

**British Association of Hand Therapists  
(BAHT)**

**Accredited Hand Therapist (AHT)  
Guidelines**

Revised July 2021

This document replaces all previous versions.

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## 1. Rationale and Philosophy

The Accredited Hand Therapist (AHT) Award is given in recognition of an individual therapist's experience, knowledge, skill, and their personal contribution to the specialism. It provides a goal for therapists completing the British Association of Hand Therapists (BAHT) accredited courses by achieving points towards accreditation. Anyone not in full time clinical practice who are in a role that provides education &/or research for the upper limb are encouraged to apply for AHT re-accreditation & will be considered on an individual basis"

## 2. Application Process

2.1 The applicant must be a member of BAHT and fulfil all the application criteria before submitting their application.

### 2.2 The Application

Applications must be submitted electronically AND original hard copies of requested documents sent by post to the BAHT AHT co-ordinator.

The email address for the AHT co-ordinator can be found on the Application Form, and the postal address should be requested via email.

Supporting evidence needs to be scanned and organised in such a way that makes it possible to be sent and read easily. Further guidance on this is given at the end of this document.

Full payment of the administration fee must be received before an application will be reviewed by the Education Sub Committee (ESC).

### 2.3 Assessment

Applications are processed by the AHT coordinator and assessed by two members of the BAHT education sub-committee, then verified at the education sub-committee meeting.

2.4 Following the meeting, the AHT co-ordinator will contact the applicant with the outcome, this is usually done by email with attached confirmation letter.

2.5 AHT awards are presented at the annual BAHT conference. If the applicant is unable to attend the conference their certificate can be emailed, and badge posted.

### 3 Criteria for AHT Award

- Applicants must be a member of BAHT.
- Applicants must have accumulated 12 BAHT points.
- Applicants should be actively working clinically in Hand Therapy.
- 4000 clinical/teaching/research hours in hand therapy must be demonstrated and verified in the clinical log.
- 3 Guided testimonials must be provided - see below.
- Applicants must be able to demonstrate:
  - (Within an extended CV and/or attached application form)
  - Promotion of the specialism.
  - Clinical expertise at an advanced level.
  - Evidence of continuing learning and development.
  - Management and leadership skills within the specialism.
  - A personal contribution to Hand Therapy.

Applications should not be made until all 12 points have been accumulated, and the above criteria is satisfied. The last piece of work should have been completed no more than two years prior to submission of the application.

#### 3.1 Number of points required for Accreditation

At level 1	1 point
At level 2	6 points
At level 3	5 points
<u>Total</u>	<u>12 points</u>

## 3.2 BAHT Points can be achieved in the following ways:

**(Please see level specific guidelines for full, up to date details)**

Level	Route	Information required	Points
<b>Level 1 1 point required</b>	Awarded on successful completion of an examined BAHT level 1 course	Enter date and venue of course. Certificate evidence required	<b>1</b>
	2 years full time +/- split post/part-time equivalent experience in hand therapy	Please enter dates and location in which you gained this experience. No certificate is required	<b>1</b>
<b>Level 2 6 points required</b>	Awarded on successful completion of an examined and assessed BAHT level 2 course	Enter date, venue and title of the course. Certificate evidence required	<b>2</b>
	Accreditation of Prior Learning (APL) <b>See APL guidelines for obtaining level 2 points via this route</b>	Enter date, speciality topics and points awarded. Certificate evidence is required.	<b>2</b>
	BAHT educator points	Enter this under APL. 9 hours lecture/workshop of varied topics = 2 points at level 2 Evidence required.	<b>2</b>
	<b>Any combination of the above can be used to accrue the required 6 level 2 points</b>		
<b>Level 3</b>	Awarded on successful completion of a Level 3 submission (via validation or APL) <b>See level 3 guidelines</b>	Enter date of award and project title. Level 3 certificate evidence required.	<b>5</b>
	Awarded on publication of article in the Hand Therapy journal. <b>See level 3 guidelines</b>	Enter proof of publication. Level 3 certificate evidence required	<b>5</b>
	Awarded on the successful completion of a BAHT validated MSc module <b>see level 3 guidelines</b>	Enter date of course, venue and result (where applicable). Level 3 certificate evidence required.	<b>5</b>
	Awarded on the successful submission of portfolio work following completion of a BAHT non-validated MSc module <b>see level 3 guidelines</b>		<b>5</b>
<b>University route to AHT Levels 1-3</b>	Completion of University of Derby MSc in Hand Therapy. 4 modules required: <ul style="list-style-type: none"> <li>- Assessment of the hand and upper limb</li> <li>- Treatment modalities</li> <li>- Hand conditions and interventions</li> </ul>	Enter date of modules and completion of the course. Evidence of completion of the course is required plus supporting letter/testimony from course tutor	<b>12</b>

	- Hand therapy in practice		
	Completion of University of Essex Postgraduate Certificate Advanced Musculoskeletal Assessment and Practice (Hand Therapy)		
	Completion of Phd relating to Hand Therapy at Uk University		

- In the event of the most recent BAHT points being awarded outside of the 2-year requested time frame, an additional piece of supporting work should be provided. This should take the form of a 500-word reflective synopsis of how the candidate's study has influenced their role and enhanced their learning and development as a hand therapist since its completion.

#### 4 Log of Clinical Hours

- 4.1 The application should be supported by a log of clinical, teaching and/or research hours spent in or relating to Hand Therapy. A minimum of 4,000 hours (i.e. the equivalent of two and a half years' full-time) clinical work is required. This log should be signed by an appropriate supervisor/manager. See appendix C
- 4.2 **Overseas Applicants**  
The AHT award is based on a working knowledge of hand therapy practice in the United Kingdom (UK). To ensure parity, overseas applicants with less than 50% of their clinical experience gained in the United Kingdom will be awarded an overseas accreditation which will be known as **AHT (overseas)** and will recognise where they have completed the majority of their clinical hours.

#### 5. Testimonies

- 5.1 Three written testimonies should be provided. Each testimony should take the form of a short statement provided by someone who is able to judge the worth and quality of the applicant's work, experience and expertise. This may be illustrated by reference to observation of particular incidents.
- 5.2 Each testimony must provide the name, position, title and contact details of the person who has compiled the testimony, be signed and dated by that person and presented on letter headed, traceable paper. Electronic signatures will be accepted.
- 5.3 Each testimony should reflect a different aspect of the candidate's skills and knowledge pertinent to hand therapy. At least one testimony should be from a colleague, one from a line manager and one from a consultant hand surgeon who has worked with the candidate within the last two years.

## 6. Payment

- 6.1 Application fees are required on submission of an application to commence the accreditation process. Fees must be paid electronically by BACS transfer or over the phone. Please contact the BAHT secretary using the contact details below:

Cheques can no longer be accepted by BAHT.

**Please contact: Eve Dunn** (Clerical and Admin Assistance, BAHT)

**WORKING HOURS:** Monday to Thursday 1-5.30pm, Friday 12-2pm

**Tel: 01473 788554 or 07928896144**

**Email: bahthandtherapy@gmail.com**

## 7. Extenuating Circumstances

The ESC will consider extenuating circumstances such as maternity leave and provide individual guidance as needed.

Queries should be made to the AHT coordinator.      baht.aht@gmail.com

## APPENDICES



Appendix A: Application form for Accredited Hand Therapist (AHT) award (BAHT)

Title: Name:	Address:
	Postcode:
BAHT Number:	E-mail:
	Tel No:
Place of work:	
Date of Application:	Professional Qualification:

**Criteria Checklist**

- Member of BAHT
- 12 BAHT points
- Actively working clinically in Hand Therapy\*
- 4000 clinical/research/teaching hours in hand therapy
- 3 Guided testimonials - as below
- Extended CV – as below
- £30 application fee

\* In applying for accreditation, you must confirm that you have been actively practicing in the field of hand therapy over the last two years minimum. Actively practicing means “drawing on your professional skills/knowledge in the course of your work” and it is a personal decision as to whether your work fulfils this. This is in line with guidance from the Health Care Professions Council. The Education Sub Committee will consider extenuating circumstances such as maternity leave and provide individual guidance as needed.

**Please send:**

**By email or GDrive: [baht.aht@gmail.com](mailto:baht.aht@gmail.com)**

**Full application form, CV and ALL supporting documentation**

**By post:**

**Original signed application**  
**Signed log of clinical hours**  
**Signed testimonials**

Postal address can be obtained from BAHT administrator or AHT Co-Ordinator

I hereby apply to become an Accredited Hand Therapist (BAHT)

Signed.....

Date.....

By signing above, you are consenting, if successful, for your name to appear on the online register of accredited hand therapists. Please tick the box if you **do not** wish your name to be added

Please tick the box to give permission for your name to be shared on BAHT e-bulletin

Please tick the box to give permission for your name to be shared on BAHT Twitter and provide your Twitter handle

.....

Contact details:

Eve Dunn 01473 788554 or 07928896144

AHT Co-ordinator [baht.aht@gmail.com](mailto:baht.aht@gmail.com)

Postal address for applications should be obtained from the BAHT secretary or AHT coordinator

Application FormBAHT Points

## Level 1

Date of course/Years of experience in hand therapy	Venue	Points

## Level 2

Date of course/ APL award	Course attended/APL Speciality	Venue	Points

## Level 3

Date of course/APL Award	Nature of work submitted/Route	Title of work submitted	Points

<b>Total Points</b>	
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## Appendix B: Curriculum Vitae

Applicants may either complete the following template or use it as a guide to structure their own CV.

<p><b>Summary of current role (250-500 words)</b></p>		
<p><b>Clinical Log</b> – Number of hours completed</p>		<p>Please post <b>original</b> signed log with application</p>
<p><b>Professional Experience (250 words maximum)</b></p> <ul style="list-style-type: none"> <li>● Postgraduate experience in Hand Therapy</li> <li>● Years of experience</li> <li>● Location of work, responsibilities and, where appropriate, reflections</li> <li>● Present post including clinical, educational and managerial responsibilities. This section gives the candidate the opportunity to reflect on their role/s alongside their clinical expertise including assessment and treatment skills.</li> </ul>		
<p><b>2. Courses/Qualifications pertinent to Hand Therapy</b></p> <ul style="list-style-type: none"> <li>● Qualifications and dates (university, etc.)</li> <li>● Short courses, with subject/field and date(s)</li> <li>● BAHT validated courses</li> </ul>	<p>Please list below any <b>relevant</b> courses attended or qualifications gained <b>with a <u>short reflection for each example</u></b></p> <p>Please <b>scan and attach certificates</b> (where relevant) and cross reference to the list above.</p>	

Title of Course / Learning experience	Date Attended	Brief reflection	Evidence Attached?
<p><b>3. Promotion of specialism / sharing of expertise</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>● in-service training planning and involvement</li> <li>● teaching both within the workplace and outside.</li> <li>● organisation of outside speakers</li> <li>● organisation of BAHT validated courses &amp; teaching input</li> <li>● experience as an External Representative for BAHT, assessor / advisor for Level II / Level III projects and APL</li> </ul> <p>Wherever practicably possible evidence of the above e.g. programmes, feedback from attendees</p>	Example 1		
	Example 2		

<p>etc. should be <b>scanned and attached to the application</b> and cross referenced within this form. The assessors are also looking for demonstration of learning from the above in the examples given.</p>	<p>Example 3</p>
<p><b>4. Management Skills</b></p> <ul style="list-style-type: none"> <li>● experience in day-to-day management/organisation of caseloads within Hand Therapy services;</li> <li>● experience in supervising other staff e.g. colleagues, students, support workers;</li> <li>● experience in evaluation and audit pertinent to Hand Therapy.</li> </ul> <p>Wherever practicably possible evidence of the above e.g. programmes, feedback from colleagues etc. should be <b>scanned and attached to the application</b> and cross referenced within this form.</p>	<p>Example 1</p> <hr/> <p>Example 2</p> <hr/> <p>Example 3</p>
<p><b>Personal contribution to development of hand therapy (500 words approx.)</b></p> <ul style="list-style-type: none"> <li>● personal statement by applicant</li> </ul> <p>Other evidence could be:</p> <ul style="list-style-type: none"> <li>● statement of research studies completed</li> <li>● presentations of research findings (publications &amp;/or presentations at conferences)</li> </ul> <p>The assessors are also looking for demonstration of learning from the above.</p>	<p>Personal Statement</p>

<p>Wherever practicably possible evidence of the above e.g. programmes, feedback from colleagues etc. should be <b>scanned and attached to the application</b> and cross referenced within this form.</p>	
<p>3 Guided Testimonies</p> <p>Please post originals with application</p> <p>See the AHT application guidelines for guidance</p>	<p>Names of Testimonies</p> <p>1)</p> <p>2)</p> <p>3)</p>

This book is for recording clinical hours worked within the field of hand therapy. Its primary purpose is to provide evidence of your time spent actively working with patients / clients for whom hand trauma / disease is the principal diagnosis. This evidence is required when submitting an application to the Education Sub-committee of BAHT for various routes to attaining Accredited Hand Therapist status e.g. Accreditation of Prior Learning. It can also be used to demonstrate the area/s in which you work / have worked for re-accreditation.

Please complete each entry with the required information. It is imperative that you obtain the signature of your line manager or in the case of Private Practice a Consultant for whom you work.

It is your personal record and so it is in your interest to keep it safe and to make entries as and when necessary. It is only necessary to enter the end date when moving from one clinical area to another or when changing employer / Directorate.

## Appendix C: Clinical Log

### British Association of Hand Therapists

### Clinical Log

**Name:**

**BAHT membership No.**

**Current work address:**

**Contact telephone number:**

**Total number of hours claimed:**

**Declaration:**

*"I declare that I believe this clinical log to be a true record of the hours I have worked within the field of hand therapy. I agree to the information I have submitted being verified by a member of the ESC at the discretion of the ESC."*

**Signed:**

**Date of Submission:**



Date from / to	Place of work	Area of work	Total hrs. in hand therapy	Signature & designation of line manager etc.
Name:			Total number of hours	

## **Appendix D: Attachments (Electronic)**

Please create one separate document for each section of the CV containing all appended evidence, scanned certificates etc. ensuring documents have a file name corresponding with the contents of the document (e.g. Course Certificates).

The **electronic application** should therefore have the following components:

- Application form and CV
- Clinical Hours Log
- Testimonies
- Course Certificates (including evidence of courses being used to claim BAHT points)
- Evidence to support Promotion of Specialism
- Evidence to support Management Skills
- Evidence to support Personal Contribution to Development of Hand Therapy

**Please send:**

**Full electronic application by email or Gdrive  
AND**

- **Original signed application**
- **Signed log of clinical hours**
- **Signed testimonies**

**By post**

## **Appendix E: Payment**

For the accreditation process to commence the fees must be paid electronically by BACS transfer or over the phone by phoning the BAHT secretary.

Details will be provided at time of application.

Cheques can no longer be accepted by BAHT.

Please contact:

**Eve Dunn** (Clerical and Admin Assistance, BAHT)

**WORKING HOURS:** Monday to Thursday 1-5.30pm, Friday 12-2pm

**Tel: 01473 788554 or 07928896144**

Email: [bahthandtherapy@gmail.com](mailto:bahthandtherapy@gmail.com)

None of the paperwork will be returned, so please keep a copy for yourself.

The AHT co-ordinator is happy to answer queries or provide assistance with the application process. Please email the AHT coordinator [baht.aht@gmail.com](mailto:baht.aht@gmail.com)

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