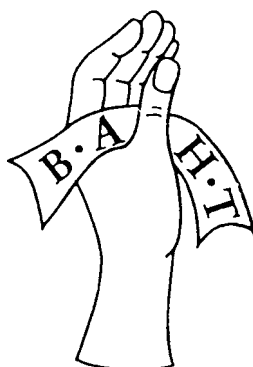


# **BRITISH ASSOCIATION OF HAND THERAPISTS**

## **LEVEL I GUIDELINES**



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**This document replaces all previous documents**

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## 1. Course Rationale and Philosophy

The Level I course is designed for qualified occupational therapists and physiotherapists with minimal or no experience of hand injuries and conditions, who wish to refresh their basic knowledge of, and skills in, the field of Hand Therapy. It will promote recognition of professional competence and will improve the quality of patient care. These guidelines provide a framework for Course Organisers to follow should they wish the course to be validated by the British Association of Hand Therapists (BAHT).

Therapy support workers would be eligible to apply with supporting evidence from a senior clinician in their area of work. 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. They would not sit the exam, and would therefore be eligible for a certificate of attendance only. Each course would be limited to 2 places for support workers. As with any candidate, the support workers would have to be aware of the disclaimer under 'Statement Regarding Liability of Course Leaders.'

## 2. Course Management

- 2.1 The Course Organiser/s must be a member of BAHT.
- 2.2 Course application form (Appendix A) fully completed and setting out an outline programme should be forwarded to the Secretary of the Educational Sub-Committee at least 9 months before the course. The name(s) and curriculum vitae of the Course Organiser and a brief resume of the members of the organisation team should be included with the initial course programme, the application form and the registration fee. This will be acknowledged within 1 month. The Secretary will circulate copies of the submission to members of the Education Sub-committee for discussion at their next meeting. No course applications can be considered by the committee until all appropriate paperwork and the application fee have been received.
- 2.3 A fully completed programme should be forwarded to the Secretary of the Educational Sub-Committee at least 6 months before the course is to take place. An example programme is found in Appendix B.
- 2.4 The Secretary of the Education Sub-Committee will notify the Course Organiser of approval of the course, or of any required amendments, normally within 2 months of receipt of the programme.
- 2.5 The up-to-date list of the essential pre-course reading included in this pack should be forwarded to the participants prior to the commencement of the course (this is found in Appendix C).
- 2.6 Course Organisers should ensure that all speakers provide students with a list of the references to which they will refer in their sessions.
- 2.7 Course Organisers are responsible for asking candidates about their needs in

accessing the environment and facilities. A section should be included on the participant application form. **Organisers should comply with the Special Needs Disability Act (SENDA).** They can access relevant points from this Act from the BAHT Executive Officer responsible for matters pertaining to this, or can obtain a copy of the document 'Myths & Realities' from the Chartered Society of Physiotherapy. Candidates who have dyslexia, for example, will be allowed more time for the assessment but must provide evidence to the course organiser (an extra 15 minutes per hour is allocated).

- 2.8 Sponsors may be sought to assist with funding the course and providing exhibits but their products must not influence the course content.
- 2.9 On successful completion of the course, participants will receive BAHT Certificates.
- 2.10 Course organisers must not include contact information on their participant list unless all participants have agreed. They must also notify BAHT ESC secretary when their course is full.

### 3. Course Aims

- 3.1 To provide an opportunity for therapists to build on knowledge and skills for hand therapy acquired during courses leading to professional qualifications;
- 3.2 To develop the knowledge and skill base in the specialist field of hand therapy.

### 4. Course Objectives

At the end of the course the participants should be able to:-

- 4.1 Synthesise knowledge and understanding of anatomy of the hand and its functional application;
- 4.2 Describe the need to assess the hand pre- and post-operatively following injury and during disease;
- 4.3 Identify and evaluate common methods of hand assessment;
- 4.4 Record assessment, objectives, and outcomes in a clear, comprehensive and concise manner;
- 4.5 Demonstrate a basic knowledge of some common conditions;
- 4.6 Demonstrate knowledge of the common complications that are likely to be encountered from the above conditions e.g. pain, oedema, joint stiffness, wound healing and contractures, scarring, sensory disturbance and motor weakness;
- 4.7 Demonstrate a basic understanding and evaluation of common treatment methods including:- positioning support, elevation, compression therapy, immobilisation, mobilisation;

#### 4.8 Complete the written course examination.

\*A copy of Course aims and objectives should be sent to all participants.

### 5. Course Structure / Teaching Format

It is recommended that the Level I course should be of three days duration. It must contain a minimum of 16 hours teaching. Teaching time includes all sessions led by and/or supervised by course tutor(s). Unsupervised peer group sessions do not qualify as teaching time.

#### 5.1 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:

- i) LECTURE FORMAT – for ALL candidates. Can have an interactive component i.e. to generate a discussion or complete workbooks.
- ii) Workshops – as a guide a ratio of 1:10 ratio per lecturer (similar to those used in academic institutions).

Group sizes for practicals should be dependent on the learning that needs to be achieved within the session (for example, if there is a practical element to the workshop i.e. using a goniometer, a small group ratio 1:10 is required) Therefore a small justification of the learning objectives of the workshops, with ratios is required on application.

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

### 6. Course Content

Course must comprise a minimum of 16 hours teaching over three days. Make sure that all aspects of the exam are covered in the course content.

- 1) Anatomy - 75 mins  
Pure and functional/applied
- 2) Assessment 180 mins  
(120mins workshop)
  - a) Principles – to include recording and prioritisation
  - b) Subjective assessment – including history taking
  - c) Objective assessment – including sensation, ROM, function, dynamometry, dexterity, oedema, manual muscle testing, observation and palpation
- 3) The role of the Hand Therapist max 30 mins  
To include general aims of treatment and the differential OT/PT role, discussion or core skills and overlap.

- 4) Introduction to exercise max 30 mins
- 5) Introduction to splinting max 30 mins
- 6) Clinical conditions (of wrist and hand) min 5 hours  
To cover the pathology, surgery and therapy for the following:  
OA/RA  
Dupuytren's  
Fractures  
Tendons  
Peripheral nerve injuries  
CRPS
- 7) Complications and their management - min 2 hours  
To include principles of exercise therapy and splinting as well as practical time looking at treatment techniques for:  
Joint stiffness  
Scarring and contractures  
Pain  
Oedema
- 8) Case Studies suggest 1 hour  
The use of case studies towards the end of the course helps consolidate knowledge gained. This is a highly recommended method.
- 9) Principles of Wound Healing suggest 30 mins
- 10) Ideas for additional sessions  
Psychology of injury  
Burns  
Activity therapy  
Practical splinting (static)  
Sensation, e.g. re-education and desensitisation  
Compression syndromes  
Soft tissue injuries  
Problem solving  
Managing dysfunction  
X-Ray's

## 7. 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: lectures, discussions, practical demonstrations, and experiential sessions.

A small justification, including ratio's and learning objectives, are required for workshops.

## 8. Course Examination

N.B. The Course Organiser is responsible for ensuring suitable standard examination conditions for the Course Examination.

- 8.1 A written examination counts for 100% of the assessment process. The examination questions are set by the BAHT ESC from a pool of questions.

The examination pass mark is 60%.

Criteria for a Pass:

Correct answers given for questions based on lecture material to achieve a score of 60% or more overall. Candidates must also score at least 40% in each section of the exam.

Criteria for a Fail:

Incorrect answers given to questions to produce a score of 59% or less. Failure to achieve 40% or more in any one section of the exam.

- 8.2 The Course Examination will take the form of a one-hour written paper. An additional 10 minutes will be given at the start of the exam to enable the delegates to read the exam questions through but they will not be permitted to start writing at this time. The exam consists of 3 short case studies with questions about each case study (these will include elements of anatomy, assessment, therapeutic intervention and complications).

- 8.3 Two examination papers are forwarded by BAHT ESC Secretary to the Course Organiser following approval of the course and no later than 6 weeks prior to the course date. One examination paper comprises questions only and one paper will also show answers and mark allocation. Each document is highly confidential, until the question paper is given to the candidates at commencement of the exam.

- 8.4 A copy of the confidential or relevant questions should be sent to each of the speakers by the Course Organiser at least 1 month prior to the commencement of the course with instructions as to how relevant information is to be imparted to enable each question to be answered.

N.B. The sole purpose of all speakers knowing the questions is to ensure fairness to candidates in the course examination. Teaching must not be directed solely to answering these questions.

- 8.5 The course examination paper should be marked by two Internal Assessors appointed by the Course Organiser and the BAHT Representative appointed by BAHT.

- 8.6 See Appendix D for an information sheet setting out the examination process. This is information for prospective candidates and should be included in the pre-course information so that all candidates know the expectations and time-scale before enrolling on the course.

- 8.7 All participants will receive constructive feedback about their assessment. This is especially important if they need to retake the assessment. Feedback guidelines and forms are found in Appendix F4 & F5.

9. The BAHT Representative

The BAHT Representative is nominated by the BAHT Educational Sub-Committee. (See Appendix D for guidelines on the Role of the BAHT Representative). It is the responsibility of the course organiser to make contact with the BAHT representative and the course organiser must send all course and assessment details to the BAHT Representative before the course.

10. Regulatory & Retrieval Mechanisms - see Appendix F1.

11. Evaluation

Course evaluation will be carried out by both participants and Course Organisers. (See Appendix F2 for an example of the evaluation form layout.) Course Organisers will need to adapt the headings "Lecture 1," etc., to their own course details but in all other respects should follow the wording and layout of Appendix F2. Results will be collated using the form in Appendix G3 and made available to all concerned parties, including the BAHT ESC, not later than 3 weeks after course completion. It is mandatory to use a BAHT Evaluation form. No re-runs of a course can be considered without receipt of the prior course's participant evaluation.

12. Deadlines

- 12.1 The BAHT Representative must be aware of the deadlines in order to ensure her/his availability. If for any reason the deadlines cannot be achieved, e.g. due to planned annual leave, the deadlines must be negotiated with the Course Organiser and agreed by the BAHT Educational Sub-Committee.
- 12.2 Failure to meet the stated deadlines will preclude a Course Organiser from running further courses. Appendix G1, G2 & G3 illustrate the process required for validation.

13. Financial Considerations

The following should be taken into account when calculating the cost of the course and setting a course fee.



- 13.1 Advertising:  
**Website + e-bulletin – free, arranged by ESC.**  
 You could also use these other publications/options:  
 British Journal of Occupational Therapy  
 Physiotherapy  
 Therapy Weekly  
 Local advertising  
 Regional Group/Hospital networks
- 13.2 Clerical: Stationery  
 Postage  
 Telephone  
 Copying  
 Fax/OM's
- 13.3 Venue: Hire
- 13.4 Audio-visual: Equipment hire  
 Technician  
 Hire of video material
- 13.5 Resources: Folders  
 Name badges  
 Signs  
 Programmes  
 Handouts / Reference material
- 13.6 Catering Coffee/tea  
 Lunch  
 Evening Meal (if appropriate)
- 13.7 Course Organisers: Expenses: planning meetings
- 13.8 Lecturers: Fee: minimum = £50 per hour  
 Expenses: travel, accommodation (if appropriate)
- 13.9 Representative: Fees: £150/day + £50 marking  
 Expenses: travel, appropriate accommodation and facilities (not with the Course Organisers).  
 Fee payable within 6 weeks of submission of claim.
- 13.10 BAHT: £150 for BAHT approval for the course to proceed and cost of sending participants their certificates. This fee will need to be sent to BAHT with completed application form.

#### 14. Information for Hosting BAHT Level I Courses

Hand Therapy is a developing specialism and validated courses are important in providing teaching to a high standard in an effective and measurable manner. Hand Therapists with experience may apply to the BAHT Education Sub Committee to run a course or a department may choose to host a course

and import the lecturers. The following is a set of Guidelines to make this process easier.

It is important that the courses are run in an organised manner and are able to be measured against each other despite different topics being taught. The process of validation is therefore thorough but may seem lengthy. It is necessary for all steps to be taken as promptly as possible to allow the process to proceed. It is hard work but great fun and very rewarding.

You may wish to have a BAHT course held at your venue but do not wish to be involved in the content preparation and teaching. It is possible to import a course to your hospital by asking course leaders to bring previously validated courses, or to develop a new course to be run at your hospital. This leaves you the housekeeping and practical details of the day-to-day running of the course. You may wish to run a course this way first and then branch out and do the lecturing the next time.

- 14.1 The Secretary for the BAHT ESC can put you in touch with any appropriate course leaders for a Level I course.
- 14.2 The course leader will fill out the application form and put the course up for validation or revalidation. All paperwork will be forwarded to the ESC with the registration fee. The host will carry out all organisation tasks, e.g. advertising, pre-course information.
- 14.3 Level I courses have been run by a number of teams around the country. Please contact the Secretary for information on these or Level II courses. You are welcome to contact lecturers directly.

## 15 General Information for Course Leaders and Hosts

- 15.1 The course organiser should be a member of BAHT. It is preferable but not essential that co-organisers are BAHT members.
- 15.2 Course organisers should be Band 6 grade or above in order to run a Level I course. The course organiser is responsible for administration but may also be a lecturer at the course.
- 15.3 If the organiser is a Band 6 grade, he/she will need to collaborate with a more senior therapist in the speciality, who should be named to the BAHT Education Sub-Committee, for the setting and marking of the clinical section of the course exam. This may involve seeking help from another unit or hospital.
- 15.4 An application form (Appendix A) should be obtained from the Secretary of the Education Sub-committee 12 months prior to the expected course date.
- 15.5 The following documents must reach the Education Sub-committee nine months prior to the course:
  - the completed application form with £150 application fee.

- an outline programme with specified lecturers and total teaching time on each day.
  - details of the lecturers and their Curriculum Vitae.
  - the pre-course reading list with essential and further reading options.
- 15.6 Once these are agreed by the Committee at the next meeting (held six times a year), the course organiser will be advised to continue preparations.
- 15.7 Course organisers will be encouraged to seek local expertise, but in circumstances where there is no access to appropriate speakers, there is a list of speakers who are recommended by BAHT ESC available from the secretary. NB: there is now a register of speakers stating preferred topics and giving addresses.
- 15.8 A BAHT Representative will be nominated to attend the course. His/her role is to evaluate all aspects of the course over the three days and any assessments/exams (as well as act as a sounding board for any problems).
- 15.9 For host organisers, the actual housekeeping details and delegate organisation is their responsibility. The host should ensure that the BAHT representative receives relevant information on venue & local facilities.
- 15.10 The teaching content, handouts and actual lecturing is the responsibility of the course lecturers. The teaching team should ensure that the BAHT representative receives course content & exam papers promptly in line with the organisation guidelines. There will need to be regular communication between the two parties to ensure smooth running of the course.
- 15.11 When a course has run successfully three times with good feedback from candidates and BAHT representative the organisers will be advised they are eligible for a one-day BAHT representative.

## 16 Statement Regarding Liability of Course Leaders

Having taken advice from the CSP and COT, 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. mobilization for Occupational Therapists, 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 ESC suggests all course organisers place a clause in their handout 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 practice on patients purely by attending this course. Enjoy gaining your skills with each other and have fun!

## 17 Statement Regarding Below Standard Courses

The BAHT ESC makes every effort to ensure the standard of the content of each BAHT validated course, both through validation process and through the BAHT representative on the course. The content of each course is validated by the BAHT ESC. BAHT is not liable for the delivery, or for the quality of the material handed out on the course.

There may however, be occasions when aspects of the course may fall below the expected standard. This may be noted by the courses leaders, the delegates or the BAHT representative.

It is important to try to deal with these issues as soon as possible while the course is still running.

*Delegates or Course Leaders:* should discuss the matter immediately with the BAHT representative to find a practical solution.

*The BAHT Representative:* will make decisions with the course leaders or discuss with the designated link person from the ESC (nominated prior to the course commencing).

*This Link Person:* will make a decision or refer to the BAHT ESC for further discussion.

Situations which may occur include:

- Inadequate teaching of a topic
- Exam content not covered in the lectures
- Lecturers not able to attend at last minute
- Time-keeping for the course not allowing learning time
- Learning objectives not being met.

## 18 Cancellation of courses

In the event that a course is cancelled, all courses fees paid by candidates will be refunded promptly and in full. If the course is cancelled within one month prior to the course running, any expenses incurred by the BAHT representative will be refunded in full. It is therefore suggested that BAHT representatives do not book any accommodation or travel until one month prior to the course commencing.

## 19 Policy on Re-Running of Courses

Rationale:

- Many Level I courses are oversubscribed.
- There is a temptation by course organisers 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 first of the courses.

- The ESC consider the feedback from the Rep to be of utmost importance when considering re-validation.
- Consequentially, it has been decided that the following timeframes must be observed for the re-running of courses:

This policy is relevant for requests to re-run a course before or shortly after the first course has been run. It is not to be used for courses requesting revalidation over a longer timeframe.

Level I:

Criteria	Timeframe (between courses)	Conditions
Same team. Same venue. Same programme.	Four months minimum.	May advertise as validation pending until BAHT Representative form is considered and changes made.
Any alteration to team, venue or programme.	Nine months minimum.	Follow standard guidelines.

\* In the unlikely event that this is a course that is not recommended for repetition, the course may need to be cancelled.

The expectation between courses is that presentations and hand outs reflect any new evidence base.

If a course has run three times previously and a subsequent course is being run with exactly the same format an external representative may only be required on the final day of the course. There will be telephone access to the representative for the duration of the course if required. Ultimately it is the responsibility of BAHT to make the decision as to the requirement of the representative.

# APPENDICES

**COURSE ORGANISER'S APPLICATION FORM**  
**TO RUN AN APPROVED BAHT LEVEL I HAND COURSE**

TITLE OF COURSE:.....

DATE OF COURSE:.....

VENUE OF COURSE:.....

DESCRIPTION OF FACILITIES AT VENUE:.....

.....

PLANNED NUMBER OF ATTENDEES:.....

NAME OF ORGANISER:.....

ADDRESS:.....

.....

POSITION HELD & AREA OF CLINICAL WORK:.....

.....

DAYTIME TELEPHONE NUMBER:.....

*(this will be used for advertising the course)*

EMAIL ADDRESS: .....

BAHT REGISTRATION NUMBER:.....

**Payment of £150 application fee must be received before the application can be considered. Please state how you plan to pay:**

Cheque included with application

BACS transfer proof of payment included with application

Invoice required before payment

**Please send invoice to:**

**Name:**.....

**Address:**.....

.....

.....

**e-mail:**.....

**PLEASE ALSO ATTACH COPIES OF THE FOLLOWING WITH YOUR APPLICATION:-**

- BRIEF CV OF COURSE ORGANISER.
- NAME AND BRIEF RESUME OF CO-ORGANISER(S) (max 250 words)
- NAMES OF SPEAKERS WHO MAY BE APPROACHED TO LECTURE ON THE COURSE WITH BRIEF DESCRIPTION.

## Appendix B

EXAMPLE TIMETABLE FOR BAHT LEVEL I COURSES

The following suggested timetable has been compiled purely as a starting point/guideline for individually designed courses in order to ensure that BAHT course content requirements are met and validation may be achieved with the minimum of delay. It is NOT intended to provide an inflexible and definitive programme.

COURSE ORGANISERS PLEASE NOTE:-

The BAHT Level I course is designed for therapists with minimal or no experience of hand injuries and conditions, and for therapists who wish to refresh their basic knowledge of and skills in the field of Hand Therapy. It is intended to be an introduction to Hand Therapy and the course content should therefore be kept relatively simple.

Level I courses are NOT intended for experienced hand therapists who would benefit from attending Level II courses (this is possible not only following successful completion of a Level I course, but also on production of documentation to prove experience in the field of Hand Therapy of over two years experience).

To ensure a non-threatening learning environment, please be vigilant that delegates are not over-experienced since this may lead to disappointment for them and/or possible domination of the proceedings over less experienced delegates!

Please also note that experience from previous courses has demonstrated that candidates who are unsuccessful in reaching the required standard to pass the BAHT Level I exam frequently fail due to lack of anatomy knowledge. This suggests the need for course organisers to strongly reiterate to candidates the importance of pre-course revision of anatomy in particular, since this intense course allows little lecture revision time. A suggested reading list is enclosed.



## Appendix B

EXAMPLE TIMETABLE FOR BAHT LEVEL I COURSESDAY 1

8:15 – 8:30	REGISTRATION	
8:30 – 9:00	INTRODUCTION / WELCOME / EXPLANATION OF VALIDATION PROCESS/AIMS AND OBJECTIVES	
9:00 – 10:00	ANATOMY (FUNDAMENTAL AND APPLIED) - Interactive or Lecture	(1 hour)
10:00 – 10:30	INTRODUCTION TO HAND THERAPY (Role of Hand Therapist)	(30 mins)
10:30 – 11:00	COFFEE	
11:00 – 11:30	INTRODUCTION TO HAND ASSESSMENT - history taking - reliability and validity - principles - forms	(30 mins)
11:30 – 12:00	PRINCIPLES OF WOUND HEALING	(30 mins)
12:00 – 13:00	2 x PRACTICAL WORKSHOPS (ASSESSMENT) A. Range of motion B. Muscle power and Muscle testing C. Sensation D. Function/ Dynamometry (4 x 30 mins)	(1 Hour)
13:00 – 13:45	LUNCH	
13:45 – 14:45	2 x PRACTICAL WORKSHOPS (ASSESSMENT) CONTINUED	(1 Hour)
14:45 – 15:15	INTRODUCTION TO EXERCISE	(30 Mins)
15:15 – 15:45	TEA	
15:45 – 16:15	INTRODUCTION TO SPLINTING	(30 mins)
16:15 – 17:00	MEDICAL/SURGICAL MANAGEMENT OF DUPUYTRENS	(45 mins)
17:00 17:30	THERAPEUTIC MANAGEMENT OF DUPUYTRENS	(30 mins)
		(6.75 hours teaching)

## Appendix B

DAY 2

8:30 – 9:00	REVIEW OF DAY 1 AND EXPLANATION OF EXAM PROCESS	(30 mins)
9:00 – 10:30	SURGICAL AND THERAPEUTIC MANAGEMENT OF TENDON INJURIES.	(1 hour)
10:30 – 11:00	COFFEE	
11:00 – 12:00	SURGICAL AND THERAPEUTIC MANAGEMENT OF PERIPHERAL NERVE INJURIES.	(1 hour)
12:00 – 13:00	LUNCH	
13:00 – 15:00	COMPLICATIONS WORKSHOPS (4 X 30 mins)	(2 hours)
	(1) Oedema and stiffness	
	(2) Scar management and contractures	
	(3) Pain	
	(4) Sensory problems	
15:00 15:30	TEA	
15:30 – 16:30	THERAPEUTIC MANAGEMENT OF FRACTURES/CRUSH INJURIES	(1 hour)
16:30 – 17:30	CRPS (medical and therapeutic management)	(1 hour)
		(7 hours teaching)

## Appendix B

DAY 3

A lighter day designed to not introduce essential material to be included in the exam and allowing for an earlier finishing time for candidates to travel home.

9:00 – 9:30	REFLECTION / REVIEW OF DAYS 1 & 2	(30 mins)
9:30 – 11:00	OA/RA (To include medical/surgical and therapeutic management)	(1.5 hours)
11:00 – 11:30	COFFEE	
11:30 – 12:30	OPTIONAL LECTURES: - may include topics of specific interest to the host hospital or guest speakers e.g.   Setting aims of treatment Splinting (practical / theory) Psychological aspects X-Rays Problem-Solving Applied knowledge Practical	(1 hour)
12:30 – 13:30	LUNCH	
13:30 – 14:30	CASE STUDIES	(1 hour)
14:30 – 14:50	TEA	
14:50 – 16:00	EXAM (including 10 mins reading time)	
4.00	FINISH	

(4.5 hours' teaching time)

(18.25 hours total teaching time – BAHT Guidelines suggest 16 hours minimum)

B.A.H.T. LEVEL 1 HAND COURSE
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**Standardised reading list**

A thorough knowledge of anatomy is essential when treating hand injuries. We expect the course participants to have studied the anatomy of the hand in some detail prior to the course, as brief revision of more important structures will only be covered in the course.

**Essential reading**

Basic anatomy of the hand and forearm, including:

- Tendon
- Muscle
- Ligaments
- Bones
- Surface markings

Suggestions for finding this information:

- Palastanga N, Field D, Soames R. Anatomy and human movement 5<sup>th</sup> ed. Oxford, Butterworth and Heinemann, 2002
  - Chapter 3: The upper limb
    - pp 57-60 bones/ligaments
    - pp 86-108 muscles
    - pp 177-200 joints
    - pp 206-210 nerves
- Lumely S.P. Surface anatomy 3<sup>rd</sup> ed. The anatomical basis if clinical examination ; Philadelphia, Elsevier, 2002

Additional resource:

- American society for surgery of the hand. The hand: examination and diagnosis 3<sup>rd</sup> ed. Edinburgh, Churchill Livingstone, 1990
- Boscheinen-Morrin J, Davey V, Connolly W.B. The hand: Fundamentals of therapy 3<sup>rd</sup> ed. Oxford, Butterworth-Heinemann, 2002
- Warwick D, Dunn R, Melikyan E, Vadher J. Handbooks in Surgery: Hand Surgery; Oxford, Oxford University Press, 2009
- Simpson C. Hand assessment: A clinical guide for therapists 2<sup>nd</sup> ed. Salisbury, APS Publishing, 2005
- The Interactive Hand (via Athens account)

## Appendix D

Information for candidates about the examination process

A written examination will be completed at the end of the course. The examination questions are set by the BAHT Education Sub-Committee from a pool of questions. The pass mark is 60%.

The examination will take the form of a one-hour written paper. The questions will be based around 3 short case studies and will cover aspects of anatomy, assessment, therapeutic intervention and complications. 10 minutes at the beginning of the exam will be allocated to read through the exam paper.

The course examination paper will be marked by two Internal Assessors and the BAHT Representative appointed by BAHT. The decision of the BAHT Representative is final.

Candidates will be informed whether they have passed or failed within 6 weeks of the course. Participants who fail to achieve the required pass mark will be entitled to one resit. Resits must be taken within six weeks of notification of the fail grade. Candidates can undertake this at their own place of work.

Passing the exam will give you 1 modular point towards becoming an accredited hand therapist and allow you to attend Level II courses.

For a full explanation of the BAHT education process please look at the BAHT web site on [www.hand-therapy.co.uk](http://www.hand-therapy.co.uk) .

## BRITISH ASSOCIATION OF HAND THERAPISTS ROLE OF THE BAHT REPRESENTATIVE

### Purpose and Function

1. The purpose of having a BAHT Representative is, firstly to assess the course and ensure that BAHT approved courses are comparable in standard although their content does, of course, vary; and secondly to see that the course examination is fairly operated. The BAHT Representative is not concerned in the assessment of participants during the teaching sessions but, never-the-less, is the final arbiter in marking the course examination. The purpose and function of the BAHT Representative should be explained to the course participants by the Course Organiser at the beginning of the course.
2. In order to achieve these purposes BAHT Representatives need to be able to:
  - 2.1 approve the course examination venue and conditions;
  - 2.2 participate in assessment processes for the award of certificates;
  - 2.3 arbitrate or adjudicate on problem candidates;
  - 2.4 comment and give advice on course content, delivery, balance and structure, and on assessment processes as appropriate (normally at the end of each course day) and on using the course evaluation form (Appendix B2) at the end of the course;
  - 2.5 in conjunction with the Course Organiser ensure that all course participants attend all sessions.

### Formal Requirements

3. No BAHT Certificate may be awarded without participation and concurrence in the assessment process by the BAHT Representative.
4. The ESC will ensure the BAHT Representative is made familiar with:
  - 1.1 The role and function of the Representative as seen by BAHT.
5. The course organisers will ensure the BAHT representative is sent the following before the start of the course:
  - 5.1 course organisation and venue;
  - 1.1 course content as approved by the BAHT ESC;

- 1.2 course assessment
- 5.4 also, be provided with copies of all other documentation at the same time as this documentation is sent to participants prior to the course.
6. BAHT Representatives are responsible to the BAHT ESC via the designated link person.
7. BAHT Representatives should be offered suitable accommodation with facilities. To avoid potential conflicts of interest Representatives should not stay with a Course Organiser.
8. It is the responsibility of the BAHT Representative to ensure they have adequate cover to enable them to attend for the duration of the course.
9. If the BAHT representative is only required for one day they must attend the final day as they are required to be present for any examination process.

#### Selection and Appointment

10. The BAHT ESC will appoint one BAHT Representative from an approved list [and a reserve nominee for emergency cover].
11. Only people of sufficient seniority and experience in Hand Therapy to be able to command authority should be appointed.
12. The appointment should normally be made and the name(s) notified to Course Organisers at least 6 months before the course is due to take place.
13. The BAHT Representative must ensure that she / he is available to meet deadline dates. If for any reason the deadlines cannot be achieved, e.g. due to planned annual leave, the deadlines must be negotiated with the Course Organiser and agreed by the BAHT ESC.

#### Participation in Examination Procedures

14. All exam papers should be posted, by Recorded Delivery to the BAHT Representative within 3 weeks following course completion. The BAHT Representative will select, review and ratify 20% of the examination papers 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.

15. The BAHT representative also needs to review all feedback forms.
16. It is required of the Course Organiser to notify candidates of the results within 6 weeks of course completion. A list of results should also be sent to the Secretary of the BAHT Education Sub-committee.
17. The decision of the BAHT Representative is final and there is no appeal.

### Records

18. WITHIN A WEEK of the course the BAHT Representative should send the Quick Report form to the BAHT ESC secretary.
19. Within 12 weeks of the end of the course a formal written report from the BAHT Representative should be sent to the Secretary of the BAHT ESC with a copy to the Course Organiser(s).
20. In the event of unforeseen circumstances the BAHT ESC will make the final decision on action to be taken.
21. The BAHT Representative should keep the exam papers and/or assignments once they have verified the marks and the fails should be sent back to the course organisers to provide feedback to the candidates. Once the course has completely finished with no queries about the fails the BAHT Representative can shred the paperwork or send back to the course organisers at their own cost for them to do the same.



## Appendix F1

REGULATORY AND RETRIEVAL MECHANISMS

1. Participants are required to attend all sessions of the course.
2. All therapists are expected to sit the course examination – please ensure this requirement is clear in the pre-course information given to candidates. If exceptional circumstances arise, and a candidate cannot undertake their exam on Day 3 they will only be offered one chance to re-sit.
3. A pass mark of 60% must be achieved and at least 40% in each section.
4. The course examination must be marked by two Internal Assessors who are members of BAHT.
5. The BAHT Representative will verify and ratify the marking of the two Internal Assessors, especially borderline passes / failures.
6. Participants who fail to achieve the required pass mark will be entitled to one re-sit. This must be completed within six weeks of notification of the fail grade. Candidates will be allowed to re-sit the course examination at their own place of work but this re-sit must take place under standard examination conditions.
7. The Education Sub-committee will prepare the content of the re-sit course examination and answers and will provide them within 3 weeks of the notification that candidates have failed their first examination.
8. The decision of the BAHT Representative is final. No appeal against any decision is allowed thus no correspondence should be entered into between the BAHT Representative and candidates. Candidates who not achieve the required standard in the initial exam or retake can request a certificate of attendance which will state that they have not received the BAHT point.

## Appendix F2

**BRITISH ASSOCIATION OF HAND THERAPISTS**  
**LEVEL I COURSE EVALUATION FORM**

Please complete this form and return it to the course organisers at the end of the course. Additional comments are most welcome. BAHT and the course organisers use the information to assist in assessing the value of this course and to help in the efficient and effective organisation of further courses.

Your name is not required on the form, but if there is any matter that you would like to discuss with the course organisers or BAHT, please note this on the form and we will gladly address this after the course.

Please mark each sections, i.e. content and presentation, by number, as follows:-  
 1 – Very Poor, 2 – Poor, 3 – Adequate, 4- Good, 5 – Very Good

**DATE:****VENUE:****COURSE ORGANISER:**

	Content	Presentation	Comments
Pre-course information			
Venue			
Food/Refreshments			
Lecture 1			
Lecture 2			
Lecture 3			
Lecture 4			
Lecture 5			
Lecture 6			
Practical/Demonstration/Workshop 1			
Practical/Demonstration/Workshop 2			
Practical/Demonstration/Workshop 3			
Practical/Demonstration/Workshop 4			
Practical/Demonstration/Workshop 5			
Practical/Demonstration/Workshop 6			
Practical/Demonstration/Workshop 7			
Written Examination			
Relevance to Needs			

**ADDITIONAL COMMENTS:**

## Appendix F3

BRITISH ASSOCIATION OF HAND THERAPISTS  
COURSE ORGANISERS EVALUATION SUMMARY

NAME OF COURSE: .....

.....

DATE OF COURSE: .....

NUMBER OF PARTICIPANTS: .....

GRADES: 1-Very Poor: 2-Poor: 3-Adequate: 4-Good: 5-Very Good.

	5	4	3	2	1
TOTAL NUMBER OF RESPONSES					
GENERAL	/	/	/	/	/
PRE-COURSE INFORMATION					
VENUE					
FOOD/REFRESHMENTS					
LECTURES - Topics	5	4	3	2	1
1					
2					
3					
4					
etc.					
PRACTICAL DEMONSTRATIONS - Topics	5	4	3	2	1
1					
2					
3					
4					
5					
etc.					
	5	4	3	2	1
WRITTEN EXAMINATION					
	5	4	3	2	1
RELEVANCE TO NEEDS					

ADDITIONAL COMMENTS:

BAHT Level 1 Course Exam / Feedback Forms  
Guidelines for Completion for Course Organisers & BAHT Representatives

- 1.1 The forms are strictly confidential between the participants, the course organisers and BAHT representatives (Not course hosts).
- 1.2 The information and feedback on the forms are non-contestable and the participants should be informed of this
- 1.3 The forms are to be completed by the course organisers, who have marked the exam papers
- 1.4 The course organiser should send the feedback forms to the BAHT representative for review. It is more effective if this is done electronically
- 1.5 The course organisers are responsible for sending the completed feedback forms to the participants. All participants who need to retake must receive feedback before the retake
- 1.6 The form is designed to provide simple, constructive feedback to the participants – to be used as part of their CPD and identify any areas for development. All feedback should be provided at the same time as final mark

Information to be included:

- 2.1 Only an overall percentage score to be given – not specific to each section
- 2.2 If a section(s) are failed this should be identified under the specific section
- 2.3 All feedback should be:
  - Constructive
  - Objective
  - Specific
  - Lead the participant 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’

2.4 General comments can include:

- Spelling
- Legibility
- Structure/layout
- Referencing



Appendix F5

**British Association of Hand Therapists  
Assessment Feedback – Level I**

Candidate Name:	Course:
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Case Study	Feedback
1	
2	
3	
Additional Comments	

Mark:	PASS / FAIL	Date:
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Signature Course Organiser:	Name Course Organiser:
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**BAHT LEVEL I COURSE**  
**RECOMMENDED STEPS TOWARDS VALIDATION**

1. The steps given below describe the stages involved in gaining validation for your BAHT Level I course. They do not include any of the necessary organisational steps involved in arranging the course itself.
2. Where possible recommended dates are given, which coincide with the meetings of the BAHT ESC which meets at a maximum of six times a year.
3. It is likely that you will normally need to start planning your BAHT Level I course about 9 to 12 months before the date when you want your course to take place. This will give you the necessary time to go through the following stages.
4. The Education sub-committee secretary will provide the course organiser with information on how to contact the BAHT Level I co-ordinator. They will help to prompt you through the various steps involved and offer advice.

**ORGANISATION BEFORE THE COURSE**

Task	Action	Timing
1. Provisional contact with BAHT ESC Secretary expressing an interest in running a BAHT Level I Course.	Organiser	9-12 months before the course.
2. Secretary returns to the organiser the document 'Level I Guidelines' which contains the Course organisers Application Form to run a Validated BAHT Level I Hand Course" (Form 1A). This will be sent within one week of receiving the initial contact (letter/e-mail).	Secretary	9-12 months before the course.
3. Organiser completes the application form (Form 1A) attaches CVs of organisers and speakers and details of date and venue of course and returns them to the Secretary the BAHT registration fee.	Organiser	9-12 months before the course.
4. The Secretary circulates copies of application form and objectives to all members of the BAHT ESC within one week of receipt.	Secretary	9-12 months before the course.
5. The committee members returns verdict on the application to the Secretary, at next committee meeting.	Committee members	9-12 months before the course.

Task	Action	Timing
6. The BAHT ESC secretary will then contact organisers and advise them to proceed with planning. If application is refused, the Secretary asks the organiser to contact BAHT ESC Secretary regarding relevant details.	Secretary	9-12 months before the course.
7. The Course Organiser needs to submit full details of the course to the Secretary not less than 6 months before the course. Ideally the information should reach the Secretary one month ahead of a committee meeting. (See deadline date). The submission should include:  a) Course programme (complete). b) Course Organisers' CVs, if not previously sent. c) Pre-course information e.g. essential pre-course reading list etc. to be sent to participants (B2). d) Course aims and objectives to be sent to participants (earlier in document) alongside information on examination process.	Organiser	6-7 months before the course.  Deadline date for committee meeting is:
8. Course approval will take place at the next committee meeting. Following this, feedback will be given to the organiser regarding any changes needed. Once these changes are made and the course is approved by the ESC, the Secretary will send the organiser a letter advising that the course is validated. The course can now be advertised as BAHT validated. If the course is not approved, the Secretary will give the organiser written suggestions how to proceed. The organiser <u>may not</u> advertise the course as BAHT validated.	Committee members.	
9. The Education Sub-committee will arrange a BAHT Representative (and reserve nominee for emergency cover) for the course. They will also appoint a Link Person from the Education sub-committee.	Secretary	6 months before the course
10. The Secretary must familiarise the BAHT Representative (and reserve nominee for emergency cover) of the role and function of Representative.	Secretary	Immediately they are nominated.



Task	Action	Timing
11. The Education Sub-committee will send the confidential course assessment paper and answers and marking system to the Course Organiser.	Secretary	3 months before the course date.
12. The Course Organiser may need to send information on how the Level I Course assessment questions will be covered in the course programme to the secretary.	Organiser	3 months before the course date.
13. The Course Organiser must notify the BAHT Representative and each potential course participant of: - the course programme & end time of each day. - details of the method of assessment.	Organiser	Minimum of 4 weeks prior to the course date.
14. On confirmation of a place, the course organiser must send each participant details of the required pre-course reading.	Organiser	Minimum of 4 weeks prior to the course date.
15. The Organiser must notify each course lecturer and facilitator of the content and method of assessment. A copy of the document in guidelines must be sent and objectives for their session.	Organiser	Minimum of 4 weeks prior to the course date.
16. The Course Organiser must send BAHT Representative copies of all course documentation: - Course organisation and venue. - Course content. - Assessment papers.	Organiser	Minimum of 4 weeks prior to the course date.
17. The course organiser to contact the BAHT ESC secretary once their course is full.	Organiser	

## Appendix G2

ORGANISATION DURING THE COURSE

Task	Action	Timing
17. Explanation of the purpose and function of the BAHT Representative to the course Participants.	Organiser	Beginning of day 1 of the course.
18. Explanation of Level I Assessment.	Organiser	Candidates informed on application and at beginning of the course.
19. Clarify to participant that if Exam resit is necessary this must be taken within 6 weeks of notification of exam results.	Organiser	
20. Attendance at course, constructive comments to the Course Organiser(s) at the end of each day and course evaluation.	BAHT Representative	During the course.
21. Completion of Level I course assessment.	Participants & Organiser	At end of course.
22. Completion of course evaluation forms.	Participants	At end of course.

## Appendix G3

ORGANISATION AFTER THE COURSE

Task	Action	Date
23. Send course evaluation forms to BAHT Representative.	Organiser	Within 3 weeks of the end of the course.
24. Marking of level I course assessment papers by the internal assessors and assessment feedback forms completed.	Organiser	Within 3 weeks of the end of the course.
25. Send the marked examination papers, feedback forms and the course evaluation forms to the BAHT representative for validation.	Organiser	Within 3 weeks of the end of the course.
26. Ratification of examination results & feedback forms and return of the papers to the course organiser by the BAHT Representative.	BAHT Representative	Within 6 weeks of the end of the course.
27. The Organiser will notify the candidates of their examination results in writing including assessment feedback form (appendix E5).	Organiser	Within 6 weeks of the end of the course.
The BAHT ESC recommends that the following statement be included in the written examination result: "Please see enclosed an assessment feedback form for reference. Your assessment mark & feedback has been validated by the BAHT representative and meets the requirements set by BAHT."		
28. Candidates who fail to achieve the required pass mark will be entitled to retake the exam again and this can be done at their work place.	Candidates	Within 6 weeks of their notification.
Course candidates are responsible for notifying course organisers prior to the course of any extenuating circumstances impacting on their learning. In examples like dyslexia, written evidence needs to be supplied.		
30. If extensions for retakes are requested due to extenuating circumstances up to 6 weeks extra may be granted by the BAHT representative.		
31. a) Organiser fills out form Appendix F5 and sends to secretary once all exam and retakes have been finalised. b) Secretary obtains signature of Chairperson of BAHT ESC on named certificates. c) Secretary sends certificates to participants once completed list received.	Organiser	As soon as all retakes completed.

Task	Action	Timing
32. A written report of the course should be prepared by the BAHT Representative using the agreed BAHT Representative Form, including the course evaluation and examination results. The report should be sent to Level I co-ordinator and the Organiser. The organiser will fill out form Appendix F5 and send to secretary once all exam Retakes have been finalised.	BAHT Representative  Organiser	Quick report completed and sent within 1 week of course. Full report should be returned within 12 weeks, but BAHT Representative should keep Level I co-ordinator informed if retakes are still ongoing.
33. Secretary to keep a register of therapists who have achieved a Level I Certificate.	Secretary	Details of successful candidates to be added to the register within 2 weeks of receipt.

Course:

Course Date:

Candidate Name	BAHT No.	Workplace	Pass/Fail Exam

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