British Association of Hand Therapists (BAHT)

LEVEL III

Project Guidelines

IMPORTANT NOTICE:
If a level III candidate has already commenced or wishes to submit a previously completed piece of work/study/audit it must be adjusted & updated in accordance with the Level III Accreditation of Prior Learning (APL) guidelines before submitting as part of an APL level III portfolio.

Please refer to the BAHT level III APL Guidelines
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This document replaces all previous versions.

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Contents

1. Introduction 3

1.1 Rationale 3

1.2 Post-qualification Hand Therapy Education Programme 4

2. Level III Project Route 7

2.1 Brief Summary of Key Stages of Level III Project Completion 7

2.2 Fees for Level III Project 9

2.3 Aim of the Level III Project 11

2.4 Objectives 11

2.5 Learning Methods 11

2.4 Assessment Methods 12

2.4.1 Review Paper (3,000 words +/- 10%): 12

2.4.2 Employment Based Report (3,000 words +/- 10%): 13

2.4.3 Research study/audit (3,000 words +/- 10%): 14

2.5 Assessment Guidelines 15

2.5.1 Criteria for Assessment 15

2.5.2 Guidelines for Assessment 16

2.5.3 Marking Criteria for the Report/Study – Marking Descriptors 17

2.5.4 Presentation Guidelines 18

2.5.5 Word Count 18

2.5.6 Typing, Printing & Copying 18

2.5.7 Table of Contents, List of Tables & Figures 18

2.5.8 The Title Page 19

2.5.9 Paper, Margins & Line Spacing 19

2.5.10 Footnotes 19

2.5.11 Diagrams, Figures, Tables, Illustrations & Other Supporting Material 19

2.5.12 Essential Material 19

2.5.13 Referencing & Bibliography 20

2.5.14 Ownership of the Material Outcomes: 20

2.5.15 Submission 20

Contents

2.5.16 Extensions 21
3. Organisation & Administration 22
3.1 Process Towards Approval 22
3.2 Role of Candidate 23
3.3 Role of BAHT Education Sub-Committee/Level III Coordinator 23
3.4 Role of BAHT ESC Link Person/Advisor 24
3.5 Role of Supervisor 24
3.6 Role of the Assessors 25
4. Level III Flow Chart 26
5. Appendices 27
5.1 Appendix: Study Proposal Guidelines 27
5.2 Appendix 2: Level III Application Form 30
5.3 Appendix 3: Plagiarism Form / Statement of Ownership 33
5.4 Appendix 4: Marking Criteria 34

1. Introduction

1.1 Rationale

The British Association of Hand Therapists (BAHT) Level III post graduate development process is designed for qualified Occupational Therapists and Physiotherapists with proven knowledge in the field of hand therapy who have successfully completed BAHT level I & BAHT level II, gaining the required number of BAHT points & are a member of BAHT.

The learning outcome of level III & submitted for five BAHT accreditation points must be relevant to the post-qualification Hand Therapy education programme of BAHT. Level III promotes recognition of professional competence in a specialist aspect of hand therapy to improve the quality of patient care & to foster evaluation, audit & research in hand therapy.

It is anticipated that therapists with five or more years of practice within the speciality of hand therapy will consider applying for Level III while pursuing the goal of Accredited Hand Therapist (AHT). This document provides a summary of the different routes available for therapists to gain BAHT level III points.

British Association of Hand Therapists (BAHT) Accredited Hand Therapist (AHT) Route

To achieve the award of Accredited Hand Therapist (AHT) clinicians need to have obtained 12 BAHT points. There are a range of different routes at BAHT Level I, Level II & Level III which clinicians can undertake to achieve the 12 BAHT points required for AHT – see table 1.

Please also refer to the British Association of Hand Therapists (BAHT) website, educational section.

British Association of Hand Therapists - Education

Any queries regarding the BAHT level III process please email:

baht.level3@gmail.com

1.2 Post-qualification Hand Therapy Education Programme

LEVEL I

The Level I Course is designed for therapists with minimal or no experience of hand injuries or conditions, or for therapists who wish to refresh their basic knowledge of, & skills in, the field of hand therapy. It will promote recognition for professional competence & will improve the quality of patient care (BAHT Guidelines Level I Course). For therapists with more than 2 years' experience of hand therapy practice please refer to the Level I APL process (see BAHT level I guidelines).

One Point is awarded for successful completion of the Level I process.

LEVEL II

The Level II Course/Process is designed for therapists with proven experience in the field of hand therapy who have successfully completed an accredited Level I Course or APL route (therapists who have at least 2 years' experience in hand therapy). Level II courses promote recognition for professional knowledge in a specialist aspect of hand therapy; improve the quality of hand care; & foster evaluation & research in hand therapy (BAHT Guidelines Level II Course). BAHT strives to support therapists who wish to increase their experience & knowledge in specialist areas of hand therapy & there are a range of other routes, other than attending a BAHT Level II course, for the acquisition of BAHT Level II points. Routes for BAHT Level II points include: submission of evidence of prior learning (APL), educators points, or non-accredited MSc Modules. For the full range of routes available to gain BAHT Level II points please refer to the BAHT website education section &/or table 1.

Two points are awarded per BAHT Level II course & for a range of other BAHT Level II Routes on successful completion (see table 1).
6 Level II points are required at BAHT Level II.
Each two points must be gained in a different specialist area of hand therapy.

LEVEL III

This level offers members of BAHT a challenging opportunity to demonstrate their advanced knowledge of hand therapy. Five BAHT points are awarded for successful completion of Level III. Level III points can be gained in a number of ways, see table 1 or refer to the BAHT Education Process on the BAHT website.

Five Points are awarded for successful completion of the Level III process.

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

When candidates have achieved 12 points, they can apply to the BAHT Education Sub-committee (ESC) for AHT (see Becoming an Accredited Hand Therapist on the BAHT website) BAHT AHT Process

For ALL BAHT courses & routes see guidelines on the BAHT website

British Association of Hand Therapists - Education

For ALL level III queries please email baht.level3@gmail.co

IMPORTANT NOTICE:

If a level III candidate has already commenced or wishes to submit a previously completed piece of work/study/audit it must be adjusted & updated in accordance with the Level III Accreditation of Prior Learning (APL) guidelines before submitting as part of an APL level III portfolio.

Please refer to the BAHT level III APL Guidelines

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BAHT Points can be achieved in the following ways:

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

For all Level I, II & III options in below table please refer to the specific guidelines for more detail on criteria & application process

Target Population	Content	Assessment Process	Outcome	Sum of points
		Level I		
OT/PT therapist ** see below	**Introductory course** **APL Route**	BAHT exam (short answer/MCQs) 2 years plus experience full time hand therapy	Certificate Value = 1 point Eligibility-Level II	*1*
		Level II		
OP/PT Therapist Eligibility via Level I Or Indicative experience via APL process ** see below	**Specialist BAHT course (17 hours contact teaching)** **APL (prior learning less than 3 years since completion)** **MSc Module (non-accredited) – completed less than 2 years prior to application** **Educational points route** **Associate PI Scheme**	Two forms of assessment during/after the course, e.g., examination & written assignment Written work assessed by 2 independent reviewers Via University assessment process & application to BAHT ESC for recognition of a non-accredited module Evidence of teaching / education of others Evidence of completion	Certificate Value = 2 points per Level II course / APL topic / Level II Route Maximum 6 points. Eligibility – Level III	*7*
		Level III		
OT/PT specialist Eligibility via Level II Or Indicative experience via APL process ** see below	**In-depth BAHT project** **MSc Modules (accredited & non-accredited) – completed less than 2 years prior to application** **Hand Therapy Journal article** **APL (prior learning less than 3 years since completion**	Written paper assessed by 2 independent reviewers Via University assessment process only for accredited modules *or* additional application to BAHT ESC for recognition of a non-accredited module Proof of publication & ownership statement Written work assessed by 2 independent reviewers	Certificate Value = 5 points	*12*

** **Note:** therapy students, therapy assistants, nurses & other AHP clinicians may attend BAHT courses at the discretion of the course provider

Target Population	Summary Of Routes	Assessment Process	Sum of Points
University route to AHT **Levels 1-3**	**1. Completion of University of Derby MSc in Hand Therapy.** 4 modules required: - Assessment of the hand and upper limb - Treatment modalities - Hand conditions and interventions - Hand therapy in practice **2. Completion of University of Essex Postgraduate Certificate Advanced Musculoskeletal Assessment and Practice (Hand Therapy)** **3. Completion of PhD relating to Hand Therapy at UK University** **4. Completion of hand focused Advanced Practice MSc or ePortfolio** **5. Completion of Western University Upper Extremity Rehabilitation MCISc Canada**	Enter date of modules,ePortfolio and/or completion of the course. Evidence of completion of the course is required plus supporting digital badge or letter/testimony from course tutor All modules and courses submitted under this route must be predominantly focused on the hand and wrist to qualify for AHT application.	**12**

2. Level III Project Route

2.1 Brief Summary of Key Stages of Level III Project Completion

1. Applying candidate must be a member of the British Association of Hand Therapists (BAHT) & have successfully completed & gained the required BAHT level I & level II points.
2. The candidate makes initial enquiry to BAHT Education Sub-Committee (ESC) Level III coordinator regarding their proposed BAHT level III project. baht.level3@gmail.com
3. The candidate is guided & advised on the appropriateness of the Level III route. *The candidate may be advised to take one or more of the post-qualifying BAHT courses &/or to collect supporting evidence for the APL route.*
4. To commence the level III process the Level III registration/application form (appendix 1& 2) must be completed. At this stage the candidate should also identify a supervisor, with appropriate skills & background, who will support them through the 12-month process.
5. The below process should be followed for submission of the completed level III project application form:
   The candidate should email baht.level3@gmail.com electronic copies of the below:
   - **ALL** sections of the **application form** including personal contact details
   - **Short CV of the candidate**
   - **Brief CV of the named supervisor**
6. **Registration Fee of £30** (Please note: the registration fee payment must be made before the ESC can consider the application)
7. After receipt of the application form & payment, the BAHT ESC will review the application. The BAHT ESC will allocate a link person/advisor & feedback/guidance/recommendations will be provided to the therapist regarding the Level III proposal.
8. Following feedback from the BAHT ESC the final application/proposal form should be submitted to the level III coordinator baht.level3@gmail.com. The BAHT ESC will provide the candidate with a deadline date. Between

registration date & the submission of the completed assignment, a time limit of 12 months is observed.

9. The candidate prepares the project/assignment for submission. The following guidelines for submission should be followed:
   - **An electronic copy of the project** should be emailed to baht.level3@gmail.com.
   - Please ensure that a **signed plagiarism form** (appendix 3) is included.
   - A **submission fee of £170** is required before the committee will review the submission (see fees & payment process section)
10. Between registration date & the submission of the completed assignment, a time limit of 12 months is observed.
11. The assignment is processed & marked by two BAHT ESC appointed assessors. All aspects of the marking criteria for the level III assignment must be passed. The BAHT ESC member/link who advises the candidate is NOT appointed as an assessor of the submitted assignment.
12. The BAHT ESC Assessors report the assignments results (pass or refer) to the level III coordinator. If discrepancy arises between the two assessors' decisions an external verifier will be appointed by the BAHT ESC to assess the assignment blindly & reach a decision. This decision is final & a report will be sent to the level III coordinator who will inform the BAHT ESC.
13. Once the assignment mark has been clarified & agreed, the candidate will be notified as soon as possible by the BAHT level III coordinator.
14. Assignments referred will have the opportunity to resubmit for reassessment six weeks after feedback is provided. If the candidate fails the second submission a new report/study must be commenced.
15. **PLEASE NOTE:** some audits, all questionnaires & research will require ethical approval so time must be allowed for this process.

NOTE:

All aspects of the marking criteria for the level III assignment must be passed.

Signed forms are required for the application process & for the plagiarism form on submission which must only emailed to baht.level3@gmail.com as instructed with the guidelines

No paperwork will be returned so please ensure that copies are retained.

2.2 Fees for Level III Project

1. Registration Fee. **£30**

   This fee is required on submission of an application to commence the Level III project process. This fee is to cover administration/processing costs. Please note the ESC will not consider your application without the registration fee payment.

2. On submission of Level III project. **£170**

   This fee is required from applicants following the Level III Project route on submission of their work, to cover the costs of marking & processing the project.

Payment Information

Please note:

1. Registration fee payment must be made before the ESC can consider the application.
2. Submission fee payment must be made before the ESC can assess the project.

Application Fee

Please note that payment of the £30 application fee must be made *before* an application can be considered. We are no longer able to accept cheque payment for fees so please provide relevant details for invoicing below & email back to: baht.level3@gmail.com & baht.escfinance@gmail.com

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 baht.level3@gmail.com & baht.escfinance@gmail.com

To avoid unnecessary delays in processing your application, please ensure you notify baht.level3@gmail.com & baht.escfinance@gmail.com when you make payment.

Receipts will not routinely be provided, please notify us if this is something you specifically require.

The above payment instructions can be found on the BAHT Level III Project Application Form

Submission Fee

Please note that payment of the £170 submission fee must be made *before* a submission can be assessed. We are no longer able to accept cheque payment for fees so please provide relevant details for invoicing below & email back to: baht.level3@gmail.com & baht.escfinance@gmail.com

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 baht.level3@gmail.com & baht.escfinance@gmail.com

To avoid unnecessary delays in assessing your submission, please ensure you notify baht.level3@gmail.com & baht.escfinance@gmail.com when you make payment.

Receipts will not routinely be provided, please notify us if this is something you specifically require.

The above payment instructions can be found on the BAHT Level III Project Application Form

2.3 Aim of the Level III Project

To provide the opportunity for experienced therapists to develop and demonstrate appropriate post-qualifying competence in one area of hand therapy. This is required to be a new piece of work which has not been commenced or previously completed in any form. ***Work commenced or completed previously must be submitted for BAHT APL Level III route (see APL guidelines).***

2.4 Objectives

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

On completion of the Level III project the candidate will:

(a) Review, reflect on & critically evaluate the knowledge base of an area of hand therapy (policy, provision or practice) & argue a coherent case for development.

&

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

2.5 Learning Methods

- Relevant taught module &/or course relevant to the level III topic.
- Individual tutorials with supervisor.
- 60 hours minimum of self-directed study.
- Learning contract.

2.4 Assessment Methods
The level III project may be presented in one of the following ways:

1. Review paper
2. Employment-based report
3. Research study/audit.

2.4.1 Review Paper (3,000 words +/- 10%):

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

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

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

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

- Identification of topic related to hand therapy
- Literature review
- Identification of strands of thinking & research
- Review of topic in light of above
- Following-through & evaluation of perspectives
- Framing of above in own thinking
- Developing & arguing own position
- Review of topic in light of own argument
- Evaluation & placing in context

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

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

Objective

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

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

2.4.2 Employment Based Report (3,000 words+/- 10%):

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

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

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

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

This report may be based on managerial & organisational aspects of hand therapy.

The paper may be based on published & unpublished documents including research reports & your own investigations.

Objective

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

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

2.4.3 Research study/audit (3,000 words +/- 10%):

This submission involves the gathering & analysis of data which is obtained in a study related to hand therapy. To obtain the data, & analyse it, you would need to use appropriate investigative design, appropriate methods of data collection & analysis, & critical evaluation. The elements, which should be present, are:

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

Objective

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

"To identify the value of a specific area of hand therapy on the basis of systematic collection & analysis of relevant information".

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

2.5 Assessment Guidelines

2.5.1 Criteria for Assessment

- A written assignment which may take the format of a review paper, a work-based report or a research study/audit project.
- Marked by two BAHT assessors.
- The anonymous assignment is assessed on a pass/refer basis dependent on achieving the appropriate range of criteria. See assessment form for marking details (Appendix 4).
- **All** aspects of the marking criteria (Appendix 4) for the level III assignment must be passed.

The assignment should provide the following evidence where appropriate:

a) **Mandatory**

i) Familiarity with the critical, methodological & theoretical literature associated with the field of enquiry.

ii) An ability to sustain from evidence submitted, a reasoned argument & to draw consistent & coherent conclusions.

iii) The ability to reflect in a mature fashion upon the outcomes/conclusions of the assignment & to be self-critical in assessing the contribution study makes to learning. This adds to the evidence base for hand therapy.

b) **Optional**

iv) Augmentation or provision of an argued alternative to the literature associated with the nominated topic of study.

v) A thorough grounding in appropriate research methodologies & the academic concerns associated with the chosen topic of study.

vi) The ability to collect data & analyse it according to accepted models of analysis.

vii) The ability to evaluate critically available models of analysis.

viii) The ability to propose alternative (or hypothetical) models of analysis.

2.5.2 Guidelines for Assessment

The assignment will be marked on the following:

- Presentation
- Introduction
- Core text
- Conclusion & recommendations
- References - Vancouver system
- Appendix

Review papers, employment-based reports & research studies/audits will require, as appropriate:

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

2.5.3 Marking Criteria for the Report/Study – Marking Descriptors

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

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

2.5.4 Presentation Guidelines

In the following specification some of the requirements of the International Standards Office (1997) have been adopted. Two anonymous copies are required for assessment.

2.5.5 Word Count

- Assignments should not exceed the permitted word limit & if this is breached this will affect the mark awarded. The assignment may not be marked if beyond +/- 10% words.

2.5.6 Typing, Printing & Copying

- Typed format, minimum of 12-point text.
- Typeface should be uniform & clear in all copies of the report/study, both for text, tables & illustrations. The main body of the text should be in black ink on white paper.

2.5.7 Table of Contents, List of Tables & Figures

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

2.5.8 The Title Page

The title page should state:

- BAHT Level III
- Title of Project
- Candidates Name
- BAHT Number
- Date
- (Total Word Count)

2.5.9 Paper, Margins & Line Spacing

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

2.5.10 Footnotes

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

2.5.11 Diagrams, Figures, Tables, Illustrations & Other Supporting Material

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

2.5.12 Essential Material

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

2.5.13 Referencing & Bibliography

Vancouver referencing system: references should be identified in the text by superscript Arabic numerals after any punctuation, & numbered & listed at the end of the paper in the order in which they are first cited in the text, as follows: [1,2]

1. Hussein JD, Chamberlain JO, Robinson MHE, *et al*. Randomised controlled trial of faecal occult blood screening for colorectal cancer. *Lancet* 1996;**348**:1472-7
2. Meade MS. Implications of changing demographic structures for rural health services. In: Gesler WM, Ricketts TC, eds. *Health in Rural North America*. New Brunswick, NJ: Rutgers University Press, 1992:69-85

All sources identified & acknowledged. Plagiarism / Statement of Ownership form completed.

2.5.14 Ownership of the Material Outcomes:

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

2.5.15 Submission

- Submission of the assignment should occur within *12 months* following the acceptance of the proposal or ethical approval.
- The following guidelines for submission should be followed:
    - An electronic copy of the project, including all identification information i.e. name, postal address etc., should be emailed to baht.level3@gmail.com. Please ensure that a signed plagiarism form (appendix 3) is included.
    - Please note a fee of £170.00 must be made before the submission will be marked (see payment details on pages 9-11)
- Therapist to retain copies.
- Proof of ethical or audit approval process.

2.5.16 Extensions

- Any candidate who fails to submit the assignment on the designated date, without informing the BAHT ESC level III coordinator, will be subject to the BAHT ESC's decision on late submission.
- Extensions to the submission deadline for sickness or mitigating circumstances can be negotiated with the BAHT ESC via the allocated Link person/advisor & BAHT level III coordinator.
- If the candidate is experiencing any problems which they feel are impacting on their studies it is strongly recommended to liaise with the studies supervisor, BAHT Link person/advisor & BAHT level III coordinator.

Note: This commonly occurs if ethical approval is required.

3. Organisation & Administration

3.1 Process Towards Approval

- The candidate will have successfully completed BAHT level I & II routes & acquired the required BAHT points at each level. The candidate will be a BAHT member.
- The candidate will provide a CV with evidence of an interest in hand therapy or of involvement in the system.
- The candidate will consider the scope & possible nature of the study with a local supervisor of their choice, approved by the BAHT ESC. A short CV of the supervisor should be submitted to baht.level3@gmail.com when the initial application process occurs.
- The candidate will submit electronic forms (appendix 1 & 2), following the guidance provided earlier in this document, outlining the intentions & a plan of work with relevant payment (£30 registration fee).
- The BAHT ESC will allocate a BAHT link person/advisor. If the application is satisfactory, the candidate will be advised as to how to proceed. If the application requires development, the candidate is required to make amendments before resubmission following discussions with the BAHT link person.
- The assignment/project should be submitted electronically within twelve months following acceptance of the proposal with relevant fee (£170 submission fee).
- Two BAHT Assessors will be appointed by BAHT, to confidentially assess the anonymous paper assignment. The candidate will be informed of the results two months after submission. If unsuccessful feedback will be provided & a date to resubmit provided.

3.2 Role of Candidate

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

3.3 Role of BAHT Education Sub-Committee/Level III Coordinator

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

In discharging its responsibilities, the BAHT ESC makes judgments in respect of applications on the basis of the authenticity, relevance, reliability, sufficiency & validity of the claimed learning. It also considers the appropriateness, currency & quality of the evidence provided.

On behalf of the BAHT Executive Committee, the BAHT ESC is responsible for:

- Providing Level III guidelines to candidates.
- Approving the candidate's supervisor.
- Allocating a BAHT link person/advisor.
- Informing the candidate of the outcome of the proposal.
- Appointing two assessors for the assignment.
- Ensuring that assessment of each assignment is undertaken correctly, including liaison with the student, the supervisor, the link person & the assessors, within the relevant deadlines.

3.4 Role of BAHT ESC Link Person/Advisor

On behalf of the BAHT ESC, the BAHT ESC Link Person/advisor is responsible for:

- Answering queries on the Level III process or referring back to the BAHT level III coordinator as necessary.
- Discussing possible information to be included in the CV.
- Discussing with the candidate & BAHT ESC options for the written paper i.e. reviews, employment-based report or research study & any other issues that arise.

Note: The BAHT ESC Link Person/Advisor is not expected to read & review the assignment. This should be undertaken by the candidate's chosen supervisor. The ultimate decision on the final text lies with the candidate. The BAHT ESC Link Person/Advisor is not held responsible for the submitted assignment. There is peer support available for the BAHT ESC Link Person/Advisor if they feel it is necessary through the BAHT ESC level III coordinator.

3.5 Role of Supervisor

The supervisor may be the candidate's manager, site administrator or consultant, with experience in the field of research, review, or publication, as appropriate. (A short CV will be required which should be emailed to baht.level3@gmail.com when the initial application occurs).

The responsibilities of the supervisor include:

- Communicating with the student on a regular & frequent basis. A minimum of 10 hours supervision is recommended.
- Ensuring that ethical approval is sought where deemed necessary.
- Discussing & agreeing the topic, the scope & resource implications of the study.
- Enabling the candidate to reflect upon the outcomes of the study so that findings are appraised.
- Ensuring that the student receives advice on matters relating to the presentation of the work to ensure that the project reaches completion within the deadlines. Important in this process is that the findings of an investigation are clearly articulated, the implications for further investigation given evaluation & areas of speculation clearly indicated.

- Liaising (if appropriate) with the BAHT Link Person/Advisor.
- Reading and reviewing the assignment as required.

3.6 Role of the Assessors

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

The responsibilities of the Assessors include:

- Independently, objectively & confidentially assessing the assignment on a Pass/refer basis using the marking criteria in appendix 3.
- Providing written feedback, which will be normally returned to the candidate by the BAHT ESC within eight weeks of submission.
- Ensuring that the assignment achieves the learning outcomes & that the standard of work is appropriate for Level III.

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

4. Level III Flow Chart

Stage	Action by applicant	Responses & those responsible	Points
Pre-entry	● request Level III information from BAHT ESC level III coordinator ● receive notification of ESC Link Person/Advisor ● decide to proceed: register application for Level III ● candidate identifies supervisor who approved by BAHT ESC ● pay registration fee to BAHT ● receive confirmation of registration	Information & guidance sent by BAHT ESC level III coordinator BAHT ESC level III coordinator Candidate Candidate Candidate ESC level III coordinator **LEVEL III PROJECT COMMENCES**	Level I = 1 Level II = 2 x 3 Level III = 5
Preparation	● reflect on experience & achievements with assistance ● use check lists to compare experience & achievements with those stated in the objectives for the level being considered ● prepare a profile of own learning using objectives listed ● identify sources of evidence ● identify any areas needing further study/experience	Assistance given by BAHT Link Person/Advisor Applicant Applicant & supervisor Assistance by ESC Link Person/Advisor	
Gathering evidence	● assemble evidence for each objective in the level being considered ● produce report/study of evidence conforming to Level III structural guidelines given by BAHT ESC	Guidance given by supervisor & liaison with BAHT Link Person/Advisor	
Assessment	● submit report/study within 12 months of BAHT acceptance of proposal (report) or ethical approval date ● produce additional evidence as required	Submission considered by Assessors & ESC if required Requirements advised by ESC level III coordinator	
Accreditation	● informed of pass or refer/refer ● candidates given chance to re submit report/study ● all candidates provided with feedback	Assessors' recommendations/feedback provided Recommendation by Assessors to BAHT ESC	

5. Appendices

5.1 Appendix: Study Proposal Guidelines

All proposals should be made on the standard BAHT level III project proposal application form (see appendix 2). The form comprises sections A to G. A word format of this document can be found on the BAHT website – The BAHT education process (Route to AHT)

Submission guidelines for the application form:

- Please complete **ALL** sections of the application form including personal contact details as requested & email an electronic copy to baht.level3@gmail.com. Please ensure you also include a short CV for both the candidate & supervisor.
- Please note registration fee payment must be included before the ESC can consider your application.

Section A: **Title**

Section B: **Project Summary**

Section C: **Background to the Project**

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

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

Section D: Plan of Investigation

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

1. **Study design / method** – describe the kind of research design & / or study method that is to be employed to test the hypothesis, answer the research question or problem (s) identified).
2. **Measurement device / instrument** - describe the tools that will be used to collect the relevant data for your study. Indicate rationale for selecting them & also any shortcomings they may have which could impose limitations on the study.
3. **Sample selection (if applicable)** – describe exactly how you will select the sample for the study & the number of participants you will use. Identify the method to be used. Indicate how the anonymity & confidentiality of the participants will be ensured & how the rights of human participants will be protected.
4. **Data collection & procedure** – describe in detail exactly how you plan to carry out the study.
5. **Data analysis (if applicable)** – give an indication of the measures that will be utilised to analyse data collected.
6. **Timescale** – give a brief project timetable. (Between registration date & the submission of the completed assignment, a time limit of 12 months is observed).
7. **Local Research Ethics Committee (LREC) –** approval has to be obtained & evidence provided of this.

Section E: References

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

Section F: Declaration

- The applicant MUST sign this section.
- Please complete **ALL** sections of the application form including personal contact details as requested & email an electronic copy to baht.level3@gmail.com. Please ensure you also include a short CV for both the candidate & supervisor.
- Please note a registration fee of £30.00 must be made before the ESC can consider your application.
- The proposal will be considered at the next BAHT Education Sub Committee (ESC) meeting.
- Confirmation will be received of receipt of the proposal with an anticipated date of reply from the BAHT ESC.

Section G: Previous Accreditation Points

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

5.2 Appendix 2: Level III Application Form

A word format of this document can be found on the BAHT website – educational & courses. The BAHT education process (Route to AHT)

Please complete this form & tick the checklist below to ensure you have included all the information required. **Please** follow the submission guidelines for the application process within the BAHT level III Project Guidelines.

□ £30 application fee

□ Level III Project Application Form

□ Short CV of candidate

□ Name of Supervisor

□ Short CV of Supervisor

Name	
Address	
Telephone Number	
Email Address	
Place of work	
Position	

Section A: Title

B: Summary

Section C: Background to the Project

Section D: Plan of investigation

Section E: References

Section F: Declaration by applicant

'I declare that the information given on this form is complete & correct'.
Signature:
Full Name:
Date:

Supervisor

'I declare that I support this application.'
Signature:
Full Name:
Address:
Date:

NOTE:

- Candidate & Supervisor to submit a CV with Registration Form
- Original signed forms are required for the registration form
- No paperwork will be returned - please keep copies
- Please ensure registration fee (£30) is made

Section G: Previously Acquired BAHT Accreditation Points

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

5.3 Appendix 3: Plagiarism Form / Statement of Ownership

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

Plagiarism / Statement of Ownership

A declaration of academic integrity

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

Candidates Name Printed: _____

Signed: _____ Date: _____

Supervisors Name Printed: _____

Signed: _____ Date: _____

TO BE SUBMITTED WITH COMPLETED PROJECT

Any queries regarding the BAHT level III process email:

baht.level3@gmail.com

5.4 Appendix 4: Marking Criteria

NAME			
TITLE OF STUDY			
DATE OF SUBMISSION		**MARKED DATE**	

Written Paper Please circle the type of paper and use relevant marking criteria.	**Review Paper**	**Employment-based Report**	**Research Study/Audit**

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

	Tables/figures are used with discretion & their inclusion clearly explained in the text.	aid the reader's understanding of the paper.	
	Abstract or summary:250 words max. Includes purpose & outcome/s of study.	Abstract exceeds the word count & /or does not give clear purpose or outcome of the study.	
Plagiarism / Statement of Ownership	Signed by author, countersigned by supervisor OR by representative of steering group	One or both signatures are absent.	
Word count 2,000 – 3,000	Word count is stated & the work is within the word limit.	Word count not stated / is deemed to be inaccurate. Word limit exceeded by more than 10%.	

All Written Papers	PASS	REFER	**COMMENTS**
Referencing including Bibliography	Referencing is consistently & accurately applied & follows a recognised convention. **Vancouver** referencing system: references should be identified in the text by superscript Arabic numerals after any punctuation, & numbered & listed at the end of the paper in the order in which they are first cited in the text, as follows: [1,2] 1. Hussein JD, Chamberlain JO, Robinson MHE, *et al*. Randomised controlled trial of faecal occult blood screening for colorectal cancer. *Lancet* 1996;**348**:1472-7 2. Meade MS. Implications of changing demographic structures for rural health	Referencing is inconsistently &/or inaccurately applied & does not follow a recognised referencing convention. Not all sources are acknowledged in the text. Evidence of plagiarism.	

	services. In: Gesler WM, Ricketts TC, eds. *Health in Rural North America*. New Brunswick, NJ: Rutgers University Press, 1992:69-85 All sources identified & acknowledged. Plagiarism form completed.		

All Written Papers	PASS	REFER	COMMENTS
Appendices	Appendices are used as appropriate & follow the reference section. They are clearly numbered & included in the contents page.	Appendices are used inappropriately e.g. to present information which should have been a part of the main text. They are not clearly numbered &/or are not included in the contents page.	
Ethical issues	Acknowledgment that ethical issues have been considered & the relevant action taken i.e. ethical approval: consent forms/letters are included.	Ethical issues not addressed / acknowledged. Where consent is deemed necessary, absence of consent forms / letters etc.	
Contribution to the field of Hand Therapy	Study augments / provides an argued alternative to the literature associated with the nominated topic of study.	Study provides little support or new knowledge to the nominated topic of study.	

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

Review Paper	PASS	REFER	COMMENTS
Literature review	Wide range of literature is reviewed relevant to the topic with evidence of critical appraisal.	Limited range of literature reviewed, or some is irrelevant to the topic being addressed.	
Strands of thinking & research	Evidence of understanding of the various strands of thinking & research in the topic area & an ability to synthesise these.	Little or no evidence of understanding of the various strands of thinking & research in the topic area with limited ability to synthesise these.	
Review of topic	Topic is reviewed from a variety of sources of evidence, demonstrating a good knowledge of the topic area.	Topic is reviewed from limited sources of evidence.	
Evaluation of perspectives	Demonstration of an ability to critically evaluate different perspectives.	Little evidence of critical evaluation of perspectives &/or tendency to biassed, unsupported viewpoints.	

Review Paper	PASS	REFER	**COMMENTS**
Evaluation of study & placement in context	Realistic appraisal & evaluation of study. Implications for future practice are summarised. Clear conclusions made.	Appraisal & evaluation of the study is limited. Inability to recognise / identify implications for future practice. Unsubstantiated or invalid conclusions	

Employment-based Report	**PASS**	**REFER**	**COMMENTS**
Introduction	Introduction clearly identifies the issue/ topic to be discussed.	Introduction is vague & the topic for discussion is not clearly identifiable.	
Literature review	Wide range of literature is reviewed from both published & unpublished sources all of which are relevant to the topic with evidence of good critical appraisal.	Limited range of literature reviewed, or some is irrelevant to the topic being addressed. Little or no evidence of critical appraisal.	
Review of information	Other information presented is critically appraised & synthesised & leads the reader logically to the issue for discussion.	The information is presented in a descriptive manner with little or no critical appraisal. The reader is unsure of the final issue for discussion.	
Review of possible responses / solutions.	Possible responses / solutions are clearly presented & reviewed.	Possible responses / solutions are unclear & not systematically reviewed.	

Employment-based Report	PASS	REFER	**COMMENTS**
Evaluation of responses / solutions.	The possible responses / solutions are clearly evaluated & critically appraised.	Little to no evidence of evaluation or critical appraisal of possible responses / solutions.	
Proposed response / solutions.	The proposed response is identified with clear justification for its choice.	The proposed response is described but little to no rationale or justification for its choice.	
Conclusion & Evaluation	Conclusions are well argued & substantiated.	Unsubstantiated or invalid conclusions.	

Research Report	**PASS**	**REFER**	**COMMENTS**
Introduction	Clear introduction to the project.	Introduction is absent or brief.	

	Topic related to hand therapy identified & focus of study is consistent & maintained throughout.	Link to hand therapy is unclear & focus of study is not maintained.	
Literature review	Wide range of literature is reviewed relevant to the topic with evidence of good critical appraisal.	Limited range of literature reviewed, or some is irrelevant to the topic being addressed. Literature is described rather than appraised.	
Research method	Thorough grounding in possible research methods for the topic area with clear justification for the method chosen.	Little evidence of knowledge of research methods & no justification for the method chosen for the study.	
	Able to collect data & analyse it according to accepted models of analysis.	Inappropriate choice of research method – subject/s, OR instrument/s OR method/s of data analysis.	
	Able to briefly critically evaluate available models of analysis & to propose alternative (or hypothetical) models of analysis	Little or no evidence of critical evaluation of available models of analysis.	
Results	Results are clearly & logically presented in a range of appropriate forms for the data collected e.g. tables, graphs etc.	Results are not clearly presented &/or are in inappropriate forms OR with heavy reliance on one format.	

Research Report	PASS	REFER	**COMMENTS**
Discussion	Discussion reflects the data collected & analysed. There is realistic evaluation of the research method used with possible alternatives if appropriate.	Discussion does not reflect the data collected or analysed. There is little or no evaluation of the research method used.	
Recommendations **Conclusion**	There are recommendations for future research related to the topic area. Conclusions are well argued & substantiated.	Recommendations are unclear, unrealistic or unrelated to the topic of study, Simplistic or brief conclusion. Unsubstantiated or invalid conclusions.	

Assessor Feedback

Title of Project:	

OVERALL COMMENT:

DECISION & RECOMMENDATIONS

PASS	Yes	No
Refer	Yes	No

Signature of Assessor	
Name of Assessor	
Date	

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