

BAHT Strategic Plan 09 - 12

To ensure that the over-riding aim of BAHT remains key to the functioning of the association.

To meet the aims and objectives as set out in this strategic plan in order to:

1. Advance and promote the study and general knowledge of treatment of the hand.
2. Publicise and promote understanding and information in order to encourage high standards of care and research in this field.

1) Sustain the viability of BAHT			
a) Financially			
Objective	Action Plan	By Whom	Time Frame
Control and monitor the funds of the association to ensure the capital is maintained	<ul style="list-style-type: none"> • Review of funds/accounts 	EC	Every EC meeting (bi-monthly)
	<ul style="list-style-type: none"> • 6 monthly meeting with bank regarding investment performance 	Director of Finance & Chair	January & Sept (pre-AGM)
	<ul style="list-style-type: none"> • Budget planning 	EC (lead by Director of Finance)	Annually (Nov)
Security of the funds	<ul style="list-style-type: none"> • Protocols and procedures in place to ensure accountability of funds 	Chair & Director of Finance with advice from BAHT legal advisors	Annual audit (Aug)
	<ul style="list-style-type: none"> • Safety checks in place 		Ongoing safety checks throughout year

BAHT Strategic Plan 09 - 12

Job descriptions for all committee members	<ul style="list-style-type: none"> • Provide job descriptions for all members • Aims & objectives for each director / committee member 	Individual committee members Chair of EC and ESC	Ongoing (with annual review) Ongoing (reviewed at committee meetings)
Support all new committee members	<ul style="list-style-type: none"> • Induction pack for committees • Mentoring / support for new members 	Director of Admin All committee members	Reviewed annually Ongoing
Promote inter committee working & communication between committees	<ul style="list-style-type: none"> • Recognition of work carried out by all committee members • Continue joint committee meetings 	Chair Director of Admin	Ongoing Ongoing
c) Staffing			
Objective	Action Plan	By Whom	Time Frame
Ensure appropriate staff are employed	<ul style="list-style-type: none"> • Interviewing procedure • CRB checks of new staff • Ensure references are provided for all new staff 	Chair & Director of Admin	When new employees required

BAHT Strategic Plan 09 - 12

2) Professional Links			
Objective	Action Plan	By Whom	Time Frame
To maintain links with professional bodies – CSP & COT	<ul style="list-style-type: none"> • Maintain CSP CIG role and attend CIG meetings • Investigate COT opinions on joint professional CIG being supported by COT 	CIG rep Director of Admin	Ongoing Annual enquiry
To maintain international links with IFSHT & EFSHT	<ul style="list-style-type: none"> • Attend EFSHT & IFSHT meetings • Maintain active contact with EFSHT & IFSHT committees • Support EFSHT accreditation system 	Chair ESC	Ongoing Ongoing
Promote BAHT with healthcare & government bodies	<ul style="list-style-type: none"> • Investigate potential links with HPC • Investigate potential for BAHT to become resource for NICE 	Director of PR	Ongoing through 3 year plan
Develop the link with BSSH, raising the profile of BAHT with BSSH	<ul style="list-style-type: none"> • Increase the BAHT President profile and develop the role • Continue links in relation to future IFSHT/IFSSH conference bids 	Chair & Director of Admin Chair	Ongoing through 3 year plan Review in 2010/2011
3) Research & Development			
Objective	Action Plan	By Whom	Time Frame
Establish from the membership the	<ul style="list-style-type: none"> • Review via conference, journal, 	Chair, Director of	One form of review

BAHT Strategic Plan 09 - 12

priorities for research	direct mail and regional groups	Membership, Director of Research & Director of Regions	annually
Follow through research questions raised at conference	<ul style="list-style-type: none"> • Potential to pump-prime research within BAHT membership with link to research grants. • Highlight potential research questions to membership in e-bulletin and/or journal. 	RGRC, Director of Research & Director of Bursaries E-bulletin co-ordinator & journal editor	Ongoing (with annual grant award in April) Publicised x1 per year before grant submission deadlines
Promote and develop researchers	<ul style="list-style-type: none"> • Establish a network of those doing research via regional groups • Provide financial assistance via research grants to BAHT members submitting proposals 	Director of Research, Director of Regions & RGRC EC & RGRC	Ongoing Annual award scheme
Promote the sharing of research findings	<ul style="list-style-type: none"> • Inform membership on how to publish • Publishing abstracts in the journal of MSc / level III projects 	Journal editor Journal editor & ESC	1 article each volume Ongoing

BAHT Strategic Plan 09 - 12

4) Educational Development			
Objective	Action Plan	By Whom	Time Frame
Promote the AHT system	<ul style="list-style-type: none"> • Stand and presence at conference • Highlight in e-bulletin 	ESC	Annually
		ESC Chair and e-bulletin link	Ongoing
Ensure the AHT system is accessible and appropriate to all members	<ul style="list-style-type: none"> • Provision of electronic and paper copy support • Member of ESC specifically highlighted to assist members through AHT process 	ESC & BAHT secretary	Ongoing
		ESC	Ongoing
Ensure recognition of AHT to a wider group including CSP/COT/BSSH & government bodies	<ul style="list-style-type: none"> • Investigate recognition process with CSP/COT/BSSH & HPC 	CIG Rep, Director of Membership & ESC	Ongoing
Ensure that BAHT are involved in the European system for an AHT	<ul style="list-style-type: none"> • Representation at EFSHT & EFSHT education sub-committee meetings 	Chair & ESC rep	Annual EFSHT meeting
Maintain wide range of BAHT validated courses to meet all BAHT members needs	<ul style="list-style-type: none"> • Evaluate members' needs regarding education via questionnaire and verbal discussion at courses/conferences/regional group meetings 	ESC	Bi-annual questionnaire

BAHT Strategic Plan 09 - 12

5) Communication			
Objective	Action Plan	By Whom	Time Frame
Website Develop the website to meet the needs of the members	<ul style="list-style-type: none"> • Assess current website • Elicit the views of members on the website and establish their needs • Provide an action plan to meet the needs established • Investigate potential links with CSP 	Chair, Director of Admin, Director of PR & ESC representative Directors of Membership & PR Chair Chair	2009 Spring 2009 e-bulletin Summer 2009 Spring 2009
Conference Develop the conference format to encourage sharing of information with members	<ul style="list-style-type: none"> • Link conference topics to member education/research objectives • Encourage free paper/poster presentations • Link conference programme to feedback from delegates 	Chair, Director of Research, Director of Membership & ESC E-bulletin co-ordinator Chair & Director of Regions	Annually (Nov) Annually (Nov) Annually (Nov)

BAHT Strategic Plan 09 - 12

<p>Ensure conference is financially viable and where possible used as income generation</p>	<ul style="list-style-type: none"> • See income generation section earlier • Plan programme to ensure maximum attendance 	<p>All directors</p>	<p>Annually (Nov)</p>
<p>Journal Establish new journal (Hand Therapy) with RSMP publishers and promote new online and print copies</p>	<ul style="list-style-type: none"> • Review contracts with BAHT solicitors • Promotion via RSMP contacts, EFSHT & IFSHT links • Secure continued link and support from EFSHT 	<p>Chair & BAHT solicitors</p> <p>Chair, RSMP & Editor</p> <p>Chair</p>	<p>Jan 2009</p> <p>Ongoing</p> <p>Annually (June)</p>
<p>Evaluate the new format of the journal and continue to develop the ideas on format and information provided to members</p>	<ul style="list-style-type: none"> • Encourage reader feedback within journal article • Survey a selection of Hand Therapy subscribers 	<p>Journal editor</p> <p>Journal editor, journal link & Director of Membership</p>	<p>Ongoing</p> <p>Annually (Aug)</p>
<p>Ensure the smooth change over of editor</p>	<ul style="list-style-type: none"> • Identify support network for editor • Formulate job description/person spec for role • Establish 1 year handover period 	<p>Chair</p> <p>Journal editor</p> <p>Journal editor & Chair</p>	<p>Ongoing</p> <p>Feb 2010</p> <p>When necessary</p>
<p>d) Regional Groups Establish greater links with current regional groups</p>	<ul style="list-style-type: none"> • Contact each regional group lead with information on other groups (within data protection law) and 	<p>Director of Regions</p>	<p>Annually (April)</p>

BAHT Strategic Plan 09 - 12

	BAHT areas of assistance		
Identify the support needed for groups	<ul style="list-style-type: none"> • Possible national meeting of group leaders • Director of Regions to remain in contact with all groups 	Director of Regions	Ongoing
Provide support for new groups	<ul style="list-style-type: none"> • Recognition of smaller units and those working in isolation and encourage group meetings 	Director of Regions	Ongoing
General Encourage membership involvement in the running of BAHT	<ul style="list-style-type: none"> • Ongoing surveys of member views related to running of BAHT (research, education, journal, e-bulletin, website, conference) • Encourage new members onto committee places • Respond to member correspondence promptly 	All directors	Ongoing
Provide national map showing where members are based	<ul style="list-style-type: none"> • Survey members at conference and those attending regional groups to gain information • Investigate best format for national map and potential cost of process 	Director of Regions & Membership Director of Regions & Finance	Annually at conference Over course of 3 year plan