, what can I say...!! Brilliant two weeks clinical at SMAE; Tutors are excellent, I cannot praise them enough. You learn loads, with the tutors always a few steps away to help and advise. I can honestly say it was a fantastic experience - everything is done to give you the confidence to work on patients, and you experience a wide range of conditions with every possible support from the tutors." - B.Mackey

The Journey from Student to Qualified Professional

Once you qualify with us, your journey in an exciting new career begins!

Now take a look at this DVD to see what some of our past students have to say.



What are you waiting for?

“Those who merely hope that conditions will change, their luck turn, or that the man above will retire or die; only see instead the success of those who grasp the opportunities of the present.

He who wastes the valuable time of today, waiting for the promise of tomorrow, must inevitably always be second to the man who, yesterday, prepared for today.”

GEORGE ELLIS



FOR MORE INFORMATION CONTACT

The Open College of Foot Health Professionals

The New Hall, 147-149 Bath Road,
Maidenhead, Berkshire, SL6 4LA
Tel: (01628) 621100, 632449 Fax: (01628) 674483
Email: info@training4feet.co.uk
Web: www.training4feet.co.uk

Why not come and see us?

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can be found by visiting
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