



Overseas Accredited Hand Therapist (AHT) Guidelines

NOTE: These guidelines are for therapists who have completed 12 BAHT points and clinical hours are outside of the United Kingdom

Revised January 2026

This document replaces all previous versions.

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1. Rationale and Philosophy

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

2. Application Process

2.1 BAHT Member

The applicant must be a member of BAHT for a minimum 12 months and fulfil all the application criteria before submitting their application.

2.2 The Application

Applications must be submitted electronically via the BAHT website.

BAHT website link: <https://www.hand-therapy.co.uk/>

The email address for the AHT co-ordinator is baht.aht@gmail.com and can also be found on the Application Form.

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

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

Confirmation and evidence of fee payment must be emailed to ESC Treasurer

ESC Treasurer email address: baht.escfinance@gmail.com

2.3 Assessment

Applications are processed by the AHT coordinator and assessed by two members of the BAHT ESC, then verified at an ESC meeting.

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

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

2.6 Following a successful application, applicants will be asked if they wish to have their success posted onto the BAHT Twitter account from details provided on their application form.

2.7 Successful AHT accreditations will be added to the Register of Accredited Hand Therapist on the BAHT website.

2.8 The AHT lasts for 5 years. After 5 years therapists can re-accredit – see BAHT website for more details via the education section

3. Criteria for BAHT Overseas Accredited Hand Therapist (AHT) Award

- Applicants must be a member of BAHT for a minimum 12 months.
- Applicants must have completed 12 BAHT points
- Applicants should be actively working clinically in Hand Therapy overseas.
- Clinical Log of 2000 hours within the last **five years** of clinical/teaching/research hours in hand therapy must be demonstrated and verified.
- Evidence of minimum 100 hours CPD achieved in last **five years** demonstrated in Certificates of Courses and Qualifications Log.
- 3 Guided testimonials must be provided - see below.
- Applicants must be able to demonstrate ongoing:

(Within an extended CV and/or attached application form)

- Promotion of the specialism.
- Clinical practice and expertise at an advanced level.
- Evidence of continuing education, learning and development.
- Management and leadership skills within the specialism.
- A personal contribution to Hand Therapy.

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

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

**** 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	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	12

4. Log of Clinical Hours

4.1 The application should be supported by a record of clinical, teaching and/or research hours spent in or relating to Hand Therapy. A minimum of 4000 hours within the last **5 years**. This log should be signed and dated.

4.2 Applicants should be actively working clinically in Hand Therapy. For this overseas AHT route hours can outside of the UK.

5. Testimonies

5.1 Three written testimonies should be provided. Each testimony should take the form of a short statement provided by someone who is able to judge the worth and quality of the applicant's work, experience and expertise. This may be illustrated by reference to observation of particular incidents.

5.2 Each testimony must provide the name, position, title and contact details of the person who has compiled the testimony, be signed and dated by that person and presented on letter headed, traceable paper. Electronic signatures will be accepted.

5.3 Each testimony should reflect a different aspect of the candidate's skills and knowledge pertinent to hand therapy. At least one testimony should be from a colleague, one from a line manager and one from a consultant hand surgeon who has worked with the candidate within the last two years.

6. Payment**6.1 Accreditation Fee.****£30**

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

Payment Information

Please note:

1. Reaccreditation fee payment must be made before the ESC can consider the application.

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.aht@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.aht@gmail.com & baht.escfinance@gmail.com

To avoid unnecessary delays in processing your application, please ensure you notify baht.aht@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 accreditation Application Form Appendix F

7. Extenuating Circumstances

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

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

Appendices**Appendix A Application for Overseas Accredited Hand Therapist (AHT) award (BAHT)**

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

Criteria Checklist

- Member of BAHT for a minimum of 12 months ☐
- 12 BAHT Points ☐
- Actively working clinically in Hand Therapy* ☐
- 4000 clinical/research/teaching hours in hand therapy ☐
- Evidence of minimum 100 hours CPD in last 5 years ☐
Demonstrated in Course and Qualifications Log
- 3 Guided testimonials - as below ☐
- Extended CV – as below ☐
- £30 application fee paid evidence sent to ESC Treasurer ☐

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

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

Signed.....

Date.....

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

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

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

CONTACT DETAILS

AHT Co-ordinator

Email: baht.aht@gmail.com

BAHT ESC Treasurer

Email: baht.escfinance@gmail.com

Appendix B Extended Curriculum Vitae

Please complete the following

1. Summary of current role (250-500 words) Including where relevant leadership, education, research and clinical practice
2. Clinical Practice and experience (500 words maximum) • Postgraduate experience in Hand Therapy • Years of experience • Location of work, responsibilities and, where appropriate, reflections • Present post including clinical knowledge, skills/ experience and practice. • This section gives the candidate the opportunity to reflect on their role/s alongside their clinical expertise including assessment and treatment skills Support with evidence referenced to your appendix
3. Course Appraisal and Reflection Please provide two examples of relevant courses you have attended or qualifications you have gained (250 words maximum for <u>each</u> example) Assessors are looking for demonstration of evidence-based strategies, critical appraisal and application to practise.
Example 1 (250 words maximum)

Example 2 (250 words maximum)

4. Education and Promotion of specialism

Reflection on sharing of expertise

Please provide three examples of any two of the following:

(250 words maximum each)

- In-service training planning and involvement
- Teaching to the wider MDT within the workplace or external to the workplace.
- Organisation of outside speakers
- Organisation of hand or profession related courses and teaching input
- Mentorship

Where possible provide evidence of the above e.g. programmes, feedback from attendees etc. should be **scanned and attached as a document “Evidence to support promotion of specialism” to the online application** and cross referenced within this form.

The assessors are looking for demonstration of learning within the last **5 years** in the examples given.

Include reflection and appraisal of what went well, what could be improved and changes for the future to your role and workplace.

Example 1 (250 words)

Example 2 (250 words)

Example 3 (250 words)

5. Leadership and Management Skills

Please provide three examples of any of the following:
(250 words maximum each)

Experience in:

- Day-to-day management/organisation of caseloads within Hand Therapy services.
- Supervising other staff (building confidence) e.g. colleagues, students, support workers;
- Evaluation and audit/research pertinent to Hand Therapy.

Where possible evidence and reflection of the above e.g. programmes, feedback from colleagues etc. should be **scanned and downloaded as a document “Evidence to support Leadership and Management Skills” to the online application** as appendices and cross referenced within this form.

Example 1 (250 words)

Example 2 (250 words)

Example 3 (250 words)**6. Personal contribution to development of hand therapy within the past 5 years (500 words approx.)**

This is a personal statement by the applicant, bringing/adding to and enhancing the reflections already provided.

Assessors are looking for demonstration of learning & how this has been used to promote & deliver hand therapy.

This could include but not exclusive to

- Audit / research, teaching (in service &/or external),
- Speaking at conference
- Poster presentations
- Publication of journal articles
- Quality improvement projects

Evidence of the above to support the personal statement e.g. programmes, feedback from colleagues etc. should be **scanned and downloaded as a document “Evidence to support Personal Contribution to Hand Therapy” to the online application** as appendices and cross referenced within this form.

Please remember to complete and download **3 Guided Testimonies, Clinical Log and Course and Qualifications Log to your online application**

See the AHT application guidelines for further guidance to complete this application

Appendix C Log of Course and Qualifications

Courses and Qualifications pertinent to Hand Therapy (within past 5 years)

- Qualifications and dates (university, etc.)
- Short courses, with subject/field and date(s)
- BAHT validated courses

Please list below any **relevant** courses attended or qualifications gained (within past **5 years**) and minimum of 100 CPD hours

Please provide a variety of certificates to evidence CPD in appendices and cross reference to the list above.

Minimum 5 Certificates for evidence

Date Attended	Hours	Evidence Attached (i.e. certificate)

Appendix D Clinical Log

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

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

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

British Association of Hand Therapists: Clinical Log

Clinical Log

British Association of Hand Therapists

Clinical Log

Name:

BAHT membership No.

Current work address:

Contact telephone number:

Total number of hours claimed:

Declaration:

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

Signed:

Date of Submission:

Date from / to	Place of work	Area of work	Total hrs. in hand therapy	Please state whether hours within UK or overseas	Signature and designation of line manager etc.

Name

Total number of hours

- Clinical Log of 4000 hours of clinical/teaching/research hours within last 5 years in hand therapy must be demonstrated and verified whether worked solely in UK

Appendix E Attachments (Electronic)

Please create one separate document for each section of the CV containing all appended evidence, scanned certificates etc. ensuring documents have a file name corresponding with the contents of the document (e.g. Course Certificates). Large files must be uploaded to the website in a Zip file.

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

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

Appendix F Payment**Fee****£30****Administration Fee**

Please note that payment of the £30 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.aht@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.aht@gmail.com & baht.escfinance@gmail.com

To avoid unnecessary delays in processing your application, please ensure you notify baht.aht@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 AHT co-ordinator is happy to answer queries or provide assistance with the application process.

Please email the AHT coordinator baht.aht@gmail.com

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