

British Association of Hand Therapists (BAHT)

Level II 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 (OT's) and Physiotherapists (PT's). This pathway consists of three levels, the second of which (level II) 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 and/or relevant guideline documents which can be downloaded from there.

1.2 Level II course aims

The level II course is designed for qualified OT's and PT's with proven knowledge in the field of hand therapy (*equivalent of two years*) or for those who have successfully completed a validated level I course offered by BAHT. It will promote recognition of professional competence in a specialist aspect of Hand Therapy; improve the quality of patient care; and foster evaluation and research in hand therapy.

These guidelines provide a framework for course organisers to follow should they wish the course to be validated by BAHT.

1.3 Level II course objectives

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

- Demonstrate knowledge of the pathology and medical management of the hand and an understanding of the relationship between this and function of the hand.
- Describe the mechanics of deformity and their implications in the upper limb.
- Discuss and evaluate the common methods available to the therapist in the assessment and treatment of the hand.
- Synthesise and analyse relevant surgical options and their therapeutic implications.
- Identify and discuss the complications that may result from surgery and the management of these complications.
- Demonstrate critical and objective evaluation skills in treatment planning.
- Demonstrate appropriate professional attitudes and so respond to the needs of the patient.

Course organisers should specify aims directed specifically to the major topics of individual courses.

1.4 Overview of level II courses

Level II 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 II courses, against the core standards and objectives set out within this document.

Level II courses generally run across three consecutive days and must contain a minimum of 17 hours teaching with an appropriate balance of theory and practical sessions. Teaching time includes all sessions led by and / or supervised by course tutor(s). Unsupervised peer group sessions do not qualify as teaching time. Level II courses must contain an element of workshops, be practical and interactive. BAHT level II courses can be delivered face to face or virtually via an online video-conferencing platform of the provider's choice. Whichever delivery modality is used hosts and course providers must follow the BAHT level II guidelines set out in this document and submit all relevant requested paperwork.

On the final day of a level II course candidates sit a written exam (or a practical skills assessment if relevant) followed by a written assignment to be submitted no later than 6 weeks following the course (see sections 2.5, 5.6 and appendices B & F).

Attendance at a BAHT level II course and successful completion of the examination process 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 II course (section 2), parties wishing to host or run a level II course (sections 3 and 4 respectively) and BAHT appointed level II course representatives (section 5). All course hosts/organisers/BAHT representatives are advised to familiarise themselves with the document in its entirety.

The BAHT level II guidelines have been designed to ensure that minimum standards are met across all level II validated courses, so that delegates can register for any level II course of their choice with confidence. The guidelines apply to every level II validated course, and every course provider. Should any individual provider wish to propose a course for validation at level II 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.

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 level II delegates

This section contains information relevant to individuals who are interested in completing a BAHT level II course.

2.1 Introduction

A BAHT level II course is a great opportunity for experienced hand therapists to build knowledge and skills in a specialist aspect of hand therapy while evaluating the effectiveness of assessments and interventions used within clinical practice.

Some individuals will attend a level II course because they are interested in continuation of the process of specialisation in hand therapy and want to progress through levels II and 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 find specific level II courses relevant to their practise. Whatever their motivation, delegates generally find BAHT level II courses invaluable learning experiences and feedback received by course providers is overwhelmingly positive. All delegates should be aware of the disclaimer under the 'Statement regarding liability of course leaders' in section 4.9.

2.2 Course content

The content of a level II course is determined by the course organisers but will usually focus on a specialist aspect of hand therapy. For example:

- Hand trauma
- Tendon conditions
- The rheumatoid upper limb
- Peripheral nerve conditions
- Burns of the upper limb
- Splinting
- The paediatric upper limb
- Radiographic imaging of the hand
- Work related upper limb disorders
- PIP joint
- Fractures
- Thumb
- Congenital hand deformities

All BAHT courses include a mixture of lecture style presentations and interactive workshops/practical sessions.

2.3 Eligibility to attend a BAHT level II course

(i) BAHT level II courses are designed for qualified OT's and PT's with an interest in hand therapy who have successfully completed a BAHT level I course or 2 years of practice within hand therapy.

(ii) Therapy support workers may be eligible to apply with supporting evidence from a senior clinician in their area of work. As with any candidate, the support workers would have to be

aware of the disclaimer under the 'Statement regarding liability of course leaders', see section 4.9. Support workers must be made fully aware of the course content and objectives in order to ascertain the appropriateness to attend. Acceptance on the course would be at the discretion of the course organisers, following discussion with the BAHT level II co-ordinator. They may sit any or all of the assessment components of the course in order to consolidate and demonstrate their learning but are not eligible to formally pass the course or to be awarded BAHT level II points towards becoming an AHT. They do not have to sit the exam but could if they wanted to as part of the learning process. If the support worker passed the exam they would not receive 2 BAHT points but would receive a course attendance certificate only. Each course would be limited to 2 places for support workers.

(iii) Overseas therapists/ assistants are welcome to attend BAHT level II courses at the discretion of course providers and on the same basis as in each category described above (sections 2.3i and 2.3ii). 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 II course. This matches the minimum level required to obtain a Tier 4 visa to study at degree level or above in the United Kingdom (UK). If overseas candidates attend a virtual BAHT level II course via an online video-conferencing platform, they may be expected to attend sessions at UK times and also undertake the assessment at the same time as other candidates. Course providers of virtual courses are not obliged to change course delivery to meet time differences between countries.

2.4 Expectations of candidates

(i) Thorough knowledge and understanding of relevant anatomy are essential when treating hand injuries and conditions. Candidates are expected to undertake detailed pre-reading and revision from a list provided by the course organisers prior to the course start date.

(ii) Candidates are required to attend all sessions, whether delivered face to face or virtually via a video-conferencing platform, on all days of their BAHT level II course programme in order to receive their attendance certificate and become eligible to complete the course examination process (see below). 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 II 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 have the opportunity to undertake the course examination and assignment (see appendix E regarding the assessment process). The pass grade for the assessment is 60% and successful candidates who are qualified OT's or PT's gain 2 BAHT level II points towards becoming a BAHT AHT. Any candidate who is initially unsuccessful in achieving 60% in the course examination will be allowed one opportunity to re-attempt the examination (with different questions). Any candidate who is initially unsuccessful in achieving 60% in the written assignment will be allowed one opportunity to resubmit the assignment following feedback from the course organisers.

2.5 BAHT level II assessment process

All delegates on a level II course are assessed using a written paper or a practical exam on the course itself. Plus there will also be a written assignment of 1000-1500 words for submission within 6 weeks of the end of the course. Each section is valued at 50%, both sections must be passed to qualify for an overall pass mark. The pass mark is 60% for each of the two sections.

Each candidate's assessment submissions will be marked by two assessors (usually those who provide the course) and an overall mark is agreed upon. The summary of overall marks and a selection of 10% of the submission plus any fails and borderline papers will then be reviewed by the BAHT representative to ensure consistency and fairness in the mark awarded.

The decision of the BAHT Representative is final.

Either a written examination

This will last one hour and be on the final day of the course. All candidates have to sit the exam at the same time. Ten minutes at the beginning of the exam will be allocated to read through the exam paper. Total exam time is therefore 1 hour 10 minutes. The BAHT ESC has set a standard that all written exam papers for level II courses should be set and marked out of 50.

Or a practical examination

This is generally undertaken on the last day of the course but some courses may differ. The duration of the practical element of the assessment process will vary dependent on the course topic and the practical aspect being assessed. The BAHT ESC will provide guidance on the recommended duration of the practical assessment dependent upon the nature of the course.

And written assignment/case study

This must be completed after the course. The word count is 1000-1500 words not including references, appendix or tables. Case studies or an assignment will be provided during or at the end of the course and should be returned within 6 weeks of the course. It is the candidate's responsibility to get the assignment to the course organisers on time. If the assignment is not received within the stated time, it will not be marked unless an extension has been agreed in advance and has been approved by the BAHT representative for the course.

Participants will be informed whether they have passed or failed both assessments within 6 weeks of the organisers receiving the written assignments. Participants who fail to achieve the required pass mark in either the written examination or the assignment will be entitled to one re-sit, which must be completed within 6 weeks of notification of the fail grade.

Participants can undertake the written examination at their own place of work under exam conditions which a manager/ senior colleague will invigilate.

Passing both the exam and the take-home project will give the candidates 2 BAHT points towards becoming an AHT.

For a full explanation of the BAHT education process please look at the BAHT web-site on www.hand-therapy.co.uk.

2.6 Choosing a BAHT level II course

As stated previously, BAHT level II courses vary in their topic focus and content. Course providers are required to provide evidence of their suitability to run a level II course before their course can be validated (full details of the application/validation process are available in section 4 of this document). Level II courses also vary in style, delivery, geographical location and cost so candidates are advised to research the options for upcoming courses and choose a course that will best suit their own needs. The number of level II courses run in a calendar year varies but the ESC aims to facilitate as diverse a geographical spread across the UK as possible. Every attempt is made to also provide a relatively even spread of level II courses throughout the calendar year to prevent clashes between courses and conferences therefore advanced planning on the part of the course organisers is recommended. For BAHT level II courses that are delivered virtually via an online video-conferencing platform it is the responsibility of the candidate to ensure that they have access to the required resources i.e. laptop /computer and good internet connections. Course hosts/ providers are not obliged to support candidates with IT support.

2.7 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 of the full course fees for any stand-alone BAHT validated course. The actual fee discount is set by course providers/ hosts at their discretion. Discounts may also be offered to other groups where appropriate e.g. delegates who attend from outside the UK – members of European or International hand therapy organisations.

(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 level II course hosts

3.1 Definition of a course host

For the purposes of this document course hosts are defined as individuals, groups or organisations that provide a venue for a BAHT level II 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 II course content. Those who take on the role of planning and delivering the course programme will be referred to as course providers within this document. The course organiser/provider must be a member of BAHT.

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 II course at their venue. Groups may also be interested in developing and delivering their own level II course as providers at a later date, but choose to initially host a course taught by external providers as a precursor 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 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 II course can be found in section 4 of this document. When hosting a validated level II 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 they can budget accordingly. Course hosts/providers must be clear on what processes and information are required to ensure that any financial outlay/ expenses are paid in an efficient and timely manner. Please refer to appendix C for further useful information regarding areas to consider when budgeting running a level II course.

3.5 Timeframes for course hosts

There are a number of steps required for validation of a level II 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 12 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 level II course providers

4.1 Definition of course provider

For the purposes of this document course providers are defined as groups or organisations that plan the programme and deliver the teaching content of a BAHT level II 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 II course. The course provider must be a member of BAHT.

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 is 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 II 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 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. Providing a level II course has many advantages 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 than at level I – see level I guidelines for full details regarding hosting or developing a level I validated course on www.hand-therapy.co.uk

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.

4.2.1 Course Structure

It is recommended that a level II course should be of not less than three days duration. It must contain a minimum of 17 hours teaching with appropriate balance of theory and practical sessions. Teaching time includes all sessions led by and/ or supervised by course tutor(s). Unsupervised peer group sessions do not qualify as teaching time.

All courses must have an element of workshops. They must be practical and interactive. Teaching should either be carried out as a lecture OR a workshop:

LECTURE FORMAT – for ALL candidates. Must have an interactive component i.e. to generate a discussion or complete workbooks.

WORKSHOPS – as a guide; a maximum ratio of 1:12 (lecturer:delegates) for workshops is recommended whilst the course requires a 3-day rep. This ratio can increase to 1:14 for workshops once the course requires a 1-day rep.

Group sizes for practical's should be dependent on the learning that needs to be achieved within the session. Therefore, a small justification of the learning objectives of the workshops, with ratios is required on application.

BAHT level II courses can be delivered face to face or virtually via an online video-conferencing platform. Whichever delivery modality is used hosts and course providers must follow the BAHT level II guidelines set out in this document and submit all relevant requested paperwork.

The BAHT ESC will assess individual programmes in relation to their learning outcomes, with regards to their workshop ratios.

4.2.2 *Course content*

This will be determined by the course organisers but will usually focus on a specialist aspect of hand therapy. For example:

- Hand trauma
- Tendon conditions
- The rheumatoid upper limb
- Peripheral nerve conditions
- Burns of the upper limb
- Splinting
- The paediatric upper limb
- Radiographic imaging of the hand
- Work related upper limb disorders
- PIP joint
- Fractures
- Thumb
- Congenital hand deformities

4.2.3 *Teaching and learning strategies*

The strategies selected should facilitate the achievement of the course aims and objectives. Course organisers are encouraged to adopt strategies which will foster participants' reflection on their learning and which ensure the integration of theoretical learning into the participants' clinical practice. A variety of methodology should be included in the programme: seminars, peer teaching, practical demonstrations, experiential sessions, case studies, problem-solving exercises. For BAHT level II courses being delivered virtually via an online

video-conferencing platform, course hosts need to be clear how teaching will be delivered and have back up options should IT difficulties be experienced. Any BAHT level II courses delivered virtually must meet all aspects of the BAHT level II guidelines set out in this document.

4.2.4 Course assessment

The assessment methodologies should be determined by the course providers. All delegates on a level II course are assessed using a written paper or a practical exam on the course itself, either face to face or virtually, depending on course delivery. Plus there will also be a written assignment of 1000-1500 words for submission within 6 weeks of the end of the course. Each section is valued at 50%, both sections must be passed to qualify for an overall pass mark. The pass mark is 60% for each of the two sections. See section 2.5 and appendix F for additional information.

The selected assessment methodologies should reflect the course aims and objectives. It is essential that the assessment process tests the learning on the course which may include putting into practice of some aspect of the taught syllabus. Some part of the assessment should take place during the course and there must be a written component for completion after the course. The course provider is responsible for ensuring suitable standard examination conditions for the course assessment, be it written examination or practical assessment. All assessments should be appraised by two internal assessors (course providers/hosts who have the appropriate knowledge and skills) and the BAHT representative – see appendix F.

For virtual courses providers must ensure that the online assessment is robust, ensuring that exam standards are met. Candidates are expected to undertake the assessment at the same time including overseas candidates in line with face to face courses.

4.3 The validation process for level II courses

In order to validate a level II course the BAHT ESC needs to receive, review and approve the following:

- Application form: a completed application to run a BAHT validated level II course (see appendix A) including;
 - Named primary course organiser contact(s) who must be a member of BAHT.
 - £150 application fee (or completed invoice request details).
 - Brief CVs for course organiser and all proposed speakers.
- Having taken advice from the Chartered Society of Physiotherapy (CSP) and The Royal College of Occupational Therapists (RCOT), 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 (i.e. PT V's 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 A (application to run a validated level II course form) for full details required.
- Course programme: the proposed course programme including start, finish, session and break times as well as identifying who will be delivering or facilitating each session.

There are core requirements for every level II course which must be met with regards to lecturer and workshop requirements i.e. workshop teaching ratios (see above 4.2.1). For virtual courses, programmes must clearly specify how each session will be delivered and by what online platform/resource. If group/workshop sessions will be delivered exact detail on how this will be achieved is required.

- Course aims & objectives: the proposed aims/objectives of the course should be provided.
- Course assessment: the proposed course written examination (or method for practical skills assessment), re-sit examination and course assignment. These should include marking scheme and suggested answers – see appendix B. For virtual courses specific detail on how the exam will be undertaken will also be required.
- Pre course reading: this is not essential for validation, but all delegates should receive pre course reading information including course aims/objectives before the course runs

An editable version of the application form can be obtained from the BAHT secretary 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/about/committees_staff.aspx or by contacting the BAHT secretary via 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 II course coordinator within two weeks of the meeting date.

4.4 Timeframes for planning a level II 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 II course.

The ESC requests that course providers make initial contact regarding their intention to run a level II course a minimum of 12 months in advance of their proposed course dates. A formal application to run a level II 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 II 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 II courses within a calendar year and courses with the same topic 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 II 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. The course examination documents should also be received by the ESC a minimum of six months prior to the course dates. No BAHT level II course can be signed off as validated until the final programme and examination documents have been received and reviewed.

Where there is a suitable space in the schedule of upcoming level II 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 II course, of the same title, within the preceding two years) may apply to the BAHT ESC to run the same level II 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 nine months between the date of application and the proposed course dates.

See appendix D 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).

4.4.1 Policy on re-running of courses

Level II courses may be oversubscribed. There is a temptation by course organisers/hosts to re-run courses in close succession to approximate demand. This leaves little or no time for due consideration of the BAHT reps' feedback from the last course and production of new assessments (exam, re-sit exam and assignment). The ESC considers the feedback from the rep to be of utmost importance when considering re-validation. The re-run course has to undertake the same validation process – see 4.3.

4.5 Requirements for a validated level II course and associated costs

When planning to run a BAHT validated level II course, potential course hosts and providers should consider all requirements (see appendix C for additional information) 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 C.

When submitting an application to run a BAHT validated level II course, payment of a £150 application fee must be made. 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.
- Provision of electronic BAHT level II course attendance certificates to candidates who attend all elements of the course.

Please note that the £150 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 II 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.
- £100 examination/assignment marking fee, payable directly to the BAHT representative.
- 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 hosts/ providers must be clear on what processes and information are required to ensure that any financial outlay/ expenses are paid in an efficient and timely manner.

Course providers (or their hosts, as agreed between the two parties) are also expected to arrange the following for their BAHT validated level II 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.

Consider accessibility for any candidates with additional physical or learning needs and comfort of candidates over the duration of the course, as well as any accompanying audio-visual equipment needed for sessions. Course providers/hosts are responsible for ensuring that they comply with the Equality Act (2010) and any other relevant legislation within 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 within the course fees 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 D 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 sectioned in e.g. 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). 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 plus the examination documents.
 - For BAHT level II courses delivered virtually course providers must provide detail to the BAHT ESC how handouts will be provided and in what format.
- Sign-in sheets:

The BAHT representative will need to see that all candidates have signed in on each day of the course in order to issue their attendance certificates. This is particularly important for more established courses when the BAHT representative is only in attendance for one day of the course. Virtual courses will also need to provide detail of candidate attendance and therefore consider ways of how this can be achieved.
- Provide assessment material:

The course provider will need to print any exam papers that are used as part of the assessment process on the course and also print the course assignment to be given to delegates. Image quality, such as radiographic images and pictures, is essential for all assessment papers.

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 to be financially viable. BAHT members must be offered a

minimum 10% discount off the full course fees for any stand-alone BAHT validated course. Discounts may also be offered to other groups where appropriate e.g. delegates who attend from outside the UK – members of the European or International hand therapy organisations.

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 II course (see section 2.3) with evidence as appropriate.
- BAHT membership number (of any candidate claiming the minimum 10% discount on course fees).
- 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.

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 II course.

Once a candidate has registered to attend a level II 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 pre-course reading
- 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 the 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 £150 application fee to run a BAHT validated level II 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 II 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 initial assessment of the course (see appendices J and K for 3 day and 1 day BAHT representative report templates) followed by a final report once all aspects of the examination/assignment process have been completed (see appendix E). 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). 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 liability of course leaders

Having taken advice from the CSP and RCOT, BAHT considers that it is vital that each lecturer is fully qualified to teach all aspects of their topic. If the subject taught is not in their basic training, e.g. mobilisation for OT's, they must show proof of competency with evidence of training, education or experience in that area. This must be clear in each CV submitted for the lecturers on a level I or II course.

In addition, it is important for all delegates to understand that they are being given an introduction to a topic and not a recognised level of competency. The BAHT Education Sub-Committee suggests all course organisers place a clause in their hand out material explaining this and disclaiming any liability for a delegate's actions. An example may be: *This course and manual teaches you new information and skills. It is important to remember that you are not fully skilled to practise on patients purely by attending this course. Enjoy gaining your skills with each other and have fun!*

4.10 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 they are not ultimately responsible for the quality of the course delivered.

Information for and about level II course BAHT representatives

5.1 Definition and purpose of the BAHT representative (level II 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 II this means ensuring that all core content has been covered within the course programme, that the teaching delivered is of sufficient quality and to act as a third marker for the examination/assignment component. 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 II courses (and BAHT level I courses if also acting as a BAHT representative at level I courses). Ideally they will have attended a BAHT course previously.

Anyone interested in becoming a BAHT representative to assess level II (and/or level I) courses should contact the BAHT secretary via 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 V's 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.

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 usually be a current/ recently retired member of the ESC, or a more experienced assessor, so that maximum support and advice can be provided to the course providers.

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 a single day (normally the final day) of a level II 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 to 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 may 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 II course representative prior, during and after a course in detail. Templates for the BAHT representative feedback reports can be seen in appendices K (one-day) and J (three-day). For both one day and three day BAHT reps, initial feedback reports must be submitted within 2 weeks after the course. Final numbers for the assessments i.e. number of passes re-sits and fails must be submitted within 3 months of the course or once all aspects are completed.

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 examination process role

The BAHT representative must be sent **all** the exam papers and assignments, posted by **recorded delivery**. The BAHT representative will select, review and ratify 10% of the examination papers and assignments they receive from the course organisers. This must include all fails and all borderline cases as the BAHT representative decision is final. It is recommended that one paper from the 90%-100% group, 80%-90% group, 70%-80% group and 60%-70% group is reviewed. This will help to gain an overview of the general standard.

The examination or practical assignment should be received by the BAHT representative within 3 weeks of the end of the taught course or of the agreed submission deadline date (end of course date).

The course assignments must be marked and sent to the representative within 4 weeks of their submission, i.e. 10 weeks after end of course. The external representative should validate results within 2 weeks of receiving the marked papers i.e. 6 weeks after their submission (12 weeks after the end of the course).

The decision of the BAHT representative is final and there is no appeal.

5.7 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. An additional £100 marking fee can also be claimed from the course provider (or their nominated host) for examination/assignment marking. The BAHT representative is responsible for declaring their fee to HMRC and paying tax on the amount received, if applicable.

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 0.45p per mile driven (HMRC approved rates), 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.
 - The minimum expected standard of accommodation is an en-suite 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 instead; usually the nominated link person from the BAHT ESC.

5.8 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 II 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 II course form (see appendix A).

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 II 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. It is important that course providers / hosts are fully aware and clear how BAHT representatives should submit BAHT course invoices and what is required to ensure an efficient and timely payment.

Please also refer to appendix I for additional details of expectations and time frames in relation to the BAHT representative.

Application to run a BAHT Level II validated course**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 all 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 £150 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.

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

For office use only

Date application received:

If all relevant sections of form are complete, forward to baht.escfinance@gmail.com so that invoice can be raised, copy in baht.level2@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.

BAHT level II exam and assignment production and content guidance

The below is to assist course providers in the production and content of BAHT level II exams, re-sits and assignments. The guidance is not exhaustive, and should further information/clarification be required course providers are encouraged to contact the BAHT level II co-ordinator.

Assessment production tips:

- Anything examined must be clearly covered in the course including written information in the course manual
- Allocation of marks
 - Marks available for each question must be made clear
 - Questions must be stated clearly using good English/grammar and it must be clear what is expected from the delegates i.e. “state 4 reasons...” rather than “what are the reasons”.
 - Marks allocated to the question must reflect the size/difficulty of a question with ½ marks for simply stating or listing, a full mark for about a sentence’s worth of answer.
 - Marking grids or clear criteria for written assignments are recommended. Assignment question(s) set without a clear marking scheme is really hard to assess consistently across papers.
- Suggested Answers
 - When submitted to the BAHT ESC for review and validation of the course; the main exam, re-sit and assignment must have suggested answers for each question.
 - Where questions are allocated several marks it needs to be clear what detail the marker is looking for to account for the allocated marks..

Virtual course considerations:

- For courses that will be delivered virtually course providers must have a clear way of undertaking the exam in line with the BAHT level II guidelines for exams.
- Course provider must provide a detailed summary of how the exam will be undertaken online.
- The BAHT ESC will still require the questions and suggested answers.

Budget considerations

It is the responsibility of course hosts and providers to plan and budget appropriately for their BAHT level II 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"> ▪ <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. ▪ <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. 	<ul style="list-style-type: none"> ▪ <u>BAHT.</u> £150 application fee. See section 4.5 for details of what this includes. ▪ <u>BAHT representative.</u> £150 per day attended, plus expenses. See section 5 for full details of permissible expense claims including HMRC travel recommendations. £100 marking examination/assignment ▪ <u>Venue (hire costs if applicable).</u> See section 4.5 for details of venue requirements. ▪ <u>Refreshments.</u> Hot/cold drinks and snacks. Lunch optional. See section 4.5 for further details. ▪ <u>Audio-visual.</u> Equipment Technical support ▪ <u>Printing/Copying.</u> Course manuals – 1 per candidate and 1 for BAHT representative. Candidate sign-in sheets (for each day of the course). ▪ <u>Other resources/clerical.</u> Stationery Folders Name badges Signage (e.g. directions) Postage (examination documents to BAHT rep) ▪ <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. ▪ <u>Advertising</u> BAHT website, periodically in e-bulletin 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 e-bulletin or magazine/journal advertising at additional cost. ▪ <u>Lecturers</u> Appropriate negotiated speaker fees. Also consider preparation time, travel and accommodation expenses as appropriate.

BAHT level II course planning checklistsValidation requirements checklist

Item	Details	When?	✓
Application form	Editable version available from BAHT secretary bahthandtherapy@gmail.com Complete and return to same. See also section 4.3 and appendix A	1 year in advance of course (new courses) Minimum 9 months in advance of course (established courses, must then be accompanied by programme and CVs)	
Application fee	£150 payable on application. If an invoice is requested and subsequently paid ensure baht.escfinance@gmail.com 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 is 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	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.	
Pre-course information: <ul style="list-style-type: none"> • Pre-reading • Aims and Objectives 	See also section 4.3	Minimum of 6 months prior to course.	
Assessment documents	Main exam, re-sit exam and assignment with suggested answers and marking scheme See also 4.2 and appendix F	Minimum of 6 months prior to course (N.B. only for established courses/experienced providers. Minimum 9 months for all other course providers.	

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).	
Examination documents	The BAHT representative should be provided with a copy of all examination documents.	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.	
Marked examination documents	Once marked by 2 course organisers (members of BAHT) all examination documents should be sent to the BAHT representative	Exams sent 2 weeks following final course date Assignments sent 10 weeks following final course date	
Payment of BAHT representative invoice.	The BAHT representative should prepare their invoice	Payment should be made within 30 days of receipt,	

	immediately following the course.	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).	
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BAHT formatting and referencing guidance

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 Act¹ 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.^{2, 3} 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.⁴

Copyright considerations

Course providers should be aware of copyright legislation⁵ 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 (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 (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 II assessment details

The assessment process is made up of either a written or practical examination **and** a written assignment. Each section is valued at 50% of the total mark. Both sections must be passed to qualify for an overall pass mark. The pass mark is 60% for each of the two sections.

Written examination:

This should last **no longer than one hour** and be on the final day of the course. This is the preferred method of assessment for a theoretical course. 10 minutes should be allocated at the beginning of the exam for candidates to read through the exam paper.

Criteria for a Pass:

- correct answers given for questions based on lecture material to achieve a score of 60% or more

Criteria for a Fail:

- incorrect answers given to questions to produce a score of 59% or less

Or practical examination:

Should again be undertaken on the last day of the course and should be no longer than 10-15 minutes duration. This is the preferred method of assessment for a practical course.

Criteria for Pass:

- able to carry out 60% or more of practical tasks efficiently and confidently
- able to communicate instructions or verbally analyse actions
- clear recording of information
- professional self-presentation
- correct use of equipment/tools

Criteria for Fail:

- unable to complete 60% of tasks competently
- unable to clearly analyse tasks verbally
- incorrect use of equipment/tools
- poor or unclear recording of information

And written assignment/case study:

This must be completed after the course. The word count is 1000-1500 words not including references, appendix or tables. A choice of case studies or assignment would be preferable which should be returned within 6 weeks from end of course. Course organisers need to be sure that candidates understand that it is their responsibility to get the assignment to the course organisers on time. If posted the candidate must get proof of postage. If the assignment is not received within the stated time, it will not be marked unless an extension has been agreed in advance.

All candidates must be provided with the Vancouver referencing document found in appendix E, so that they can utilise this style of referencing within their written assignment.

If the project involves patient information, the patient must give written consent and patient confidentiality be maintained at all times. If using a patient they must feel entirely able to refuse to participate in the project without it affecting their treatment. For this to occur, it would be

advisable for another, unrelated person such as a secretary/receptionist, to approach the patient and gain written consent before proceeding. In addition, if there is a research element to the project many Trusts now require ethics approval before any information can be collected.

Criteria for a pass:

- clear writing and argument
- professional standard of presentation and references
- evidence of integration and balance of a range of ideas
- within the word count
- evidence of understanding of the applied theory
- evidence of clear clinical reasoning and discussion of the case

Criteria for a fail:

- poor unprofessional standard of presentation and references
- lacks evidence of understanding of topic/case
- evidence of over-reliance on literature sources/plagiarism
- no or limited clinical reasoning/analysis
- markedly outside of word count

Note: The course organiser must provide the BAHT ESC with a detailed marking scheme for the assessments before validation can be gained. If a written exam is being used, organisers must submit two exams, one original and one re-sit.

Level II course assessment feedback forms

Guidance for course organiser and BAHT representative:

The form is designed to provide simple, constructive feedback to the participants and can be included in their CPD portfolio. An example format is provided further down but course organisers should feel free to use their own template as long as all aspects highlighted are covered.

The forms are strictly confidential between the participants, the course organisers and BAHT representatives (not course hosts). The forms should be completed by the course organisers who have marked the examination papers and once completed should be sent electronically to the BAHT representative for review.

The course organisers are responsible for sending the completed feedback forms to the delegates.

The information and feedback on the forms are non-contestable and the participants should be informed of this.

Information to be included:

- Only an overall percentage score to be given – not specific to each section
- If section(s) are failed this should be identified under the specific section

All feedback should be:

- Constructive
- Objective
- Specific
- Lead the delegate on what/how to improve

Examples:

Incorrect/insufficient feedback:	'weak answer', 'unclear', 'good'
Constructive / sufficient feedback:	'Q2 – incorrect muscle testing for EDC'
	'Good clinical reasoning with clear discussions'
	'Answers just 'listed' where a brief discussion was needed'

General comments can include:

- Spelling
- Legibility
- Structure/layout


British Association of Hand Therapists
Assessment Feedback – Level II

Candidate Name:	Course:
Exam Mark: PASS / FAIL	OVERALL MARK: PASS / FAIL

Area	Feedback
<i>Exam</i>	
<i>Assignment</i>	
<i>Additional Comments</i>	

Mark: PASS / FAIL	Date:
---------------------------------	--------------

Signature Course Organiser:	Name Course Organiser:
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Level II 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 II 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 II course coordinator directly via email: baht.level2@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	Comments
Pre-course information		
Venue		
Refreshments		
Value for money		

Day 1

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

Day 2

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

Appendix H

British Association of Hand Therapists
Level II Guidelines v.6

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 representative roles and responsibilities

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 II course guidelines and BAHT representative roles and responsibilities document.

Make necessary arrangements to be able to attend the course throughout the 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, pre-course reading list, course aims and objectives, 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 II 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 II course coordinator with any queries or concerned not otherwise answered by other relevant parties via baht.level2@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. support learning and discussion within workshop/practical sessions generally appropriate, but not talking over lecture delivery).

Ensure participant attendance in conjunction with the course organiser (check sign-in sheets for each day of course).

Ensure all examination content is included within taught content (either within lectures or at least within the course manual).

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 three months following the course.

Complete the 1 day/3 day (as appropriate) BAHT representative course evaluation form and email to bahthandtherapy@gmail.com and baht.level2@gmail.com within two weeks of the course.

Submit invoice for representative fees and reasonable agreed expenses (see section 5.7 of BAHT level II guidelines for full details regarding fees/expenses) to course hosts/providers in a timely manner once completed report form has been returned.

Complete the 1 day/3 day (as appropriate) BAHT representative course evaluation form and email to bahthandtherapy@gmail.com and baht.level2@gmail.com within three months of the course **or** when all elements of assessment are finalised (when final assessment outcomes are known – see forms in appendix J & K for details).

BAHT rep 3 day report templates**BAHT level II course****BAHT representative's 3 day report form**

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

Please complete this form and return via email to bahthandtherapy@gmail.com and baht.level2@gmail.com within two weeks of the course. *Please remember to submit final assessment numbers once course complete (see end of form).*

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 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 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 as requested and 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 II course learning objectives (see BAHT level II guidelines) as well as the specific learning objectives provided by course hosts/providers. Comments may relate to the breadth and depth of content (in relation to expectations for BAHT level II), 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.

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

Appendix J

British Association of Hand Therapy
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1.0 Objectives - how well was each objective achieved	Grade	Comments
1.1		
1.2		
1.3		
1.4		
1.5		
1.6		

Appendix J

British Association of Hand Therapists
Level II Guidelines v.6

2. Professional standards: An summary of the individual speakers' presentation and material					
Day 1					
Session	Content /5	Presentation n /5	Comments	Handout /5	Comments

Signature of BAHT Representative:

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

Day 2					
Session Title	Content /5	Presentation n /5	Comments	Handout /5	Comments

Signature of BAHT Representative:

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

Appendix J

British Association of Hand Therapists
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Day 3					
Session Title	Content /5	Presentatio n /5	Comments	Handout /5	Comments

Signature of BAHT Representative:

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

3.0 Breadth of material included:	Grade	Comments
3.1 for the topic in general		
3.2 for each subject covered specifically		
3.3 for reference material		
3.4 for pre course reading		
3.5 for course handouts		

4.0 Follow through of topics during the course:	Grade	Comment
4.1 Was it logical?		
4.2 Was there too much repetition?		
4.3 Were there gaps in the coverage of the topic?		
4.4 Areas to be modified prior to another course?		

5.0 Areas of special credit/ concern	Grade	Comments
5.1 In the whole event		
5.2 In the practical work		
5.3 In specific section(s)		
5.4 In organisation		
5.5 In concluding the event		

6.0 ASSESSMENT PROCESS	Grade	Comment
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6.1 explanation to participants		
6.2 methodology		
6.3 appropriateness for the course		
6.4 handling of the practical component of the assessment process		
6.5 ability of the organisers to cope with participants anxieties		

Signature of BAHT Representative:

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

Appendix J

Please complete and email the below email to bahthandtherapy@gmail.com and baht.level2@gmail.com the completion and marking of the assessment within 12 weeks of end of course.

Exam		
Exam	Pass	Fail
Resit	Pass	Fail
Final Numbers	Pass	Fail

Assignment		
Assignment	Pass	Fail
Resubmission	Pass	Fail
Final Numbers	Pass	Fail

Overall Course Assessment Outcome	Pass	Fail
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BAHT rep 1 day report templates**BAHT level II course****BAHT representative's 1 day report form**

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

Please complete this form and return via email to bahthandtherapy@gmail.com and baht.level2@gmail.com within two weeks of the course. *Please remember to submit final assessment numbers once the course is complete (see end of form).*

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?

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

Appendix K

British Association of Hand Therapists
Level II Guidelines v.6

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:

--

ASSESSMENT PROCESS

	Grade	Comment
1.1 explanation to participants		
1.2 methodology		
1.3 appropriateness for the course		
1.4 handling of the practical component of the assessment process		
1.5 ability of the organisers to cope with participants anxieties		

Signature of BAHT Representative:

Date: Click to enter date.

Please complete and email the below email to bahthandtherapy@gmail.com and baht.level2@gmail.com the completion and marking of the assessment within 12 weeks of end of course.

Exam		
Exam	Pass	Fail
Resit	Pass	Fail
Final Numbers	Pass	Fail

Assignment		
Assignment	Pass	Fail
Resubmission	Pass	Fail
Final Numbers	Pass	Fail

Overall Course Assessment Outcome	Pass	Fail
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