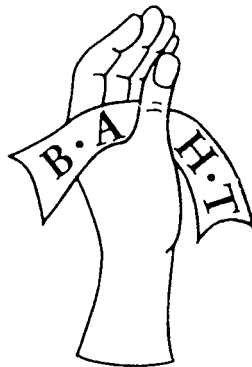


BRITISH ASSOCIATION OF HAND THERAPISTS

COURSE GUIDELINES

LEVEL III



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SECTION 1

1. Introduction

The learning identified as the outcome of level III and submitted for 5 BAHT accreditation points must be relevant to the Post-qualification Hand Therapy Education Programme of the British Association of Hand Therapists (BAHT).

It is anticipated that therapists with five or more years of practice within the speciality of Hand Therapy will consider applying for Level III while pursuing the goal of Accredited Hand Therapist (BAHT).

Therapists of less than two years experience in Hand Therapy are advised to pursue BAHT credit points via attendance at validated courses at Levels I and II, before submitting a paper at Level III.

British Association of Hand Therapists (BAHT) Post-qualification Hand Therapy Education Programme

The structure for education and training is set out in Table 1.

LEVEL I

“The Level I Course is designed for therapists with minimal or no experience of hand injuries and conditions and for therapists who wish to refresh their basic knowledge of, and skills in, the field of hand therapy. It will promote recognition for professional competence and will improve the quality of patient care.” (*BAHT Guidelines Level I Course*)

One Point is awarded for success in a Level I Course

LEVEL II

“The Level II Course is designed for therapists with proven experience (see APL Procedural Framework) in the field of Hand Therapy or for those who have successfully completed an accredited Level I Course It will promote recognition for professional competence in a specialist aspect of Hand Therapy; improve the quality of hand care; and foster evaluation and research in Hand Therapy” (*BAHT Guidelines Level II Course*).

Two points are awarded per course for successfully completed Level II courses, with a maximum of 6 Level II points. Each two points must be gained in a different specialist area of Hand Therapy.

LEVEL III

This level offers members of BAHT a challenging opportunity to demonstrate their advanced knowledge of Hand Therapy. Level III requires an in-depth study, normally of 3,000 words, and can take the form of a Review paper, an Employment-based report, or a Research Study.

NOTE:

If a candidate wishes to submit a previously completed piece of work it must be adjusted and updated in accordance with the Level III Accreditation of Prior Learning (APL) guidelines before submitting as part of the APL level III portfolio.

Five points are awarded for successful completion of Level III.

TABLE 1: Progression of Post-qualification Education in Hand Therapy (BAHT)

LEVEL	Target population	Valid ation	Content	Assessment	Outcome	SUM of POINTS
Level I	OT/PT general therapist	BAHT	Introductory course see Course Guidelines	BAHT designed exam. short answer/MCQs 1 hour	Certificate Value = 1 point Eligibility for Level II	1
Level II	OP/PT specialist Eligibility via Level I Or Indicative experience	BAHT	Specialist course see Course Guidelines (17 hours contact teaching)	Unseen practical or written examination (MCQ/short answers) AND written assignment	Certificate Value = 2 points per Level II course Maximum 6 points. Eligibility – Level III	7
Level III	OT/PT specialist Eligibility via Level II Or Indicative experience	BAHT	In-depth study (self-directed)	Paper, plus encouraged publication from the study in a recognised journal.	Certificate Value = 5 points	12

Brief Summary of Key Stages of Level III

Detailed information is given in Section 2 of this document but briefly the key stages in dealing with a therapist's claim for Level III are:

1. Therapist makes an initial enquiry to BAHT Education Sub-Committee (BAHT ESC).
2. Therapist is given advice on the appropriateness of the Level III route. *The therapist may be advised to take one or more of the post-qualifying BAHT courses and/or to collect supporting evidence for the APL route.*
3. If the therapist wishes to proceed with the Level III route they should complete the Level III registration/proposal form (appendix 2) and send with a CV to the Secretary, BAHT ESC. Thus giving notice of the intention to use the Level III system to claim credit points. *(original signed forms are required for the registration form and the plagiarism form. None of the paperwork will be returned, therefore please keep a copy for yourself)*
4. At this stage the therapist should also identify a supervisor who will support them through the project and inform the Secretary, BAHT ESC for approval by the Education Committee. The supervisor will be required to submit a CV to the ESC.
5. After receipt of the registration form, the Secretary of ESC sends a copy of form to the ESC for consideration and the ESC will allocate a link person/advisor. Feedback will be provided to the therapists regarding the Level III proposal. The ESC link person/advisor will be able to provide advice as necessary.
6. Therapists should consider that some audits, all questionnaires & research will need ethical approval.
7. The therapist submits the final registration/proposal form together with the required registration fee and signed plagiarism form.
8. The therapist prepares and submits the report/study to support the claim for credit points. Between registration date and the submission of the completed report/study, a time limit of 12 months is observed.
9. The therapist's report/study is processed and marked by two assessors appointed by the ESC. It is essential that the ESC member who advises the therapist is NOT appointed as the assessor of that therapist's formal claim.
10. The Assessors report to the ESC who pass or refer the project. If discrepancy arises between the two assessors decisions, which cannot be resolved, an external verifier will be appointed by the ESC secretary to assess the

report/study blindly and reach a decision. This decision is final and a report will be sent to the BAHT ESC.

11. Once the report/study mark has been clarified and agreed, the therapist is notified as soon as possible by the Secretary of BAHT ESC. Unsuccessful candidates are also notified as soon as possible.
12. Feedback will be provided for all candidates whether they pass or fail the process. Candidates who have their report/study deferred will have the opportunity to resubmit it again for reassessment. If the candidate fails the second submission a new report/study must be commenced.

NOTE:

- **Original signed forms are required for the registration form & the plagiarism form**
- **None of the paperwork will be returned, therefore, please keep a copy**

SECTION 2

2. Aim

To provide the opportunity for therapists to develop and demonstrate appropriate post-qualifying competence in one area of Hand Therapy. This is required to be a new piece of work. Work completed previously must be submitted for Level III points via the APL route.

3. Objectives

Candidates will be expected to identify three to six objectives for this level. One of these should be developed from the following:

On completion of the Level III Study the candidate will:

- (a) Review, reflect on and critically evaluate the knowledge base of an area of Hand Therapy (policy, provision or practice) and argue a coherent case for development.

Or

- (b) Demonstrate a critical understanding of the social and ethical dimensions of their study.

Candidates will also be expected to identify the form of paper they are planning to offer for assessment.

4. Learning Methods

- Taught module or course about to be undertaken.
- Individual tutorials with supervisor.
- 60 hours minimum of self-directed study.
- Use of a learning contract.

5. Assessment Methods

The study in hand therapy may be presented in one of the following ways:

1. Review Paper
2. Employment-based Report
3. Project

5.1 Review Paper (3,000 words):

The presentation paper may reflect a style required for publication for a specific journal. The committee welcomes submissions of this nature. Submissions from multiple author sources can only be accepted if the applicant is the main contributor. A signed and countersigned statement to this effect is essential.

This is an analytical, critical and evaluative written discussion making use of published and other sources. It is not expected that the preparation of a paper will include original research. It is expected that the paper will:

1. Explore and discuss the way the issue under study is analysed in the published literature and unpublished sources
2. Apply this exploration to the issue under study
3. Present an overview which evaluates the discussion (own and others) and brings this together in a synthesising way

The kind of components that might be found in this piece of work are set out below:

- Identification of topic related to Hand Therapy
- Literature Review
- Identification of strands of thinking and research
- Review of topic in light of above
- Following-through and evaluation of perspectives
- Framing of above in own thinking
- Developing and arguing own position
- Review of topic in light of own argument
- Evaluation and placing in context

This is an example, and is not intended to prescribe how the paper should be structured. You may wish to organise it rather differently from the above. But if you are unsure where to start, the above framework may give you a firm grounding, even if you then move away from it.

The candidate has the option to do a systematic review of literature (using Cochrane guidelines) or critical review (using the McMaster guidelines)

Objective

A possible example of an objective for this kind of submission might be:

"To contribute analysis, synthesis and evaluative discussion to a selected theoretical area of relevance to Hand Therapy"

5.2 Employment Based Report (3,000 words):

This is a report, which sets out to do the following:

1. Analyse an appropriate employment-based issue or problem related to Hand Therapy.
2. Offer well-argued solutions or responses to that issue or problem.

There should be a secure literary base. It is envisaged that an Employment Based Report might contain the following elements.

- Identification of the issue/problem
- Literature review
- Other data (including own)
- Review of areas of information and analysis
- Review of issue in light of above
- Review of possible responses/solutions
- Evaluation of responses/solutions
- Proposal and argument
- Evaluation

This report may be based on managerial and organisational aspects of hand therapy. The paper may be based on published and unpublished documents including research reports and your own investigations.

Objective

The framework for an objective reflecting the nature of this submission might take the following form:

"To formulate responses to an employment-based issue or problem in the organisation of hand therapy founded on appropriate evidence, analysis and arguments"

5.3 Project (3,000 words)

This is essentially a research report, and doing the research is part of the study. So this submission involves the analysis of data which you have obtained related to Hand Therapy. To obtain the data, and analyse it, you would need to use appropriate investigative design, appropriate methods of data collection and analysis, and critical evaluation. The elements, which should be present, are:

- Introduction
- Literature review
- Subjects and methods
- Results
- Discussion
- Evaluation

Objective

The framework for an objective or objectives reflecting the nature of this submission could take the following form:

"To identify the value of a specific area of Hand Therapy on the basis of systematic collection and analysis of relevant information".

NOTE: this type of project will require ethical approval & will require discussion with your employer.

6. Assessment Guidelines

6.1 Criteria for Assessment

LEVEL III Accreditation Summary

- A written assignment which may take the format of a literature search, a work-based project, a research/audit project.
- Marked by 2 BAHT assessors
- Report/study is assessed on a pass/refer basis dependent on achieving the appropriate range of criteria. See Assessment Form for marking details (appendix 1).

The study should provide the following evidence where appropriate:

a) **Mandatory**

- i) Familiarity with the critical, methodological and theoretical literature associated with the field of enquiry.
- ii) An ability to sustain from evidence submitted, a reasoned argument and to draw consistent and coherent conclusions.
- iii) The ability to reflect in a mature fashion upon the outcomes/conclusions of the study and to be self-critical in assessing the contribution study makes to learning. This adds to the evidence base for hand therapy.

b) **Optional**

- iv) Augmentation or provision of an argued alternative to the literature associated with the nominated topic of study.
- v) A thorough grounding in appropriate research methodology(ies) and the academic concerns associated with the chosen topic of study.
- vi) The ability to collect data and analyse it according to accepted models of analysis.
- vii) The ability to evaluate critically available models of analysis.
- viii) The ability to propose alternative (or hypothetical) models of analysis.

6.2 Guidelines for Assessment

The report/study will be marked on the following:

- Presentation
- Introduction
- Core Text
- Conclusion & Recommendations
- References - Harvard system
- Appendix

Review papers, employment based reports and projects will require, as appropriate:

- A title/author page.
- Date of submission.
- An abstract or summary (not to exceed 250 words).
- Acknowledgements (where desired).
- Where appropriate, evidence of consideration of ethical issues should be provided.
- The text, divided into introduction, subsections and conclusions; appendices; references and bibliography (Harvard system).

Marking Criteria for the Report/Study – Marking Descriptors

Mark	Descriptor
Higher Pass	Exceptional quality of work. Shows clear understanding of main facts, issues and concepts. Work has internal consistency and is well organized. It shows good critical insight and originality in thinking and breadth of reading. Can develop ideas rather than simply recount. Is supported by appropriate and accurate language.
Pass	There is understanding of the main facts and issues with attention to underlying themes. Work shows internal consistency, is well organised and demonstrates the ability to select, integrate and interpret material from a range of sources. There is some critical insight. No gross inaccuracies. Adequate reading but lacks originality. Is rarely affected by inappropriate or inaccurate language.
Borderline Pass	Some lack of understanding of main facts, issues and concepts although no serious errors or misconceptions. Does not present work coherently. Fails to show originality. Is weakened by inappropriate and/or inaccurate language. Such work requires reworking rather than inclusion of new material.
Defer/Fail	Main facts, issues and concepts are poorly understood. Contains factual errors or serious omissions. Material is poorly selected. Inadequate breadth of reading. Little effort to interpret or integrate material. Poor writing style. Uses inappropriate / inaccurate language. Such work requires extensive review or may require resubmission possibly involving new pieces of work.

Note: These descriptors may be reviewed by the BAHT ESC and new ones may be introduced.

6.3 Presentation Guidelines

In the following specification some of the requirements of International Standards Office (1997) have been adopted.

Word Count

- Report/studies should not exceed the permitted word limit and if this is breached this could affect the mark awarded. The report/study may not be marked if beyond +/- 10% words.

Typing, printing and copying

- Typeface should be uniform and clear in all copies of the report/study, both for text, tables and illustrations. The minimum height of capital letters is 2mm and the minimum lower case height 1.5mm. The main body of the text should be in black ink on white paper.
- Good photocopies on plain paper are acceptable however the copier should be checked to ensure that extraneous marks are not produced on the copies.

Table of Contents & List of Tables and Figures

- All separate sections of the work, list of figures or tables, references and appendices should be identified on the contents page.
- These are not included in the word count.
- Pages should be numbered consecutively and the position of the page numbers should be consistent throughout the assignment.

The Title Page

The title page should state:

BAHT Level III
Title of Study
Candidates Name
Date

(Total Word Count)

Paper, Margins and Line Spacing

- It is preferable that only one side of the paper be used.
- A full binding margin of a minimum of 40mm must be allowed on the left hand side of the paper and all other margins must be a minimum of 2.5mm.
- A minimum of 1 ½ line spacing should be used.
- Candidates should check the text carefully and make full use of all word processing error checking facilities.

Footnotes

Footnotes should be inserted at the foot of the page and a smaller typeface may be used. A line should be ruled between footnote and text.

Diagrams, Figures, Tables, Illustrations and Other Supporting Material

- Diagrams, figures, tables, illustrations should be placed as near to the relevant text as possible.
- All diagrams, figures, tables, illustrations should be clearly labeled
- Text within tables is not included in the word count.

Essential Material

Material that cannot be included in the main text should be presented as an appendix to the study.

Referencing & Bibliography

Referencing is consistently and accurately applied and follows a recognised convention e.g. Harvard. All sources identified and acknowledged. Plagiarism form completed.

6.4 Ownership of the Material Outcomes:

The ownership of intellectual labour and its material outcome rests with the candidates.

6.5 Submission

- Submission of the report/study should occur within 12 months following the acceptance of the proposal.
- Two copies of the report/study should be submitted to the Secretary, BAHT ESC. The therapist should keep a copy.
- Signed & dated plagiarism form

6.6 Extensions

- Any candidate, who fails to submit the report/study on the designated date, without informing the ESC, will be subject to the ESC decision on late submission.
- Extensions to the submission deadline for sickness or mitigating circumstances can be negotiated with the ESC via the allocated Link person/advisor.
- If the candidate is experiencing any problems which they feel are impacting on their studies it is strongly recommended to liaise with the studies supervisor and Link person/advisor.
- This commonly occurs if ethical approval is required.

7. Organisation and Administration

7.1 Process Towards Approval

- The candidate will provide a CV with evidence of an interest in hand therapy or of involvement in the system.
- The candidate will consider the scope and possible nature of his/her study with a local supervisor of their choice, approved by the Education Committee. The Supervisor will be required to submit a CV to the Committee.
- The candidate will submit a proposal form (appendix 1 and 2), outlining the intentions and a plan of work to the Education Sub-Committee.
- The Education Sub-Committee will allocate a link person/advisor. If the proposal is satisfactory, the candidate will be advised as to how to proceed. If the proposal is unsatisfactory, the candidate is required to make amendments before resubmissions following discussions with the link person.
- Two copies of the report of the study should be submitted within twelve months following acceptance of the proposal.
- 2 Assessors will be appointed by BAHT, to confidentially assess the report/study. The candidate will be informed two months after submission, the results of the assessment. If unsuccessful feedback will be provided and a date to resubmit given.

7.2 Role of Candidate

- a. The candidate has the responsibility for supporting their claim with appropriate evidence. It is imperative that reflection on the learning experience is visible and clearly demonstrated throughout the report/study.
- b. The candidate is responsible for contacting the Link person/advisor allocated to them for support.
- c. Submitting the report/study within the agreed timescale.
- d. Following guidelines within this document.

7.3 Role of Education Sub-Committee

Formal responsibility for the assessment of all claims through the Level III process lies with the Education Sub-Committee who submit verified recommendations to the Executive Committee of BAHT.

In discharging its responsibilities, the Education Sub-Committee makes judgments in respect of applications on the basis of the authenticity, relevance, reliability, sufficiency and validity of the claimed learning. It also considers the appropriateness, currency and quality of the evidence provided.

On behalf of the Executive Committee, the Education Sub-Committee is responsible for:

- a. To provide Level III guidelines to candidates.
- b. To approve the candidate's supervisor.
- c. To allocate a link person/advisor.
- d. To inform the candidate of the outcome of the proposal.
- e. To appoint two assessors for the report/study.
- f. To ensure that assessment of each report/study is undertaken correctly, including liaison with the student, the supervisor, the link person and the assessors, within the relevant deadlines.
- g. To maintain a register of i) Candidates, ii) Link person/Assessors, iii) Supervisors

7.4 Role of ESC Link Person/Advisor

On behalf of the Education Sub-Committee, the ESC Link Person/advisor is responsible for:

- a. Answer queries on the Level III process or refer back to the ESC Secretary as necessary.
- b. Discuss possible information to be included in the CV.
- c. Discuss with the candidate and ESC regarding options for written paper i.e. reviews, employment based report or research study and any other issues that arise.

Note: The ESC Link Person/Advisor is not expected to read and review the report/study. This should be undertaken by the candidates chosen supervisor. The ultimate decision on the final text lies with the candidate. The ESC Link Person/Advisor is not held responsible for the submitted report/study. There is peer support available for the ESC Link Person/Advisor if they feel it is necessary through the BAHT ESC secretary.

7.5 Role of Supervisor

The Supervisor may be the candidate's manager, site administrator or consultant, with experience in the field of research, review, publication, as appropriate. (A short CV will be required by BAHT ESC).

The responsibilities of the supervisor include:

- a. To communicate with the student on a regular and frequent basis. A minimum of 10 hours supervision is recommended.
- b. To ensure that ethical approval is sought where deemed necessary.
- c. To discuss and agree the topic, the scope and resource implications of the study.
- d. To enable the candidate to reflect upon the outcomes of the study so that findings are appraised.
- e. To ensure that the student receives advice on matters relating to the presentation of the work to ensure that the project reaches completion within the deadlines. Important in this process is that the findings of an investigation are clearly articulated, the implications for further investigation given evaluation and areas of speculation clearly indicated.
- f. To liaise if appropriate with the ESC Link Person/Advisor.
- g. To read, review the project/report as required.

7.6 Role of Assessors

In keeping with good practice the role of the Assessor cannot be undertaken by the ESC Link Person/Advisor. Two Assessors will be appointed by the BAHT ESC.

The responsibilities of the Assessors include:

- a. To independently, objectively and confidentially assess the report/study on a Pass/refer basis using the marking criteria in appendix 3.
- b. The Assessors will provide written feedback, which will be normally returned to the candidate by the Education Sub-Committee within eight weeks of submission.
- c. To ensure that the report/study achieves the learning outcomes and that the standard of work is appropriate for Level III.

Note: In the event of disparity regarding the assessors' evaluation being unresolved by arbitration, an external verification is achieved through the appointment of an External Verifier. External Verifiers are nominated (if necessary) by BAHT ESC on the basis of particular knowledge and expertise in Hand Therapy. An External Verifier gives independent advice and assists in maintaining quality and good practice in the Level III procedures and processes. External Verifiers provide written feedback to the Secretary, BAHT ESC.

8. Alternative Methods of Gaining Level III

8.1 Accreditation of Prior Learning (APL)

APL Level III Guidelines are available for therapists who are more experienced and have previously carried out a project which equates in content and length to a Level III project. If you wish to utilise work previously completed you must use the APL route at Level III. Submission of this project (with possible re-writing) and a portfolio is required.

8.2 Liverpool

Therapists who have successfully completed their Post Qualification in Professional Studies (Hand Therapy) at Liverpool University can equate their qualification with 6 BAHT points at Level II and 5 BAHT points at Level III. Evidence of this qualification needs to be enclosed with form AHT1 when putting together the application for the qualification Accredited Hand Therapist (BAHT).

8.3 Derby MSc

Therapists who have successfully completed a MSc Hand Therapy through Derby University can equate the qualification with 6 BAHT points at Level II and 5 BAHT points at Level III. Evidence of this qualification needs to be enclosed with form AHT1 when putting together the application for the qualification Accredited Hand Therapist (BAHT).

9. Fees for Level III

- | | |
|---|------|
| 1. Registration Fee
(for admin costs) | £ 30 |
| 2. For submission
(£50 to 2 assessors) | £100 |

10. Level III Flow Chart

Stage	Action by applicant	Responses and those responsible	Points
Pre-entry	<ul style="list-style-type: none"> request Level III information from BAHT ESC secretary receive notification of ESC Link Person/Advisor decide to proceed: register application for Level III & CV candidate identifies supervisor who approved by BAHT ESC pay assessment charge to BAHT ESC receive confirmation of registration 	<p>information, including objectives & structural guidelines, sent by secretary BAHT ESC</p> <p>BAHT ESC & Secretary of BAHT ESC</p> <p>Candidate</p> <p>Secretary BAHT ESC</p> <p>LEVEL III PROJECT COMMENCES</p>	<p>Level I = 1</p> <p>Level II = 2 x 3</p> <p>Level III = 5</p>
Preparation	<ul style="list-style-type: none"> reflect on experience & achievements with assistance use check lists to compare experience & achievements with those stated in the objectives for the level being considered prepare a profile of own learning using objectives listed identify sources of evidence identify any areas needing further study/experience 	<p>Assistance given by ESC Link Person/Advisor Applicant</p> <p>Applicant & supervisor</p> <p>Applicant & supervisor</p> <p>Assistance by ESC Link Person/Advisor</p>	
Gathering evidence	<ul style="list-style-type: none"> assemble evidence for each objective in the level being considered produce report/study of evidence conforming to Level III structural guidelines given by BAHT ESC 	<p>Guidance given by supervisor & liaison with ESC Link Person/Advisor</p>	
Assessment	<ul style="list-style-type: none"> submit report/study within 12 months of commencement date produce additional evidence as required 	<p>Submission considered by Assessors & ESC if required</p> <p>Requirements advised by secretary BAHT ESC</p>	
Accreditation	<ul style="list-style-type: none"> informed of pass or refer/refer candidates given chance to re submit report/study all candidates provided with feedback 	<p>Assessors' recommendations/feedback provided</p> <p>Recommendation by Assessors to BAHT ESC</p> <p>Decision taken by BAHT ESC, then recommended to Executive Committee</p>	

SECTION 3

Appendix 1 – Study Proposal Guidelines

All proposals should be made on this standard proposal form (appendix 2). The form consists of 4 pages, comprising sections A to G.

Please complete all sections of the form, either in typescript or hand written. If typed please make characters a minimum of 12pt. If hand written please use black ink and block letters.

Section A: Title

Section B: Project Summary

Section C: Background to the Project

The details of the project should be set out as follows:

1. **Literature review** – give a concise summary of the existing state of knowledge in the field.
2. **Problem statement** – using two or three sentences give a statement of the existing problem and the purpose of the study.
3. **Hypothesis / research question (if applicable)** – state clearly and unambiguously your hypothesis and research question.
4. **Definitions of terms** – provide definitions of any terms that will be used in the study.
5. **Limitations** – list the factors, which may limit the scope of the study.

Section D: Plan of Investigation

The details of the plan of investigation should be set out as follows:

1. **Study design / method** – describe the kind of research design and / or study method that is to be employed to test the hypothesis, answer the research question or problem (s) identified).
2. **Measurement device / instrument** - describe the tools that will be used to collect the relevant data for your study. Indicate rationale for selecting them

and also any shortcomings they may have which could impose limitations on the study.

3. **Sample selection (if applicable)** – describe exactly how you will select the sample for the study and the number of participants you will use. Identify the method to be used. Indicate how the anonymity and confidentiality of the participants will be ensured and how the rights of human participants will be protected.
4. **Data collection and procedure** – describe in detail exactly how you plan to carry out the study.
5. **Data analysis (if applicable)** – give an indication of the measures that will be utilized to analyse data collected.
6. **Timescale** – give a brief project timetable.
7. **Local Research Ethics Committee (LREC)** – approval has to be obtained and evidence provided of this.

Section E: References

1. Use Harvard referencing format.
2. Only key references are required in the proposal.

Section F: Declaration

- The applicant **MUST** sign this section.
- Eight copies of the completed application form and a Brief CV including details of courses completed along with a cheque for £100 payable to **The British Association of Hand Therapists** should be returned to the Secretary, BAHT Education Sub-Committee.
- A CV of the supervisor should also be returned to the Secretary, BAHT Education Sub-Committee.
- The proposal will be considered at the next Education Sub Committee meeting.
- Confirmation will be received of receipt of the proposal with an anticipated date of reply from the committee.

Section G: Previous Accreditation Points

- Dates, courses &/or APL of previously acquired BAHT points.

Appendix 2 – Level III Registration Form

Section F: Declaration by applicant

'I declare that the information given on this form is complete and correct.'

Signature:

Full Name:

Date:

Supervisor

'I declare that I support this application.'

Signature:

Full Name:

Address:

Date:

NOTE:

- Candidate & Supervisor to submit a CV with Registration Form
- Original signed forms are required for the registration form & the plagiarism form
- None of the paperwork will be returned, therefore, please keep a copy

Section G: Previously Acquired BAHT Accreditation Points

	Course / Accreditation of Prior Learning (APL) Title & Venue	Date
Level I		
Level II		
Level II		
Level II		

Others		

Appendix 3 – Plagiarism Form

**British Association of Hand Therapists
Level III Plagiarism Form**

Plagiarism is intellectual theft & is a serious form of cheating. It is the act of presenting as one's own, the ideas (including images & designs), discoveries or judgements of another person. To copy extracts without full acknowledgement (whatever the medium in which the text or image is stored), from someone else's work & to thereby convey the impression that they are one's own is plagiarism. So is the paraphrasing – restating in one's own words – of someone else's ideas without full acknowledgement. We all utilise the ideas of others; we have a most serious obligation to acknowledge them meticulously.

Plagiarism

A declaration of academic integrity

“I have read & understood the regulations on plagiarism & the work submitted is my own”

Signed: _____ **Date:** _____

Candidates Name Printed: _____

NOTE: Original signed forms are required for the registration form & the plagiarism form

Appendix 4

Level III Marking Criteria

NAME			
TITLE OF STUDY			
DATE OF SUBMISSION		MARKED DATE	

Written Paper Please circle type of paper and use relevant marking criteria.	Review Paper	Employment-based Report	Research Project
--	---------------------	--------------------------------	-------------------------

	PASS	REFER	COMMENTS
<u>All Written Papers</u>	There is a cover page stating the following: Title, clinical/institutional setting, date of submission, name of author, word count.	Not all required elements are stated.	
Presentation/structural criteria	A professionally presented piece of work, carefully and logically organised with numbered pages preceded by a list of contents.	The paper is poorly presented with little to no attention to detail e.g. contents list is incomplete and/or inaccurate, pagination is absent or intermittent.	
	Grammar and spelling are correct, all passages of continuous prose are presented in a fluent style, meaning is clear.	Grammar and spelling are uncorrected and in sections of prose, at times, the meaning is unclear.	
	Tables and/figures, where used, are clearly labelled and included in the contents page. Tables/figures are used with discretion and their inclusion clearly explained in the text.	Tables and/figures are not systematically labelled and not included in the contents page. Tables/figures are used without explanation and do not aid the reader's understanding of the paper.	

	PASS	REFER	COMMENTS
	Abstract or summary -250 words max. Includes purpose and outcome/s of study.	Abstract exceeds the word count and /or does not give clear purpose or outcome of the study.	
Statement of ownership	Signed by author, countersigned by supervisor OR by representative of steering group	One or both signatures are absent.	
Word count 2,000 – 3,000	Word count is stated and the work is within the word limit.	Word count not stated / is deemed to be inaccurate. Word limit exceeded by more than 10%.	
Referencing including bibliography	Referencing is consistently and accurately applied and follows a recognised convention (e.g. Harvard) which is stated. All sources identified and acknowledged. Plagiarism form completed.	Referencing is inconsistently and/or inaccurately applied and does not follow a recognised referencing convention. Not all sources are acknowledged in the text. Evidence of plagiarism.	
Appendices	Appendices are used as appropriate and follow the reference section. They are clearly numbered and included in the contents page.	Appendices are used inappropriately e.g. to present information which should have been a part of the main text. They are not clearly numbered and/or are not included in the contents page.	
Ethical issues	Acknowledgment that ethical issues have been considered and the relevant action taken i.e. ethical approval: consent forms/letters are included.	Ethical issues not addressed / acknowledged. Where consent is deemed necessary, absence of consent forms / letters etc.	
Contribution to the field of Hand Therapy	Study augments / provides an argued alternative to the literature associated with the nominated topic of study.	Study provides little support or new knowledge to the nominated topic of study.	

	PASS	REFER	COMMENTS
<u>Mandatory for all written papers</u>	Evidence of familiarity with the critical, methodological & theoretical literature associated with the field of enquiry.	Little or limited evidence of familiarity with the critical, methodological & theoretical literature associated with the field of enquiry.	
	Able to sustain, from evidence submitted, a reasoned argument and to draw consistent and coherent conclusions.	Limited ability to use the evidence submitted to sustain a reasoned argument and to draw consistent and coherent conclusions.	
	Able to reflect in a mature fashion upon the outcomes /conclusions of the study and to be self-critical in assessing the contribution that the study makes.	Little or no evidence of an ability to reflect in a mature fashion upon the outcomes /conclusions of the study and/or to be self-critical in assessing the contribution that the study could make.	

Review Paper	PASS	REFER	COMMENTS
Literature review	Wide range of literature is reviewed relevant to the topic with evidence of critical appraisal.	Limited range of literature reviewed or some is irrelevant to the topic being addressed.	
Strands of thinking and research	Evidence of understanding of the various strands of thinking and research in the topic area and an ability to synthesise these.	Little or no evidence of understanding of the various strands of thinking and research in the topic area with limited ability to synthesise these.	
Review of topic	Topic is reviewed from a variety of sources of evidence, demonstrating a good knowledge of the topic area.	Topic is reviewed from limited sources of evidence.	
Evaluation of perspectives	Demonstration of an ability to critically evaluate different perspectives.	Little evidence of critical evaluation of perspectives and/or tendency to biased, unsupported viewpoints.	
Evaluation of study & placement in context	Realistic appraisal and evaluation of study. Implications for future practice are summarised. Clear conclusions made.	Appraisal and evaluation of the study is limited. Inability to recognise / identify implications for future practice. Unsubstantiated or invalid conclusions	

Employment-based Report	PASS	REFER	COMMENTS
Introduction	Introduction clearly identifies the issue/ topic to be discussed.	Introduction is vague and the topic for discussion is not clearly identifiable.	
Literature review	Wide range of literature is reviewed from both published and unpublished sources all of which are relevant to the topic with evidence of good critical appraisal.	Limited range of literature reviewed or some is irrelevant to the topic being addressed. Little or no evidence of critical appraisal.	
Review of information	Other information presented is critically appraised and synthesised and leads the reader logically to the issue for discussion.	The information is presented in a descriptive manner with little or no critical appraisal. The reader is unsure of the final issue for discussion.	
Review of possible responses / solutions.	Possible responses / solutions are clearly presented and reviewed.	Possible responses / solutions are unclear and not systematically reviewed.	
Evaluation of responses / solutions.	The possible responses / solutions are clearly evaluated and critically appraised.	Little to no evidence of evaluation or critical appraisal of possible responses / solutions.	
Proposed response / solutions.	The proposed response is identified with clear justification for its choice.	The proposed response is described but little to no rationale or justification for its choice.	
Conclusion & Evaluation	Conclusions well argued and substantiated.	Unsubstantiated or invalid conclusions.	

Research Report	PASS	REFER	COMMENTS
Introduction	Clear introduction to the project. Topic related to hand therapy identified and focus of study is consistent and maintained throughout.	Introduction is absent or brief. Link to hand therapy is unclear and focus of study is not maintained.	
Literature review	Wide range of literature is reviewed relevant to the topic with evidence of good critical appraisal.	Limited range of literature reviewed or some is irrelevant to the topic being addressed. Literature is described rather than appraised.	
Research method	Thorough grounding in possible research methods for the topic area with clear justification for the method chosen.	Little evidence of knowledge of research methods and no justification for the method chosen for the study.	
	Able to collect data and analyse it according to accepted models of analysis.	Inappropriate choice of research method – subject/s, OR instrument/s OR method/s of data analysis.	
	Able to briefly critically evaluate available models of analysis and to propose alternative (or hypothetical) models of analysis	Little or no evidence of critical evaluation of available models of analysis.	
Results	Results are clearly and logically presented in a range of appropriate forms for the data collected e.g. tables, graphs etc.	Results are not clearly presented and/or are in inappropriate forms OR with heavy reliance on one format.	
Discussion	Discussion reflects the data collected and analysed. There is realistic evaluation of the research method used with possible alternatives if appropriate.	Discussion does not reflect the data collected or analysed. There is little or no evaluation of the research method used.	
Recommendations Conclusion	There are recommendations for future research related to the topic area. Conclusions well argued and substantiated.	Recommendations are unclear, unrealistic or unrelated to topic of study, Simplistic or brief conclusion. Unsubstantiated or invalid conclusions.	

Assessor Feedback

Assessor One	Assessor Two
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OVERALL COMMENT:

DECISION AND RECOMMENDATIONS

PASS	Yes	No
Refer	Yes	No

Signature of Assessor	
Name of Assessor	
Date	

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