

British Association of Hand Therapists (BAHT)

## Level I Course Guidelines



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This document replaces all previous versions.

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## Introduction and Overview

### *1.1 Rationale*

The core aims of The British Association of Hand Therapists (BAHT) are:

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

In order to help realise these aims BAHT established its education sub-committee (ESC). The ESC is made up of BAHT members who are experienced clinicians/academics specialised in the management of hand and upper limb injuries/conditions. Committee members volunteer their time to help develop and promote a post-registration professional development pathway in the specialty of hand therapy for qualified Occupational Therapists (OTs) and Physiotherapists (PTs). This pathway consists of three levels, the first of which (Level I: Introduction to Hand Therapy) is the subject of these guidelines. Completion of all three levels of the development pathway alongside relevant clinical experience gives therapists eligibility to apply to be recognised as a BAHT Accredited Hand Therapist (AHT). For further information with regards to the education pathway as a whole and the AHT award please refer to the BAHT website [www.hand-therapy.co.uk](http://www.hand-therapy.co.uk) and/or relevant guideline documents which can be downloaded from there.

### *1.2 Level I course aims*

The BAHT Level I course aims to provide an opportunity for healthcare workers to gain an insight into the hand, its structure and function and the application of assessment and rehabilitation principles to common injuries and conditions affecting the hand. It also aims to provide PTs and OTs the opportunity to complete their first step on the route to becoming a BAHT AHT, gaining 1 BAHT level I point on successful completion of the post-course assessment.

### *1.3 Level I course objectives*

By the end of the course participants should be able to:

- Demonstrate an understanding of the pure and functional anatomy of the hand.
- Describe the rationale for and application of common methods of hand assessment.
- Describe the rationale for recording assessment, objectives and outcomes in a clear, comprehensive and concise manner.
- Demonstrate basic knowledge of some commonly seen hand injuries and conditions.
- Recognise commonly encountered complications resulting from hand injury or pathology.
- Demonstrate a basic understanding and evaluation of treatment methods commonly utilised in the management of hand injuries and conditions.
- Complete the level I course examination online, within two weeks of the course completion date.

### *1.4 Overview of level I courses*

Level I courses are not run directly by BAHT or the ESC – the committee reviews and validates applications from independent providers (who may work within NHS or private healthcare settings, academic institutions or as private companies and may or may not be

involved in BAHT in a separate capacity) to run validated Level I courses, against the core standards and objectives set out within this document.

Level I courses generally run across three consecutive days and will deliver standardised core content as laid out by the BAHT ESC to ensure parity across all courses. However, there is also some flexibility for optional content and variation in style of delivery so that different providers can put their own slant on their Level I course.

Following attendance at a BAHT level I course, all course candidates will complete a 30 minute online exam which is available for two weeks from the end of the course. Those who successfully complete the course assessment receive a pass certificate and gain 1 BAHT level I point towards becoming a BAHT AHT. Candidates who are unsuccessful in the post-course assessment will receive an attendance certificate only and are not awarded 1 BAHT level I point, but are still eligible to go on to attend BAHT Level II courses (providing all other eligibility criteria for attendance at these courses are met). Further information about eligibility to attend and content of Level II courses can be found in the Level II Guidelines, available on the BAHT website [www.hand-therapy.co.uk](http://www.hand-therapy.co.uk).

Attendance at a BAHT level I course and successful completion of the post-course exam are not direct measures of clinical competence and should not be used as such.

### *1.5 Scope and content of Guidelines*

Within the remainder of this guideline document you will find detailed information aimed at individuals interested in completing a Level I course (Section 2), parties wishing to host or run a Level I course (Sections 3 & 4 respectively) and BAHT appointed Level I course representatives (Section 5). All course hosts/organisers/BAHT representatives are advised to familiarise themselves with the document in its entirety.

The BAHT Level I guidelines have been designed to ensure that minimum standards are met across all level I validated courses, so that delegates can register for any level I course of their choice with confidence. The guidelines apply to every level I validated course, and every course provider. Should any individual provider wish to propose a course for validation at level I with one or more aspect, for example in format or delivery style, which does not fall entirely within the standards laid out within these guidelines they should apply to the BAHT ESC for consideration of their proposed variations on a case by case basis. All courses must continue to meet the prescribed learning objectives as set out in appendix A, without exception, and providers should expect their course to potentially be subject to additional evaluation (for example in terms of increased BAHT representative involvement) if granted validation with one or more variations to the guidelines. Validation of a course proposed with variation(s) delivered by one provider on one occasion does not mean that a similar application from the same or another provider at a later date would automatically also be approved.

Individual course providers are responsible for taking all appropriate steps required to ensure their course meets the required standards. Whilst BAHT takes detailed measures to ensure providers understand the standards required and makes every effort to support them to do so, no responsibility can be taken by BAHT for the ultimate quality of courses delivered by independent providers.

## Information for and about level I course candidates

This section contains information relevant to individuals who are interested in completing a BAHT Level I Course.

### *2.1 Introduction*

A BAHT level I course is a great introduction to hand therapy as a specialism within Physiotherapy and Occupational Therapy. Some individuals will attend a level I course because they are interested in going on to specialise in hand therapy and want to progress through Levels II & III of the BAHT professional development pathway and ultimately become a BAHT Accredited Hand Therapist (AHT), whilst others will come from a range of other clinical specialties or more generic practice and require a basic level of knowledge and skills relating to the hand within their roles. Whatever their motivation, delegates generally find the BAHT level I course an invaluable learning experience and feedback received by course providers is overwhelmingly positive.

### *2.2 Course Content*

All Level I courses include standard core topics within their programme content, full details of which can be seen in appendix A. The standardised content is chosen to reflect the injuries and conditions most commonly encountered in hand therapy settings. This is the subject of ongoing review to try and ensure that it remains as relevant as possible to the developing specialty of hand therapy and to the majority of candidates attending level I courses. As such the list of core topics is subject to change over time. Course providers also supplement the core content with some additional content of their own choosing, which is then agreed by the BAHT ESC in order for the course to be validated. Candidates should contact course providers directly for specific course programme details, though example programmes are provided in appendix B as a guide. All BAHT courses include a mixture of lecture style presentations and interactive workshops/practical sessions.

### *2.3 Eligibility to attend a BAHT Level I course*

(i) The BAHT Level I course is designed for qualified OTs and PTs with an interest in hand therapy, but minimal or no prior clinical experience within the area.

(ii) Therapy support workers and other registered health professionals (e.g. nurses) are also eligible to attend a Level I course where they are able to provide supporting evidence (such as recommendation from their manager) that it is relevant to their job role to do so, and at individual course providers' discretion.

(iii) Student PTs and OTs in their final year of study may also attend level I courses, though they would not then be eligible to go on to attend a level II course until fully qualified.

(iv) Overseas candidates are welcome to attend BAHT Level I courses at the discretion of course providers and on the same basis as in each category described above. It is recommended (though not an absolute requirement) that all candidates possess English language skills equivalent to at least IELTS level 5.5 in each of the four categories (reading, writing, speaking and listening) in order to get the most out of a BAHT level I course. This

matches the level required to obtain at Tier 4 visa to study at degree level or above in the UK.

#### *2.4 Expectations of Candidates*

(i) Thorough knowledge and understanding of relevant anatomy is essential when treating hand injuries and conditions. Candidates are expected to undertake detailed pre-reading and revision relating to the pure and functional anatomy of the forearm, wrist and hand prior to commencing their BAHT Level I course. BAHT has produced a 'Hand Anatomy' document to assist with candidates' revision which is available to all Level I course candidates from their course provider, once they have registered on a course and paid their course fees. Candidates will also be provided with further standardised pre-course information by their course provider, a copy of which can be seen in Appendix C.

(ii) Candidates are required to attend all sessions on all days of their BAHT Level I course programme in order to receive their attendance certificate and become eligible to complete the course exam (see below) and attend BAHT level II courses. Where unforeseen circumstances lead to a candidate missing part of the course the BAHT representative will assess whether the candidate has attended enough of the course programme for successful completion, whether any additional independent study is required or if the candidate is unable to officially complete the course. As an absolute minimum 80% of taught content must be attended in order to complete the level I course. It is the candidate's responsibility to ensure their attendance and course providers are not obliged to offer candidates who are unable to attend part or all of a course at short notice any refund or transfer onto another course.

(iii) All eligible candidates are expected to undertake the online post-course examination which can be accessed for two weeks after attending their course. As such candidates will need access to a suitable device (i.e. desktop or laptop computer) as well as a good internet connection, either at work or at home, at some point during those two weeks. The exam involves answering a range of questions based on the core Level I course content, which is then marked and the results passed to the BAHT secretary to produce attendance/pass certificates accordingly. The pass grade for the assessment is 60% and successful candidates who are qualified OTs or PTs gain 1 BAHT level I point towards becoming a BAHT AHT. Any candidate who is initially unsuccessful in achieving 60% in the post-course examination will be allowed one opportunity to re-attempt the examination (with different questions). Full details of how to access and undertake the post-course examination are given to candidates during their course.

#### *2.5 Choosing a BAHT Level I course*

As stated previously, BAHT Level I courses follow a relatively standardised format. Course providers are also required to provide evidence of their suitability to run a Level I course before their course can be validated (full details of the application/validation process are available in section 4 of this document). However level I courses do vary in style, geographical location and cost as well as having some optional content so candidates are advised to research the options for upcoming courses and choose a course that will best suit their own needs. There are usually up to four or five Level I courses available across the UK and Ireland in any one calendar year for candidates to choose from, though sometimes

courses do become fully booked some months prior to running so it advisable to plan well ahead.

### *2.6 Booking/cancellation policies and procedures*

(i) Individual course providers set their own course fees, booking procedures and cancellation policies which candidates should ensure they are fully apprised of before registering for a course or making any payment. Any candidate who is a member of BAHT is eligible for a minimum 10% discount on fees for any stand-alone BAHT validated course.

(ii) In the event that a course is cancelled by the providers, candidates can expect to receive a full refund of any course fees already paid promptly from their course provider. Should this not occur candidates should report this to the BAHT ESC so that they can investigate this further.

(iii) BAHT takes no direct role in or responsibility for the financial aspects of validated courses so any queries relating to this should initially be directed towards individual course providers.

## Information for and about level I course hosts

### *3.1 Definition of course host*

For the purposes of this document course hosts are defined as individuals, groups or organisations who provide a venue for a BAHT level I course to run. They do not take part in developing or delivering the actual course programme, instead buying it in or utilising the services of another group or organisation to plan and deliver the teaching of the level I course content. Those who take on the role of planning and delivering the course programme itself will be referred to as course providers within this document.

### *3.2 Rationale for hosting a BAHT validated course*

Hand therapy is a developing specialism and validated courses are an important part of promoting the sharing of skills and knowledge to a high standard and in an effective manner. There may be circumstances in which a group or department do not feel equipped or able to plan and deliver a validated course themselves but would like to support the process, to train members of staff internally or generate some additional income for their department. In these circumstances departments may wish to consider hosting an external course provider to come and teach a level I course at their venue. Groups may also be interested in developing and delivering their own level I course as providers at a later date, but choose to initially host a course taught by external providers as a pre-cursor to this.

### *3.3 Course provider options*

There are a number of independent providers known to the BAHT ESC who are willing to provide validated courses at host venues. An up to date list of these providers can be obtained from the BAHT secretary by contacting [bahthandtherapy@gmail.com](mailto:bahthandtherapy@gmail.com) or 01394 610131. Anyone wishing to be added to this list of providers should similarly contact the BAHT secretary in the first instance.

It is important for course hosts to recognise that different course providers will have their own individual pricing structures, terms and conditions and cancellation policies which they are advised to fully apprise themselves of prior to committing to hosting a course. This information can be obtained directly from individual course providers. Any hosting contract is made between the hosts and providers with no direct involvement from BAHT. As such BAHT takes no responsibility for the particulars of any agreements made.

### *3.4 Responsibilities of the course host and associated costs*

Full details of all the standards and processes required for the running of a level I course can be found in section 4 of this document. When hosting a validated level I course it must be agreed between the course hosts and course providers who is taking responsibility for which aspects of the planned course, to ensure that everything runs smoothly overall.

As a general guide, it is likely that as a minimum the course hosts will be required to take responsibility for providing suitable lecture and breakout learning spaces for the course as well as refreshments for delegates whilst course providers will be responsible for making the application to the BAHT ESC to run the course as well as planning and delivering the teaching content. However, many other aspects will depend on the chosen course

provider's own terms and conditions so full details should be sought directly from them. Course hosts are strongly advised to read section 4 of this document, as well as the information provided to them by their chosen course provider thoroughly to make sure they are fully aware of which elements they are expected to be responsible for. Course hosts should take particular note of any elements of course planning and provision which may involve a financial outlay such as printing of course manuals or covering BAHT/BAHT representative's fees and expenses, so that they can budget accordingly. Appendix D contains further useful information regarding areas to consider when budgeting to run a level I course.

### *3.5 Timeframes for course hosts*

There are a number of steps required for validation of a level I course and adequate planning time must be allowed in order to ensure that the high standards required on all sides of the process are maintained.

Anyone considering hosting a BAHT validated course is advised to make initial contact with potential course providers at least 15 months prior to the dates when they are considering hosting a course, in order to allow enough time for initial liaison between the two parties before the course providers are required to make contact with and submit their formal application to the BAHT ESC. See sections 4.3 and 4.4 for further details regarding steps to validation and timeframes for course providers.

## Information for and about level I course providers

### *4.1 Definition of course provider*

For the purposes of this document course providers are defined as groups or organisations who plan the programme and deliver the teaching content of a BAHT level I course. Course providers may be teams from NHS or private healthcare providers, academic institutions or independent companies/groups. In many cases course providers will run their own course 'in-house' and therefore be the only party involved in planning alongside the BAHT ESC whereas in other cases providers will teach their course at an external venue provided by course hosts. See section 3 for further information relating specifically to hosting a level I course.

### *4.2 Introduction for course providers*

The prospect of planning and delivering a validated BAHT course can be extremely daunting for those without prior (or recent) experience of it. It does take considerable time and commitment to put together a new course but it can also ultimately be an enjoyable process and extremely rewarding when you see the final result of a successful course, well received by delegates. It's also much easier when it comes to running a course for a second time as much of the work and planning put in initially will transfer over into the next course.

Providing a level I course can bring a number of benefits: more experienced staff can develop their own knowledge, skills and confidence in teaching on the course programme; it can be a cost-effective way to provide recognised training for your own junior staff attending as course delegates; income can be generated for a department which can potentially then be used to fund other training opportunities for staff or to buy equipment and developing. Running a course in-house can also be a great way to show-case your service/hospital to external delegates which may even support staff recruitment at a later date.

The BAHT ESC is always keen to support new/returning and experienced/ongoing course providers through the planning process. A level I course can be a great place to start as a new provider as there's a fairly standardised structure to work within, the course examination is provided and administered by BAHT and there is no post-course assignment required. However there are also advantages to providing a Level II course as there is more freedom to tailor a course to specific areas of interest or skill within a service and there is the opportunity to share knowledge and skills at a greater level of depth and detail – see Level II Guidelines for full details regarding hosting or developing a Level II validated course.

All stand-alone BAHT validated courses will have a BAHT representative allocated to attend part or all of each course, and a link person will also be allocated from the members of the BAHT ESC. Full details regarding the role of the BAHT representative can be found in section 5 of this document.

### *4.3 The validation process for level I courses*

In order to validate a level I: Introduction to Hand Therapy course the BAHT ESC needs to receive, review and approve the following:

- **Application form:** a completed application to run a BAHT validated Level I course (see appendix E) including;
  - Named primary course organiser contact(s) who must be a member of BAHT.
  - Invoicing details for payment of a £200 application fee.
  - Brief CVs for course organiser and all proposed speakers.  
Having taking advice from the Chartered Society of Physiotherapy (CSP) and College of Occupational Therapy (COT), BAHT considers it to be imperative that each speaker's suitability to speak on the proposed topic(s) is clearly demonstrated within the course application. Therefore, details of each speaker's relevant training and experience should be provided, particularly where the proposed topic is one that might traditionally be considered outside of the normal scope of the individual's professional practice (ie PT vs OT). Furthermore, it must be clear that the primary organiser(s) have suitable skills and experience to successfully plan all organisational and logistical details required for the course to run successfully.
  - The proposed course details (e.g. venue and geographical location, dates, contact and advertising information, delegate fees – see appendix E (application to run a validated level I course form) for full details required.
- **Course programme:** the proposed course programme including start, finish, session and break times as well as identifying which person will be delivering or facilitating each session.

There are core content and format requirements for every level I course which must be met within the course programme, alongside some optional content at the discretion of the course providers. Full details of the core course content and format requirements can be found in appendix A and appendix B contains two sample course programmes.

An editable version of the application form can be obtained from the BAHT secretary [bahthandtherapy@gmail.com](mailto:bahthandtherapy@gmail.com). Once completed this and all other supporting information should also be returned to the BAHT secretary.

Applications and supporting information are reviewed and validated at BAHT ESC meetings, held approximately every two months. In order to consider an application and/or its supporting information during a specific committee meeting, the BAHT ESC must be in receipt of the information no less than two weeks before that meeting. Dates of upcoming meetings are available on the BAHT website [www.hand-therapy.co.uk](http://www.hand-therapy.co.uk) or by contacting the BAHT secretary [bahthandtherapy@gmail.com](mailto:bahthandtherapy@gmail.com). Where all relevant paperwork and accompanying fee has been received in time for a BAHT ESC meeting, course providers should expect to hear the outcome of the meeting review from the BAHT Level I course co-ordinator within two weeks of the meeting date.

#### *4.4 Timeframes for planning a level I course*

To ensure that the high standards required on all sides of the planning process are maintained it is important that adequate planning time is allowed. Therefore, the ESC requests that all course providers adhere to the timeframes set out below when making their application to run a validated level I course.

The ESC requests that course providers make initial contact regarding their intention to run a Level I course a minimum of 12 months in advance of their proposed course dates. A formal

application to run a level I course may be included at the point of initial contact but if not this must be received by the committee no less than nine months prior to the proposed course dates.

Course providers should be aware that at the time of their initial contact with the ESC there may be other level I courses already in the process of planning but which have not yet reached the stage of being advertised on the BAHT website. The ESC can only validate a finite number of level I courses within a calendar year and two courses should not be run too closely in succession, particularly if they are in a similar geographical area. Course providers may therefore be required to consider alternative dates for their proposed level I course when they make their initial contact with the ESC (with or without accompanying formal application). Providers are strongly advised to check their preferred dates with the ESC before making any formal bookings of speakers, venues etc. Preference for dates will always be given on a 'first come, first served' basis upon receipt of a formal application and course application fees so the earlier that a course provider makes contact with the ESC and then submits their application, the greater the likelihood of their preferred dates being available.

A draft proposed programme for the course should be submitted to the ESC as early in the planning and validation process as possible. The full and final programme, including speakers for each session, should be received by the ESC a minimum of six months prior to the course dates. No BAHT level I course can be signed off as validated until the final programme has been received.

Where there is a suitable space in the schedule of upcoming Level I courses, experienced course providers (those at the stage of requiring the attendance of a 1-day BAHT representative only and who ran their last level I course within the preceding two years) may apply to the BAHT ESC to run a level I course within a shorter time frame than that described above. Applications will be considered on a case by case basis and without exception there must always be a minimum of six months between the date of application and the proposed course dates.

See Appendix H for quick-reference planning checklists relating to gaining validation, as well as liaison with the BAHT representative (see also section 5 for information regarding the BAHT representative).

#### *4.5 Requirements for a validated level I course and associated costs.*

When planning to run a BAHT validated level I course, potential course hosts and providers should consider all requirements and budget carefully in order to provide value for money to those attending the course whilst also ensuring that the venture is financially worthwhile. There will inevitably be costs associated with running a course, which will be recouped through candidate course fees when successfully recruited to. In order to meet BAHT requirements and be recognised as a validated course the provisions detailed below must be made and any associated costs met by course providers (or their nominated hosts). Further considerations with respect to budget planning can also be found in appendix D.

Upon submitting an application to run a BAHT validated level I course, an invoice will be raised to the applicant for payment of a £200 application fee. This fee covers the following:

- Administration and processing of the application by the BAHT ESC.
- Advertising of the course on the BAHT website, from the time that payment receipt is confirmed until the course runs.
- Administration of the BAHT level I post-course online examination.
- Provision of BAHT Level I course attendance certificates to candidates who attend all elements of the course.

Please note that the £200 application fee is non-refundable, but in the case of a course being cancelled after an initial application has been made it may be transferable to an alternative course on request and at the discretion of the BAHT ESC.

All BAHT validated level I courses must be attended by a representative of BAHT, and there are costs associated with this:

- £150 per day attended by the BAHT representative, payable directly to them.
- Provision/reimbursement of BAHT representative costs associated with attending the course such as travel, overnight accommodation where the course venue is not within reasonable commutable distance and subsistence.

Refer to Section 5 for further information regarding the allocation and the role of the BAHT representative, how much of the course they will attend and the expected costs associated with this.

Course providers (or their hosts, as agreed between the two parties) are also expected to arrange the following for their BAHT validated level I course, which may incur additional costs:

- A suitable course venue, including;  
A main 'lecture' space to accommodate all course candidates, course providers and the BAHT representative seated comfortably and able to take notes.  
Breakout spaces for workshop/practical sessions each able to accommodate up to 10 candidates, their facilitator and BAHT rep comfortably as well as any equipment/resources required for the session.

Accessibility for any candidates with additional physical or learning needs and comfort of all candidates over the duration of the course, as well as any accompanying audio-visual equipment needed for sessions must be considered. Course providers/hosts are responsible for ensuring that they comply with the Equality Act (2010) and any other relevant legislation within this and all aspects of their course.

- Refreshments;  
It is expected that candidates will be provided with refreshments during breaks within the course programme and during registration on day 1 of the course (selection of hot/cold drinks and snacks such as biscuits/fruit), as well as a suitable area to consume these. It is not essential for lunch to be provided to candidates as long as this is (a) made clear in pre-course literature and (b) there is somewhere suitable locally for candidates to purchase their own lunch. If lunch is not being provided it is expected that course providers will reflect this in the course fees charged to their candidates. It is also expected that the BAHT representative will be reimbursed for the cost of their lunch if this has not been provided (see section 5 for further details of costs relating to the BAHT representative).

- Course manual;  
Each taught session of the course should have an accompanying handout prepared, as a revision and reference resource for candidates. It should follow the content of the lecture or workshop approximately chronologically and be formatted and fully referenced as per BAHT guidance (see appendix F for further details). Handouts for all sessions should normally be provided to candidates at registration on day 1 of the course, in suitable format (normally printed, collated and e.g. sectioned in a ring binder, or comb bound). The full course programme and a course evaluation form should also be provided to candidates at this time (for course evaluation form template see appendix H; an editable version is available from the BAHT secretary [bahthandtherapy@gmail.com](mailto:bahthandtherapy@gmail.com)). Some blank spaces can be left in the course manual for candidates to fill in additional information during group or individual tasks, or resulting from discussion. The BAHT representative should also be provided with a hard copy of the course manual when they arrive at the course venue.
  
- Sign-in sheets;  
Course providers (or their nominated hosts) should produce a signing-in sheet for candidates to sign on each day that they attend the course. The names listed on this sheet should be typed as each candidate wishes their name to be printed on their attendance/pass certificate and any candidates in attendance who are BAHT members, or not qualified PTs/OTs should be highlighted e.g. with colour coding. The fully completed sign-in sheet should then be provided to the BAHT representative on the final day of the course so that relevant details can be forwarded to the BAHT secretary in preparation for producing attendance/pass certificates and logging BAHT points in accordance with the terms set out within these guidelines (see section 2.4).

#### *4.6 Course fees and candidate bookings process.*

It is at the course provider (or their appointed host's) discretion to set their course fees at an appropriate rate to generate sufficient income to cover their costs and provide suitable profit, whilst also providing value for money to candidates and being competitively priced enough to attract sufficient numbers and therefore be financially viable. BAHT members must be offered a minimum 10% discount on the standard course fee rate for all stand-alone BAHT validated courses.

It is also up to individual course providers (or their hosts) to set their own booking terms/processes for candidates, which must be explicitly documented for potential candidates when registering to attend the course. It is expected, as a minimum, that course providers (or their appointed hosts) will request the following information from candidates within their bookings process:

- Full contact details as required for ongoing communication with the candidate.
- Details of eligibility to attend a BAHT level I course (see section 2.3) with supporting evidence as appropriate.
- BAHT membership number (where applicable).
- Details of any food allergies, intolerances or preferences (e.g. vegetarian, coeliac) so that these can be accommodated within any refreshments provided.

- Details of any physical or learning disabilities for which the candidate requires reasonable adjustments to be made in order for them to participate in the course and/or examination process. NB if adjustments are required for participation in the exam this information must be passed on to the BAHT representative (if already known) or BAHT level I co-ordinator immediately.

Course providers/hosts must abide by data protection laws with regards to gathering, storage and sharing of course candidate's personal details. Within this it should be made clear to candidates that their name and BAHT membership number (where applicable) will be shared with and stored by BAHT for purposes of registering their successful attendance/completion of the BAHT level I course and logging of BAHT points. Candidates will also need to use their email address, as well as their name, to register online to complete their post-course examination but their email address will not be retained or used for any other purposes beyond this.

Once a candidate has registered to attend a level I course and paid their course fees it is expected that course providers will provide them with the following information (this can be supplied earlier if appropriate and must always be provided in advance of the course):

- An electronic copy of the (draft) course programme.
- An electronic copy of the BAHT Level I anatomy handout for pre-reading/revision purposes (available from the BAHT secretary [bahthandtherapy@gmail.co.uk](mailto:bahthandtherapy@gmail.co.uk) for any providers not already in possession of the document).
- An electronic copy of appendix C (BAHT pre-course information for level I course candidates), also available as an isolated document from the BAHT secretary if not already in possession of the most up to date version.
- Information regarding travel to the local area and course venue as well as local accommodation options.

#### *4.7 Course cancellations*

Course providers (or their appointed hosts) are advised to set, and publish to prospective candidates, a clear cancellation policy including whether candidates can expect a full, partial or no refund should they withdraw from the course after registration and payment but prior to the course running and also a refund and limited liability statement relating to cancellation of the course by the provider (or host).

In the event that course providers (or their hosts) need to cancel their course they are encouraged to give registered candidates as much notice as possible and must return any course fees already received in a timely manner. BAHT accepts no liability with respect to cancellation of courses by providers. If a course is cancelled with less than one month's notice, then course providers (or their hosts) remain liable to reimburse any expenditure already made by their BAHT representative such as travel or accommodation bookings. This also applies at greater than one month's notice if course providers (or hosts) had previously given their BAHT representative approval to make bookings. The £200 application fee to run a BAHT validated level I course is non-refundable in the event of cancellation by the course providers but may be transferred to another course upon request and at the discretion of the BAHT ESC.

### *4.8 Course evaluation*

All BAHT level I courses will be evaluated by both a representative of BAHT and course candidates. A BAHT representative will attend for either one or all days of any course (see section 5 for further detail) and will then complete and submit to BAHT a report detailing their assessment of the course (see appendices J & K for 1 day and 3 day BAHT representative report templates). All course candidates must also be provided with a course evaluation form at the start of their course (see appendix H for template, an editable version is available from the BAHT secretary [bahthandtherapy@gmail.com](mailto:bahthandtherapy@gmail.com)). Candidates should be encouraged to complete and return this to the course providers on the final day of their course. The BAHT representative should be given full access to view the feedback forms on the final day of the course, so that they can include any specific comments or concerns in their evaluation report to return to BAHT.

### *4.9 Statement regarding below standard courses*

The BAHT ESC makes every effort to ensure that the standard of each BAHT validated course is sufficient, through the validation process and presence of a BAHT representative at every course. However, BAHT is unable to accept any liability for the ultimate quality of a course, its delivery or content.

In the unlikely event that unforeseen circumstances lead to a course falling below the expected standards, it is essential that every effort is made to resolve the issues as soon as possible within the course – as soon as concerns are noted and highlighted (be this by course hosts, providers, candidates or the BAHT representative). If a practical solution cannot be found upon discussion within the group (of course hosts/providers, supported by the BAHT representative) the BAHT representative can seek further advice from their nominated link person within the BAHT ESC.

Any issues which arise within a course and are not sufficiently addressed may result in the course host and/or provider in question (as relevant) not being approved to run future BAHT validated courses.

In the very unlikely event that one or more course candidates should request a refund of their course fees due to feeling that their course was substandard, this should be managed internally by course hosts/providers. The BAHT representative's opinion may be sought with regards to whether the candidate's claims are reasonable but BAHT's involvement cannot go beyond this as BAHT is not ultimately responsible for the quality of the course delivered.

## Information for and about level I course BAHT representatives

### *5.1 Definition and purpose of the BAHT representative (level I courses) and link person*

The BAHT representative is an individual appointed by the BAHT ESC to attend part or all of every BAHT validated course in order to assess it against BAHT standards. At BAHT level I this means ensuring that all core content has been covered within the course programme and that the teaching delivered is of sufficient quality. The second main purpose of the BAHT representative is to ensure that all candidates receiving an attendance certificate have successfully attended all taught elements of the course.

The link person is a second individual who is appointed by, and from, the ESC to support and guide the BAHT representative as required. In the unlikely event that the BAHT representative is unable to attend a course at short notice, it is normally the link person who will take over the role and attend instead.

### *5.2 Eligibility to become a BAHT representative*

All BAHT representatives must themselves be a member of BAHT. To become a BAHT representative individuals must be nominated to the position and complete an application form demonstrating how their own background and experience qualifies them to work in the role of a BAHT course assessor, both from a clinical perspective and also in terms of knowledge and experience of the BAHT post-graduate education pathway and the expected standards for BAHT level I courses (& BAHT level II courses if also wishing to act as a BAHT representative at level II courses).

Anyone interested in becoming a BAHT representative to assess level I (&/or level II) courses should contact the BAHT secretary via [bahthandtherapy@gmail.com](mailto:bahthandtherapy@gmail.com) in the first instance.

### *5.3 Appointment of a BAHT representative to a specific course*

When the BAHT ESC receives and approves an application from a course provider to run a BAHT validated course the process of appointing a BAHT representative for that course begins. The ESC aims to appoint a BAHT representative to each course as early in the planning process as possible and the appointment will usually be decided and notified to course organisers a minimum of three months prior to their course.

The choice of BAHT representative for each course will be based on a number of factors including:

- Availability during course dates.
- Course location vs rep location.

The ESC will always aim to appoint the BAHT representative with the least travel distance out of the available representatives, in order to minimise reimbursement costs for course hosts/providers. However, course hosts/providers should be aware that it is not always possible to appoint someone local and it is expected that reasonable travel and accommodation expenses will be reimbursed to the BAHT representative.

- Particular skills/experience required.

This is less relevant at level I as anyone within the pool of BAHT representatives would be suitably experienced to assess a level I course, but for level II courses the ESC will endeavour to only appoint a representative who has skills/experience relevant to the course subject.

For new or significantly altered courses the BAHT representative will be a current/ recently retired member of the ESC wherever possible, or at least a more experienced assessor, so that maximum support and advice can be provided to the course providers.

A 'link' person who is a current member of the ESC will also be appointed to each course. This individual can provide support and advice to the BAHT representative as required and will also normally be the person to step in to fulfil the role of BAHT rep, should unforeseen circumstances mean that the initially nominated representative has to cancel.

#### *5.4 Duration of BAHT representative attendance.*

The appointed BAHT representative will attend either for all three days (the entire duration of the course) or for just a single day (normally the final day) of a level I course.

BAHT validated courses will be allocated a three-day representative when:

- They are new, or returning.  
Providers should usually expect a new course to be allocated a three-day BAHT representative the first three times that they run. If there has been a significant gap since a provider last ran a particular course then a three-day representative may also be re-allocated, particularly if there have also been changes made to the programme or structure. This is assessed by the ESC on a case by case basis.
- They are significantly altered.  
If the course programme or structure is changed by a course provider and the ESC deems the changes made to be significant then a three-day representative may be re-allocated for the first run of the new course.  
If a new faculty member is appointed to deliver a significant amount of course content then this may also be considered a significant alteration, particularly if the BAHT representative would not see that individual teach were they to only attend on the final day of the course.
- Concerns have been raised.  
If concerns or significant areas for development are raised by the BAHT representative attending a course (either as a one-day representative or what would have been the final three-day attendance) then a three-day representative will in all likelihood be allocated for the next subsequent course.

BAHT validated courses will be allocated a one-day representative when they are:

- Well established.  
Courses will normally be allocated a one-day representative once they have run three consecutive times successfully with a three-day representative.
- Consistent.  
Where there are no significant changes to course structure, programme or faculty made by the course provider there will usually continue to be a one-day representative allocated. This should not discourage course providers from gradually developing their programme and content over time, taking into account changing

practices and new evidence - this is positive and expected and will not normally result in a three-day representative being re-allocated.

- Successful.

Courses will continue to be allocated a one-day representative whilst feedback from the previous BAHT representative and course candidates remains sufficiently positive.

#### *5.5 Role and responsibilities of the BAHT representative*

The primary role of the BAHT representative is to attend, assess and report back to the ESC regarding the BAHT validated course to which they are appointed. Appendix I lays out the specific expectations for a level I course representative prior, during and after a course in detail. Templates for the BAHT representative feedback reports can be seen in appendix J (one-day) and K (three-day).

Though the BAHT representative is there to oversee and assess the course, they will aim to be a supportive influence and can be a useful resource during the planning and running of a course, particularly for newer providers. The aim is not for the BAHT representative to be a cause of additional, undue stress or worry for providers – a welcoming attitude from course providers combined with a constructive, positive outlook from the BAHT representative should lead to a positive experience for both parties.

#### *5.6 BAHT representative fees and expenses.*

The BAHT representative is eligible to claim a fee of £150 per day attended from the course provider (or their nominated host, if applicable) as well as for reimbursement of reasonable expenses incurred solely as a result of attending the course as BAHT representative. The BAHT representative is responsible for declaring their fee to HMRC and paying tax on the amount received where applicable.

The BAHT representative may also claim back the cost of expenses incurred as a result of acting as In terms of expenses claims the following should be noted by BAHT representatives and course hosts/providers in terms of what to claim/expect to be claimed respectively:

- Travel/parking.
  - Reimbursement of standard class fares on public transport or 45p per mile driven, plus parking charges if applicable.
  - The BAHT representative is expected to travel by the cheapest practicable method of transport available to them, and should they choose to travel by a more expensive means of transport they are only eligible to claim for reimbursement of the lesser amount which they could have paid.
- Accommodation.
  - If the BAHT representative would need to travel for more than one hour (door to door) on each day to reach the course venue then it is expected that the course provider (or their nominated host) will provide, or reimburse the cost, of accommodation the night prior to each course day attended by the BAHT representative (i.e. a one-day rep can claim a maximum of one night's accommodation and a three-day rep a maximum of three night's accommodation).

- The BAHT representative is not obliged to stay nearer the course venue if it is their preference to travel for more than one hour each day, though their total claim for reimbursement of costs should not exceed that which would have applied had they done so.
- To avoid possible conflicts of interest, the BAHT representative is not permitted to stay at the home of the course provider or their nominated host during the course.
- If a course provider/host can secure reduced accommodation rates at a preferred provider then the BAHT representative is expected to either use this accommodation (as long as it is of an acceptable standard), or only claim for reimbursement of up to the same cost as the provider/host's preferred accommodation.
- Should the BAHT representative choose to make their trip dual purpose and therefore share their accommodation with another person or persons, they should only claim up to the maximum relevant proportion of the accommodation cost, or equivalent of local individual accommodation of a reasonable standard (whichever amount is less).
- The minimum expected standard of accommodation is an ensuite room with access to local facilities such as shops/restaurants nearby and which is also local to the course venue.
- Subsistence.
  - If the BAHT representative is travelling from home on each day of the course then course providers/hosts are expected to accommodate the BAHT representative in their refreshment provisions for candidates and if lunch is not additionally being provided to candidates, to reimburse the cost of the BAHT representative's purchased lunch.
  - If the BAHT representative is staying in local accommodation then the accommodation should be bed and breakfast, or the purchase cost of breakfast provided/reimbursed.
  - Course providers/hosts are not expected to fund an evening meal for the BAHT representative.

Please note that should the course providers (or their host) cancel their course with less than one month's notice they remain eligible to reimburse any costs already incurred by the BAHT representative. It is therefore important that course providers/hosts keep their BAHT representative informed if there is a risk of cancellation (e.g. if the minimum number of candidates required to be financially viable to run has not been met). Conversely, if a provider/host is happy for their BAHT representative to book travel/accommodation more than one month in advance (and possibly secure cheaper rates) then they are welcome to inform them of this, in the knowledge that they are accepting responsibility for reimbursing any costs incurred even if the course is then cancelled at a later date.

Should the BAHT representative cancel their attendance at a validated course for any reason then the course provider/host is not liable to reimburse the costs of any travel or accommodation bookings already made. In the unlikely event that this occurs the BAHT ESC will make every effort to arrange an alternative representative to attend in their stead; usually the nominated link person from the BAHT ESC.

### *5.7 Course provider and/or host responsibilities regarding the BAHT representative*

It is the responsibility of the course provider (or their nominated host as agreed internally) to contact the nominated BAHT representative for a level I course within two weeks of notification by the BAHT secretary as to their identity and contact information, to open communication and commence logistical planning as appropriate. To avoid any confusion as to who the representative should be expecting contact from a named individual must be highlighted on the application to run a BAHT validated level I course form (see appendix E).

Course providers must also provide the BAHT representative with a copy of all pre-course information sent to delegates, by two weeks prior to the course at the latest.

After this point, course providers are responsible for ongoing communication with the BAHT representative regarding any and all relevant aspects as laid out within the BAHT level I guidelines as a whole; for example regarding any delegates who highlight additional learning needs and request additional time for the post-course examination or if the course is struggling to attract sufficient delegate numbers and may be cancelled. Please also refer to appendices H and I for additional details of expectations and timeframes in relation to the BAHT representative.

## BAHT Level I Course Core Content and Format

The table overleaf identifies each core topic area which must be included in a BAHT validated level I course, as well as its key learning objectives. There must be a minimum of 18 hours of teaching, of which 15 hours are covered by the core content detailed and three hours of which is optional. Teaching time includes all sessions led by a member of the course faculty but does not include any unsupervised sessions, e.g. peer group sessions.

How topics are grouped to form sessions within a course programme is at the discretion of the course provider. For example one provider may choose to teach everything relating to 'nerves' in one session (traumatic and acquired injuries together) whilst another may choose to deliver teaching on traumatic injuries to nerve and tendons together and acquired nerve injuries (compression syndromes) with acquired soft tissue conditions.

Whilst it may be tempting to give lecture presentations when trying to deliver a significant amount of content this isn't always the best way to facilitate true learning and understanding. BAHT encourages course providers to make optimal use of less passive teaching and learning strategies so that course candidates have the opportunity to fully engage in their learning; applying principles and techniques, consolidating knowledge and discussing ideas with each other. Some topics are therefore at least partially designated to be delivered as workshop sessions, where a formal PowerPoint (or equivalent) presentation would not be expected (an accompanying reference handout in the course manual is still required) - if used this would normally only contain a few slides with core/introductory information, or reference images (for example). Interactive or practical breakout tasks can also be brought in within lectures. These elements can also assist course providers in ascertaining the knowledge and skill level of their audience, so that ongoing content can be tailored appropriately.

In lecture sessions it's expected that one facilitator will deliver the content to all candidates at once (including where there are short breakout tasks). However any workshop or practical session must be adequately staffed for effective facilitation of this type of learning. A facilitator to candidate ratio of 1:10 is required for these sessions. For some topics (e.g. practical splinting) it may be appropriate for all candidates to undertake the session together in a single room, with multiple facilitators supporting the group as a whole whilst for others (such as an 'assessment' workshop) small groups of up to 10 candidates should each be situated in a separate room with their own facilitator, and be timetabled to rotate around each of a number of workshops in turn. How course providers choose to structure their workshops will affect their staffing requirements and/or maximum possible number of attendees on the course, as depicted below:

Workshops running simultaneously	Staffing requirements	Max. no. on course
3	3 facilitators	30
4	4 facilitators	40

When planning their programme course providers should also accommodate periods needed for registration at the start of the first day, time for breaks, opportunities for questions to be asked etc. Where sessions require candidates to move between rooms in rotation it can also be useful to factor in a few extra minutes for this.

# Appendix A

Topic	Duration	Session Type	Learning Objectives
The role of the Hand Therapist and introduction to BAHT/Accredited Hand Therapist.	15 minutes.	Lecture/interactive lecture.	Delegates should be: <ul style="list-style-type: none"> <li>• Able to recognise the historical demarcation of traditional PT/OT roles within a hand therapy setting as well as the emergence of the generic role of a modern hand therapist, as promoted by BAHT.</li> <li>• Aware of the BAHT validated postgraduate cpd pathway for PTs and OTs, including where to find upcoming level II courses and further information on the BAHT website.</li> </ul>
Anatomy.	75 minutes	Lecture/Interactive lecture/demonstration/practical.	Delegates should be able to: <ul style="list-style-type: none"> <li>• Describe the pure and functional anatomy of the hand, wrist and forearm from superficial to deep including skin creases, fascia, tendons, nerves, ligaments, joints and bones.</li> <li>• Identify by palpation the main bony and soft tissue landmarks around the hand and wrist.</li> </ul> <p><i>The BAHT Level I anatomy booklet, which should be supplied to all delegates prior to the course for pre-reading, is of the expected level of knowledge.</i></p>
Assessment.	180 minutes.	Minimum 120 minutes practical workshop, maximum 60 minutes lecture.	Delegates should be able to: <ul style="list-style-type: none"> <li>• Identify appropriate priorities for subjective assessment of a variety of patients commonly encountered in a UK hand therapy setting (e.g. trauma, post-op, ongoing conditions/pain).</li> <li>• Identify and discuss a number of patient rated outcome measures commonly utilised with hand therapy patients e.g. PSFS, DASH, etc.</li> <li>• Discuss, justify and practically apply a number of objective assessments commonly utilised in hand therapy including               <ul style="list-style-type: none"> <li>○ Range of movement (visual estimation, ruler measurement, goniometry, Kapandji thumb opposition scores).</li> <li>○ Strength (gross and finer grip, hand dynamometer and pinch gauge, Oxford/MRC scale for manual muscle testing).</li> <li>○ Oedema (visual estimation, palpation, tape measure,</li> </ul> </li> </ul>

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Topic	Duration	Session Type	Learning Objectives
			<p>volumeter).</p> <ul style="list-style-type: none"> <li>○ Pain (Types of pain scale/standardised methods of measurement +/- e.g. completion of symptoms on body/limb charts).</li> </ul>
Introduction to Exercise.	30 minutes.	Lecture/interactive lecture/workshop.	<p>Delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Define active, passive and categories of resistance exercises (isometric, concentric, eccentric)</li> <li>• Discuss the practical application of different types of exercise in a hand therapy setting.</li> <li>• Detail core exercise sets utilised in hand therapy, such as tendon gliding exercises.</li> </ul>
Principles of Healing.	30 minutes.	Lecture/interactive lecture.	<p>Delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Describe the basic stages and usual timeframes of healing in relation to skin, bone, ligament, muscle, tendon and nerve.</li> <li>• Discuss factors that can influence healing.</li> </ul>
Introduction to Splinting.	30 minutes.	Lecture/interactive lecture.	<p>Delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Describe a variety of types of splint (static, serial static, static progressive, dynamic).</li> <li>• Outline different purposes of splinting (e.g. protection/immobilisation, mobilisation, function).</li> </ul> <p><i>Emphasis should be more towards static splints &amp; prefabricated (off the shelf) splints as this is a basic introduction. A range of physical examples may enhance delegates understanding.</i></p>
Dupuytren's Disease.	60 minutes.	Lecture	<p>Delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Describe the anatomy, pathology and risk factors associated with Dupuytren's disease.</li> <li>• Outline the clinical signs of Dupuytren's disease seen commonly in the hand.</li> <li>• List potential surgical interventions undertaken for Dupuytren's disease (e.g. collagenase injection, needle fasciotomy, fasciectomy, dermofasciectomy, arthrodesis, terminalisation, amputation).</li> <li>• Describe the basic surgical procedures of fasciectomy and</li> </ul>

# Appendix A

Topic	Duration	Session Type	Learning Objectives
			<p>dermofasciectomy, as well as post-operative therapy management principles and goals.</p> <ul style="list-style-type: none"> <li>• Outline commonly encountered post-operative complications.</li> </ul>
Osteoarthritis and Rheumatoid Arthritis.	60 minutes.	Lecture/interactive lecture.	<p>Delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Describe the fundamental pathological processes seen in osteoarthritis and rheumatoid arthritis, with specific reference to how these manifest within the hand (including the fingers, thumb, wrist).</li> <li>• Discuss conservative treatment techniques commonly employed in a hand therapy setting with patients suffering from OA/RA, including splinting, exercises and joint protection techniques.</li> <li>• Outline medical management of OA/RA.</li> <li>• List common surgical procedures undertaken for patients with OA/RA affecting their hands, including trapeziectomy, joint replacement and arthrodesis.</li> <li>• Discuss the principles of post-operative rehabilitation for any surgical procedures discussed.</li> </ul> <p><i>It is expected that the bias of this session would be more towards OA &amp; that the session would provide a basic overview of this topic area.</i></p>
Acquired soft tissue/musculoskeletal conditions.	30 minutes.	Lecture	<p>Delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Describe the pathology of commonly seen soft tissue conditions/ tendinopathies affecting the hand and wrist, including De Quervains and trigger finger.</li> <li>• Discuss the signs, symptoms and diagnosis (assessment) of these conditions.</li> <li>• Discuss the evidence based therapy treatment options for these conditions.</li> <li>• Describe further management options available should therapy input fail to resolve the symptoms of these conditions.</li> </ul>

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Nerve compression syndromes.	30 minutes.	Lecture	<p>Delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Understand the basic anatomical structure of a nerve fibre/cell and outline normal nerve conduction/physiology.</li> <li>• Describe the pathology of nerve compression syndromes affecting the hand and wrist.</li> <li>• Relate motor and sensory deficits seen in nerve injury/compression to the relevant anatomy and be aware of common sites of compression of peripheral nerves (radial, median, ulna nerve) in the upper limb.</li> <li>• Describe the symptoms of/assessment for commonly seen upper limb nerve compression syndromes, including carpal tunnel syndrome and cubital tunnel syndrome.</li> <li>• Discuss the evidence based therapy treatment options for the condition covered and describe further management options available should therapy input fail to resolve symptoms.</li> </ul>
Traumatic injury to bone (fractures).	60 minutes.	Lecture	<p>Delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Identify various types/basic classifications of fracture (i.e. transverse, spiral, open/closed) seen in the hand/wrist.</li> <li>• Understand the basic concept of a stable vs unstable fracture and apply this to a range of examples relating to the hand/wrist.</li> <li>• Discuss principles of appropriate fracture management (surgical and non-surgical) in relation to commonly encountered hand/wrist fractures (e.g. distal radius fracture, 5th metacarpal neck/shaft fractures, 1st metacarpal fractures, proximal phalanx fractures).</li> <li>• Understand the position of safe immobilisation and appropriate splinting/protection for a range of commonly encountered hand/wrist fractures.</li> <li>• Outline the principles of/rationale for early mobilisation of hand fractures and be able to apply these safely to appropriate clinical scenarios.</li> </ul>
Traumatic injury to joint (ligament).	30 minutes.	Lecture	<p>Delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Describe different grades of ligament injury and their clinical significance.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Discuss and apply assessment techniques for commonly encountered ligament injuries in the hand (including PIP joint volar plate/collateral ligament injuries and thumb MCP joint UCL injuries).</li> <li>• Outline appropriate surgical intervention for commonly encountered ligament injuries in the hand.</li> <li>• Discuss appropriate post-surgical/non-surgical therapy treatment for commonly encountered ligament injuries of the hand.</li> </ul>
Traumatic injury to tendon.	45 minutes.	Lecture	<p>Delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Discuss and assess for closed tendon avulsion (including with avulsion fracture) injuries in the fingers (FDP avulsion, mallet finger, central slip rupture).</li> <li>• Outline the appropriate early (immediate to ~8 weeks) management for closed tendon avulsion injuries in the fingers (surgical/therapeutic as appropriate);</li> <li>• Give an overview of the principles of surgical and therapeutic intervention following laceration to a flexor or extensor tendon in the hand/wrist</li> </ul> <p><i>NB Detailed description/discussion of rehabilitation regimens following surgical repair of tendon laceration is no longer required as a core element of teaching at BAHT level I.</i></p>
Traumatic injury to nerve.	15 minutes.	Lecture.	<p>Delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Outline the basic anatomical structure of a nerve fibre and cell.</li> <li>• State the common classifications of severity of nerve injury (ie Seddon/Sunderland).</li> <li>• Outline common mechanisms of acute/traumatic injury to nerve (laceration, avulsion, acute compression/compartment syndrome)</li> <li>• Discuss the relative likelihood of and timeframes for spontaneous recovery from each level of nerve injury/identify when surgical intervention would be indicated.</li> </ul> <p><i>Detailed knowledge of surgical/post-surgical management of nerve laceration is no longer a core requirement for BAHT Level I.</i></p>

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<p>Pain and Complex Regional Pain Syndrome.</p>	<p>30 minutes.</p>	<p>Lecture.</p>	<p>Delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Describe the basic pathophysiology of pain and CRPS type I/II</li> <li>• Identify types of pain and their features (e.g. mechanical, inflammatory, neuropathic).</li> <li>• Identify common signs and symptoms of CRPS;</li> <li>• Identify how CRPS is diagnosed, including being aware of the Budapest criteria.</li> <li>• Describe a variety of appropriate therapeutic interventions to utilise with patients with pain and those diagnosed with CRPS;</li> <li>• Identify a number of other MDT members relevant to the care of patients with ongoing/severe pain and CRPS and outline their role.</li> </ul>
<p>Common treatment modalities.</p>	<p>120 minutes.</p>	<p>Practical workshop.</p>	<p>Delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Identify common problems arising as a result of the injuries and/or conditions discussed during the course and describe how they occur, including;             <ul style="list-style-type: none"> <li>○ Pain.</li> <li>○ Reduced range of movement/stiffness.</li> <li>○ Hypertrophic, keloid, sensitive, adhered and contracted scar tissue.</li> <li>○ Oedema.</li> </ul> </li> <li>• Discuss and practically apply a range of treatment modalities for patients with the clinical conditions covered with the course content including             <ul style="list-style-type: none"> <li>○ Massage, pressure, vibration, taping, silicone gels, (splinting - discussion only) for scarring.</li> <li>○ Management of oedema using compression (e.g. coban, finger sleeves, oedema gloves), massage, elevation, movement, taping.</li> <li>○ The role/prescription of exercise and functional activities to overcome stiffness/reduced range of motion, as well as how splinting can be employed to mobilise tissues (discussion/overview of splinting, practical application not required).</li> <li>○ Techniques to help overcome pain such as heat/cold,</li> </ul> </li> </ul>

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			soft tissue and manual therapy, acupuncture, exercise, imagery/mirror therapy (NB practical application not expected for all pain techniques).
Case Studies	60 minutes	Workshop +/- practical	Delegates should be able to apply their learning to a variety of relevant case study scenarios: <ul style="list-style-type: none"> <li>• Highlighting relevant anatomy/pathophysiology and possible complications.</li> <li>• Discussing and justifying appropriate assessment and treatment techniques.</li> </ul> <i>It is expected that these sessions would run in small groups and be led by the delegates with support/facilitation from course providers, allowing delegates to use knowledge, skills &amp; clinical reasoning for core conditions covered within the course content.</i>
Additional optional content.	180 minutes.	Lecture/interactive lecture/demonstration/workshop/practical.	Appropriate learning objectives to be determined by course providers in relation to their chosen content. Course providers may choose to allocate more time to consolidate teaching of core content, develop core topic areas to deliver learning in greater depth/breadth, deliver additional topics or a mixture of these. Additional topic examples include: <ul style="list-style-type: none"> <li>• Surgery for and rehabilitation of open flexor/extensor tendon injuries.</li> <li>• Principles of rehabilitation following peripheral (median, ulna, radial) nerve repair, including sensory re-education.</li> <li>• Practical Splinting.</li> <li>• Introduction to x-ray interpretation.</li> <li>• Psychology of (hand) injury.</li> <li>• Burns.</li> <li>• Paediatrics.</li> </ul>
Total	1080 minutes = 18 hours		

## BAHT Level I Course Sample Programme 1

Day 1		Duration (mins)
8:30	Registration/Refreshments	
9:00	Welcome and Introduction	15
9:30	Anatomy Revision Lecture	30
10:00	Practical Anatomy Workshop (whole group; 1 facilitator per 10 delegates). Palpation/Surface Marking/ Assessment of ligament and tendon integrity	60
11:00	BREAK	
11:20	Acquired soft tissue conditions lecture	40
12:00	Osteoarthritis and Rheumatoid Arthritis lecture	60
13:00	LUNCH	
13:45	Functional Assessment and joint protection workshop (whole group; 1 facilitator per 10 delegates)	45
14:30	Dupuytren's Disease Lecture	60
15:30	BREAK	
15:50	OA/RA/Dupuytren's case studies	60
16:50	Questions/recap day 1	
17:00	Close	
	Day 1 total teaching time:	370 mins
Day 2		
8:30	Introduction to Assessment lecture	30
9:00	Assessment Workshop Rotation 1	40
9:45	Assessment Workshop Rotation 2	40
10:30	BREAK	
10:45	Assessment Workshop Rotation 3	40
11:30	Assessment Workshop Rotation 4	40
12:15	Principles of tissue healing (skin/bone/ligament/tendon/nerve)	45
13:00	LUNCH	
13:45	Fractures and dislocations in the hand lecture	90
15:15	BREAK	
15:30	Traumatic injury to tendons lecture	45
16:15	Injury to nerve lecture (acquired and traumatic)	45
17:00	Close	
	Day 2 total teaching time:	415 mins

Assessment Workshops (maximum 10 delegates per group):

- Range of Movement
- Strength
- Oedema

## Appendix B

### Pain

#### Day 3

8:30	Questions/recap day 2	
8:40	Trauma Case Studies	50
9:30	Pain/CRPS lecture	45
10:15	Introduction to exercise in treatment	30
10:45	BREAK	
11:00	Treatment Workshop Rotation 1	30
11:35	Treatment Workshop Rotation 2	30
12:10	Treatment Workshop Rotation 3	30
12:45	Treatment Workshop Rotation 4	30
13:15	LUNCH	
14:00	Questions/recap AM session	
14:10	Introduction to Splinting	40
14:50	Practical Splinting Workshop (refreshments available throughout) All delegates; 1 facilitator per 10 delegates.	90
16:20	Close of course	
	Day 3 total teaching time:	375 mins

#### Treatment workshops (max 10 per group)

- Scar
- Oedema
- Range of Movement
- Pain

Course total teaching time: 370 + 415 + 375 = 1160 mins / 19 hours 20 minutes

## BAHT Level I Course - Sample Programme 2

Day 1	Session Title	Time	Session style
08:30	Registration		
09:00	Welcome		
09:15	Introduction to BAHT Level I & hand therapy	15	Lecture
09:30	Introduction to assessment in hand therapy	30	Interactive lecture
10:00	Introduction to exercise in hand therapy	30	Interactive lecture
10:30	Anatomy Revision	30	Interactive lecture
11:00	Break		
11:20	Workshop Rotation 1	60	Workshop
12:25	Workshop Rotation 2	60	Workshop
13:30	Lunch		
14:25	Workshop Rotation 3	60	Workshop
15:30	Principles of healing	30	Lecture
16:00	Pain & CRPS	30	Lecture
		345 mins total	

Day 2	Session Title	Time	Session style
08:30	Day 1 recap/questions		
08:45	Closed hand trauma	120	Interactive lecture
	Fractures		
	Ligament injuries		
	Tendon avulsions		
10:45	Break		
11:05	Open hand trauma	55	Lecture
12:00	Workshop Rotation 4	60	Workshop
13:00	Lunch		
13:50	Workshop Rotation 5	60	Workshop
14:55	Workshop Rotation 6	60	Workshop
16:00	Break		
16:20	Tendinopathy and nerve compression syndromes	70	Lecture
		425 mins total	

Day 3	Session Title	Time	Session style
8:30	Day 2 recap/questions		
08:45	Dupuytren's Disease	60	Lecture
09:45	Osteoarthritis	40	Lecture
10:25	Rheumatoid Arthritis	20	Lecture
10:45	Break		
11:05	Workshop Rotation 7	45	Workshop
11:50	Workshop Rotation 8	45	Workshop
12:40	Lunch		
13:25	Workshop Rotation 9	45	Workshop
14:20	Case Studies (1 facilitator per 10 delegates)	60	Workshop
15:20	Final recap		
15:30	Close of course		
		315 minutes	

Total teaching time 1085 minutes = 18 hours 5 minutes

Workshop content:

Day 1

- Anatomy
  - Palpation and surface marking.
  - Testing volar plate, collateral ligaments, FDP/FDS/central slip
- Measuring and improving range of movement
- Measuring and managing oedema

Day 2

- Measuring and improving strength
- Measuring and improving pain
- Splinting in hand therapy
  - Types/purposes of splints
  - Range of off the shelf and pre-made thermoplastic splints to view/discuss

Day 3

- Patient Rated Outcome Measures in hand therapy
- Assessing and managing scars
- Functional Assessment Tools

### BAHT Level I Pre-Course Information

Thank you for choosing a level I Introduction to Hand Therapy course. Your course has been validated by the British Association of Hand Therapists (BAHT) and will be delivered by your chosen independent provider. This document provides standardised information produced by BAHT regarding what to expect from your course and how to prepare for it.\*

#### *BAHT Level I course aims*

The BAHT Level I course aims to provide an opportunity for healthcare workers to gain an insight into the hand, its structure and function and the application of assessment and rehabilitation principles to common injuries and conditions affecting the hand. It also aims to provide PTs and OTs the opportunity to complete their first step on the route to becoming a BAHT accredited hand therapist (AHT), gaining 1 BAHT level I point on successful completion of the post-course assessment.

#### *BAHT Level I course objectives*

By the end of the course participants should be able to:

- Demonstrate an understanding of the pure and functional anatomy of the hand.
- Describe the rationale for and application of common methods of hand assessment.
- Describe the rationale for recording assessment, objectives and outcomes in a clear, comprehensive and concise manner.
- Demonstrate basic knowledge of some commonly seen hand injuries and conditions.
- Recognise commonly encountered complications resulting from hand injury or pathology.
- Demonstrate a basic understanding and evaluation of treatment methods commonly utilised in the management of hand injuries and conditions.
- Complete the level I course examination online, within two weeks of the course completion date.

As a validated course within BAHT's post-graduate development pathway there is an assessment element to the BAHT level I course. This will be in the form of an online post-course examination containing a variety of questions relating to the core level I content. You will have 30 minutes to complete the exam at a time of your choosing up to two weeks after your course ends and you will need access to a suitable device (e.g. laptop or desktop computer) and a good internet connection, either at work or at home, in order to complete it. The pass mark is 60% and one retake opportunity is allowed if you are initially unsuccessful. Further information regarding how to access the exam and what to expect will be given during your course.

Candidates who successfully complete the exam will receive one BAHT point towards becoming an AHT. However, successful completion of a level I course is not a measure of clinical competence and should not be claimed as such. Candidates who attend all sessions of the course but do not successfully complete the exam will receive an attendance certificate. You may go on to attend validated BAHT level II courses in this situation, but you would not formally pass the course or receive a BAHT point towards accreditation. Any

candidate who fails to attend one or more sessions of their course, for any reason, may not be eligible to receive their attendance certificate or go on and attend BAHT level II courses.

### *Essential pre-reading/preparation*

Thorough knowledge and understanding of relevant anatomy is essential when treating hand injuries and conditions, which cannot feasibly be taught in detail within a BAHT level I course. You are therefore expected to undertake detailed pre-reading and revision relating to the pure and functional anatomy of the forearm, wrist and hand prior to attending your BAHT Level I course. BAHT has produced a 'Hand Anatomy' document to assist with candidates' revision. If you have not already received a copy of this please request it from your course provider. Previous candidates who have been unsuccessful in completing the BAHT level I examination have predominantly lost marks due to poor anatomical knowledge, so adequate preparation really is essential.

### *Further preparation*

No further pre-reading is required beyond the relevant anatomy, but any interested candidates are advised to consult any available recent hand therapy textbook for additional reading prior to their course.

\*Full details regarding BAHT level I courses can be found in the 'BAHT Level I Course Guidelines' which are available to download from [www.hand-therapy.co.uk](http://www.hand-therapy.co.uk)

### Budget Considerations

It is the responsibility of course hosts and providers to plan and budget appropriately for their BAHT level I course. This information is intended as a useful guide to assist but is not an exhaustive list and will vary depending on individual circumstances.

Income	Expenditure
<ul style="list-style-type: none"> <li>▪ <u>Candidate course fees.</u> It is at the course provider/host's discretion to set their course fees at an appropriate rate to generate sufficient income to cover costs and provide suitable profit, whilst also providing value for money to candidates and being competitively priced enough to attract sufficient numbers to be financially viable. BAHT does stipulate that members of BAHT should be offered a minimum 10% discount on the standard course fee rate, so it may be advisable to budget around this lower rate when considering the minimum number of candidates required to run a course.</li> <li>▪ <u>Company sponsorship.</u> Some suppliers of hand therapy related products are keen to attend BAHT validated courses to have an opportunity to showcase their products to candidates, and may provide a financial or product incentive to course host/providers in return for this opportunity. BAHT has no objection to course hosts/providers negotiating sponsorship with such companies as long as their involvement is fully transparent and has no impact on teaching delivery or content. It is also advisable for course hosts/providers to consider the additional space requirements needed to accommodate sponsors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>BAHT.</u> £200 application fee. See section 4.5 for details of what this includes.</li> <li>▪ <u>BAHT representative.</u> £150 per day attended, plus expenses. See section 5 for full details of permissible expense claims.</li> <li>▪ <u>Venue (hire costs if applicable).</u> See section 4.5 for details of venue requirements.</li> <li>▪ <u>Refreshments.</u> Hot/cold drinks and snacks. Lunch optional. See section 4.5 for further details.</li> <li>▪ <u>Audio-visual.</u> Equipment Technical support</li> <li>▪ <u>Printing/Copying.</u> Course manuals – 1 per candidate and 1 for BAHT representative. Candidate sign-in sheets (for each day of the course).</li> <li>▪ <u>Other resources/clerical.</u> Stationery Folders Name badges Signage (e.g. directions)</li> <li>▪ <u>Administration.</u> Staff time required to: Register candidates, answer queries and provide pre-course information, etc. Liaise with BAHT and BAHT representative. Prepare teaching materials/sessions.</li> <li>▪ <u>Advertising</u> BAHT website, periodically in ebulletin and Frontline magazine and BAHT social media all included by BAHT application fee. Hosts/providers can also circulate via BAHT regional groups at no cost. Dedicated BAHT ebulletin or magazine/journal advertising at additional cost.</li> <li>▪ <u>Lecturers</u> Appropriate negotiated speaker fees. Also consider preparation time, travel and accommodation expenses as appropriate.</li> </ul>

## Application to run a BAHT validated course: Level I - Introduction to Hand Therapy

### Provider Details

Name(s):

Postal address:

Phone Number:

E-mail:

BAHT Membership Number(s):

### Course Details (for advert on BAHT website)

Course dates:

Course venue/location:

Course fees: Standard (non-member BAHT); £  
BAHT member (minimum 10% discount from standard); £  
Other (e.g. early bird discounts if applicable); £  
Details:

Contact name(s):

Contact email address(es):

Contact phone number(s):

Is lunch to be included in the course fee?: Yes/No

*NB if lunch is not to be included it is expected this would be reflected in the delegate fee. Refreshments during tea/coffee breaks should be provided as standard on all BAHT validated courses.*

Any other brief information for website advert:

If you would like your course flyer, registration form or any other relevant documents uploaded onto the BAHT website alongside your course advert please provide a copy with your application.

## Other required information

Brief CVs of main course organisers/contributors and proposed speakers enclosed

Proposed Course programme: enclosed

will be forwarded by minimum 6 months prior to course dates   
(NB course cannot be validated without programme).

Named person who will contact/liaise with BAHT representative regarding the course:

Planned maximum number of attendees:

Details of facilities at course venue (e.g. appropriate lecture/workshop/refreshment spaces, wheelchair accessibility, etc):

## Application Fee

Please note that payment of the £200 course application fee must be made *before* an application can be considered or the course advertised on the BAHT website. We are no longer able to accept cheque payment for course fees so please provide relevant details for invoicing below:

Invoice addressee name	
Contact e-mail address	
Contact phone number	
Postal address	
PO number (if applicable)*	

\*If a purchase order is required, please ensure this is raised prior to submitting this application and quote the relevant number here. Please contact us if you have any queries regarding this via [bahthandtherapy@gmail.com](mailto:bahthandtherapy@gmail.com).

To avoid unnecessary delays in processing your application and advertising your course, please ensure you notify the committee when you make payment. Receipts will not routinely be provided, please notify us if this is something you specifically require.

Please return your completed form to [bahthandtherapy@gmail.com](mailto:bahthandtherapy@gmail.com)

## For office use only

Date application received:

If all relevant sections of form are complete, forward to [baht.escfinance@gmail.com](mailto:baht.escfinance@gmail.com) so that invoice can be raised, copy in [baht.level1@gmail.com](mailto:baht.level1@gmail.com) for information and file in Level I electronic folder.

If any sections of form are incomplete, please return to sender to complete and return.

## Format and Referencing Guidance for BAHT courses

Any documents relating to BAHT validated courses, such as course manuals provided to course candidates should adhere to the following standards.

### *Format*

In order to comply with the Equality Act<sup>1</sup> and other relevant guidance/legislation it is recommended that course providers consider the following in relation to their published handouts/course manual

### *Font*

BAHT's recommended font for course documentation is Ariel, as this is a readily available font which has consistently been suggested to be a good font for readers with dyslexia in terms of both preference and reading ease.<sup>2,3</sup> Course providers may use an alternative font for their course documentation, providing they have considered its accessibility for delegates with dyslexia with reference to relevant supporting literature.

Course providers should also note that using capital letters or italics in large amounts may affect the readability of text.

### *Text size*

Under normal circumstances size 11 or 12 point text should be of a reasonable size for the general paragraph text within course documentation in order to be easily legible. Larger print documentation should be provided for any course candidate who requests it on the basis of any physical or learning need.

### *Spacing*

Large paragraphs of single spaced text may be difficult for some to read easily. Consider increasing the spacing between lines and/or breaking up text into smaller paragraphs in order to address this. Also consider using images, tables and bullet points to make your manual more visually interesting and easier to navigate, as well as using larger, underlined or bold fonts for emphasis or to separate sections. Colour can also be useful, though this can significantly increase printing costs.

### *Citations and referencing*

Text citations and reference lists should be formatted according to the SAGE Vancouver style. This is the same style as used within this document and in the Hand Therapy journal. Detailed instructions are available online.<sup>4</sup>

### *Copyright considerations*

Course providers should be aware of copyright legislation<sup>5</sup> with regards to any reproduced content in their course documentation, including any images used. Where possible it is recommended that course providers produce their own images and where this is not feasible course providers must ensure that they have permission to use and distribute their chosen

content/images. Course providers are welcome to reproduce the images contained in the 'BAHT level I anatomy' document within presentations and accompanying handouts for any BAHT validated course providing these are referenced appropriately to BAHT.

### *References*

1. Equality Act 2010. <https://www.legislation.gov.uk/ukpga/2010/15/contents> (2010, accessed 14/08/2018).
2. Rello L and Baeza-Yates R. Good fonts for dyslexia. In conference: Proceedings of the 15th International ACM SIGACCESS Conference on Computers and Accessibility. [https://www.researchgate.net/publication/262320823\\_Good\\_fonts\\_for\\_dyslexia](https://www.researchgate.net/publication/262320823_Good_fonts_for_dyslexia) (2013, accessed 14/08/2018).
3. Bachmann C and Mengheri L. Dyslexia and Fonts: Is a Specific Font Useful? Brain Sci. 2018. 8. 89. doi:10.3390/brainsci8050089
4. SAGE Vancouver reference style. Sage UK Style Guide. [https://studysites.uk.sagepub.com/repository/binaries/pdf/SAGE\\_Vancouver\\_reference\\_style.pdf](https://studysites.uk.sagepub.com/repository/binaries/pdf/SAGE_Vancouver_reference_style.pdf) (accessed 14/08/2018).
5. Copyright, Designs and Patents Act 1988. <https://www.legislation.gov.uk/ukpga/1988/48/contents> (1988, accessed 14/08/2018).



## Level I Course Evaluation Form

Please complete this form and return at the end of your course. Your feedback will be used to inform future developments to this course and the level I course programme in general, so we appreciate you taking the time to complete it. Constructive comments are very welcome.

Your name is not required on the form, but if there is any matter you would like to discuss with the course leaders or with BAHT please note this on the form to facilitate this. You can also contact the level I course co-ordinator directly via email: [baht.level1@gmail.com](mailto:baht.level1@gmail.com).

Please score each requested section with a number, according to the following scale:

1	2	3	4	5
Very Poor	Poor	Adequate	Good	Very Good

### General

	Score /5	
Pre-course information		
Venue		
Refreshments		
Value for money		

### Day 1

	Content /5	Presentation /5	
Session 1			
Session 2			
Session 3, etc.			

### Day 2

	Content /5	Presentation /5	
Session 1			
Session 2			
Session 3, etc.			

# Appendix H


## Day 3

	Content /5	Presentation /5	Comments
Session 1			
Session 2			
Session 3, etc.			

Which session/aspect of the course did you find most helpful?

Is there any additional content you think should be included in this course?

Is there any current content which you think should be removed from this course?

Any additional comments?

If you would like to be contacted regarding your feedback please complete the below:

Name:

Contact email/phone number:

Who would you like to be contacted by? BAHT / Course leader

## BAHT Level I course planning checklists

### Validation requirements checklist

Item	Details	When?	✓
Application form	Editable version available from BAHT secretary <a href="mailto:bahthandtherapy@gmail.com">bahthandtherapy@gmail.com</a> Complete and return to same. See also section 4.3 and Appendix E.	1 year in advance of course (new courses) Minimum 6 months in advance of course (established courses, must then be accompanied by programme and CVs)	
Application fee	£200, payable on application. If an invoice is requested and subsequently paid ensure <a href="mailto:baht.escfinance@gmail.com">baht.escfinance@gmail.com</a> is notified so that payment can be checked and the course then advertised.	With application or asap after – course cannot be advertised and course application cannot be formally reviewed until payment received.	
Course Programme	Session titles, formats and durations with start and finish times. Proposed facilitator(s) for each session. See also section 4.3, appendix A & B.	With application or asap after – course cannot be validated without receipt of programme. 6 months prior to course absolute minimum.	
Brief CV of course provider(s) and all named speakers/facilitators.	See also section 4.3.	Ideally with application or asap after – course cannot be validated without receipt of all relevant CVs. Must be received minimum 6 months prior to course.	

## Appendix H

### BAHT representative requirements checklist

Item	Details	When?	✓
Initial contact		As soon as notified by the BAHT secretary of the name and contact details of the BAHT representative.	
Pre-course information	All pre-course information sent to course candidates should also be copied or forwarded to the BAHT representative.	At the time this information is sent to candidates, or once notified of name/contact details of the BAHT rep if this is later.	
Additional learning needs.	If any candidates have highlighted additional learning needs that mean they require additional time to undertake the post-course assessment the BAHT representative should be notified and the candidate's supporting evidence should also be forwarded.	By two weeks prior to the course (supporting evidence can be viewed during the course itself).	
Course manual	The BAHT representative should be provided with a copy of the course handouts/manual being issued to candidates.	On arrival of the BAHT rep at the course (day 1 for 3 day reps, normally day 3 for 1 day reps).	
Signing-in sheets	In order to issue attendance certificates the BAHT representative will need to have seen that each candidate has signed in for each day of the course.	Once completed on the final day of the course.	
Candidate evaluation forms/collated feedback.	The BAHT representative should be given full access to view the candidate's evaluation forms at the end of the course, in order to get an overview of the feedback to inform their own evaluation report.	Final day of course.	
Payment of BAHT representative invoice.	The BAHT representative should prepare their invoice immediately following the course.	Payment should be made within 30 days of receipt, though it may be withheld if course providers are still awaiting receipt of the representative's course evaluation report (due within two weeks of the course).	

## Roles and Responsibilities of the Level I Course BAHT representative

### Before the course

On appointment expect to receive from BAHT secretary:

- Confirmation of appointment letter containing;
  - Course host/provider contact details,
  - Contact details of link person from BAHT ESC,
  - Course dates and location,
  - Confirmation whether attendance is required for all three days of the course or one day only (final day of course).
- An editable copy of 1 day/3 day BAHT representative report form (as appropriate to attendance).
- A copy of the current BAHT level I Course Guidelines and BAHT representative roles and responsibilities document.

Make necessary arrangements to be able to attend course throughout duration required as soon as appointed (e.g. book annual leave, arrange child care). Within one week of appointment expect to be contacted by your course host or provider nominated contact person to commence planning of logistical arrangements (travel, accommodation if required, etc).

Receive from course host/provider a copy of all pre-course information and reading sent to course candidates (course programme, anatomy booklet and BAHT standardised pre-course information, venue location and travel information, local accommodation options) on initial contact post appointment or as soon as ready thereafter).

Arrange appropriate travel/accommodation as required in liaison with course hosts/providers (see section 5 of BAHT level I guidelines for full information regarding this).

Respond to any communication from course hosts/organisers in a timely manner (or notify of any period of e.g. holiday in run up to course).  
Read all paperwork received thoroughly to ensure up to date with current guidelines and processes.

Expect to be notified by course hosts/organisers of any specific candidate learning or other needs for which extra time to complete the post-course assessment is required.

Contact BAHT level I course co-ordinator with any queries or concerned not otherwise answered by other relevant parties via [baht.level1@gmail.com](mailto:baht.level1@gmail.com)

### During the course

Attend the course throughout the day(s) appointed.

Ensure BAHT rep is introduced to course candidates by course providers on day of arrival with brief description of role given (this introduction can be made by the course providers, or the BAHT representative themselves as agreed between the two parties).

Engage with course candidates, hosts and providers during breaks in the programme to gather comments and feedback from all parties. Any engagement during the programme itself must be appropriate and not detract from course delivery (e.g. supporting learning and discussion within workshop/practical sessions is generally appropriate, but not talking over lecture delivery).

Ensure participant attendance is logged and notified to BAHT (check sign-in sheets for each day of course and forward fully completed list to [bahthandtherapy@gmail.com](mailto:bahthandtherapy@gmail.com) at the end of the course).

Provide constructive and objective feedback verbally to the course providers as appropriate at the end of each day attended. Comments may be with regards to course content, delivery, balance, structure or anything else relevant (any major concerns should be highlighted as soon as practicably possible rather than waiting until the end of the day).

Maintain accurate records of observations and discussions in order to complete BAHT representative evaluation report form.

Review candidate course evaluation forms at the end of the final day of the course.

### After the course

Liaise with course providers and ESC as needed regarding post-course examination process during the two weeks following the course.

Complete the 1 day/3 day (as appropriate) BAHT representative course evaluation report form and return this alongside the completed candidate attendance list (see above) to Eve Dunn, BAHT secretary at [bahthandtherapy@gmail.com](mailto:bahthandtherapy@gmail.com) within two weeks of the course.

Submit invoice for representative fees and reasonable agreed expenses (see section 5 of BAHT level I guidelines for full details regarding fees/expenses) to course hosts/providers in timely manner once completed report form has been returned.

**BAHT Level I Course**  
**BAHT Representative's 1 day report form**

Course Organiser(s)	
Venue	
Dates of course	
BAHT rep name	

Please complete this form and return via email to [bahthandtherapy@gmail.com](mailto:bahthandtherapy@gmail.com) within two weeks of the course.

Each section of this form should be graded between 1 and 5 where prompted with additional comments in each free text box.

Grading:

1                      2                      3                      4                      5  
 Very Poor          Poor                  Adequate          Good                  Very Good

Overall Evaluation

<i>Overall, how would you rate:</i>	Score	Comments
The organisation of the course?	1 - 5	
The course content?	1 - 5	
The course manual/ handouts?	1 - 5	
The quality of teaching?	1 - 5	
How well the BAHT Level I course learning objectives were met?	1 - 5	
The course in entirety?	1 - 5	

Please comment on the following:

Good features of this course:
How this course could be further developed/improved:
Any specific areas of concern:
Were any areas for development, highlighted in the last BAHT representative report addressed?

# Appendix J

Were there any changes to the speakers published in the programme?: Yes/No

If YES, please specify details:

Name	Lecture	Replacement
Comments:		

Were there any below average lecturers below grade 3?:- Yes/No

If YES, please specify details:

Name	Lecture	Replacement
Comments:		

Could this course run again?: Yes/No

If NO, what are the essential amendments/modifications needed?

Can this course continue to run with a one-day BAHT representative? Yes/No

If NO, please give details of why:

Signature of BAHT Representative:

Date: [Click to enter date.](#)

**BAHT Level I Course**  
**BAHT Representative's 3 day report form**

Course Organiser(s)	
Venue	
Dates of course	
BAHT rep name	

Please complete this form and return it via email to [bahthandtherapy@gmail.com](mailto:bahthandtherapy@gmail.com) within two weeks of course completion.

Each section of this form should be graded between 1 and 5 where prompted with additional comments added in each free text box.

Grading:

1	2	3	4	5
Very Poor	Poor	Adequate	Good	Very Good

Overall Evaluation

<i>How would you rate:</i>	Score	Comments
The organisation of the course?	1 - 5	
The overall course content?	1 - 5	
The course manual/ handouts?	1 - 5	
The overall quality of teaching?	1 - 5	
How well the BAHT Level I course learning objectives were met?	1 - 5	
The course in its entirety?	1 - 5	

Please comment on the following:

Good features of this course:
How this course could be further developed/improved:
Any specific areas of concern:
If this course has run previously, were any areas for development highlighted in the last BAHT representative report addressed?

# Appendix K

Were there any changes to the speakers published in the programme? Yes/No

If YES, please specify details:

Name	Lecture	Replacement
Comments:		

Could this course run again? Yes/No

If NO, what are the essential amendments/modifications needed before approval can be given to run again?

Signature of BAHT Representative:

Date: [Click to enter date.](#)

On the following pages please rate and provide specific feedback for each taught session on the course and its accompanying handout in the course manual.

Consider your scoring and comments in relation to the overall level I course learning objectives (see section 1.2 and 1.3 of BAHT level I guidelines) as well as the specific learning objectives relating to the core level I course content (see Appendix A of BAHT level I guidelines). Comments may relate to the breadth and depth of content (in relation to expectations for BAHT level I), level of course candidate participation and active engagement in learning (particularly within any workshop or practical sessions), timekeeping and anything else that the BAHT representative feels is relevant.

Please ensure all comments made are constructive and objective in nature and if there are areas for development please try to suggest how the aspect of the course could be improved rather than just scoring it negatively.







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