

British Association of Hand Therapists (BAHT)

Accredited Hand Therapist (AHT) Reaccreditation Guidelines



Revised January 2020

This document replaces all previous versions.

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1. Criteria for AHT Reaccreditation with BAHT

- AHT (BAHT) qualification previously awarded
- Re-accreditation every five years
- Continuous membership with BAHT **since last accreditation**
- Actively working clinically in Hand Therapy*
- 2000 clinical hours in hand therapy **since last accreditation**
- Evidence of 100 hrs CPD (includes in-service, external courses and conferences) **since last accreditation**
- Evidence of contribution to Hand Therapy outside of standard working role. Suggested examples: research, audit, literature review, employment-based report either published or given as a paper or poster at a regional, national or international conference since last accreditation. OR a chapter written for a book **since last accreditation**
- **3** Guided testimonials
- Updated extended CV
- £30 administration fee

* In applying for re-accreditation, you must confirm that you have been actively practicing in the field of hand therapy over the last two years. Actively practicing means “drawing on your professional skills/knowledge in the course of your work” and is a personal decision as to whether your work fulfils this. This is in line with guidance from the Health Care Professions Council.

2. The Application

- 2.1 Applications must be submitted electronically AND original hard copies of requested documents sent by post to the AHT co-ordinator. The email address for the AHT co-ordinator can be found on the Application Form, and the postal address should be requested via email.

Supporting evidence should be scanned and organised in such a way that makes it possible to be sent and easily read. Further guidance is given later in this document.

Applications should be received by the AHT co-ordinator no less than two weeks prior to the next Education Sub Committee (ESC) meeting date. Meeting dates are publicised on the BAHT website or can be obtained from the BAHT Secretary.

- 2.2 **Assessment of Applications**
Applications are assessed by the AHT coordinator AND two additional members of the BAHT ESC, before being ratified at the ESC meeting.
- 2.3 Following the meeting, the AHT co-ordinator will contact the applicant with the outcome. Successful applicants will be informed by email with attached confirmation letter.
- 2.4 AHT awards are presented at the annual BAHT conference. If the applicant is unable to attend conference their certificate can be emailed.

3. Clinical Hours within the UK and overseas applications

- 3.1 The application should be supported by a log of clinical hours spent in Hand Therapy since last accreditation. A minimum of 2,000 hours clinical work is required. This log should be signed by an appropriate supervisor/manager. See appendix C
- 3.2 **Overseas Applicants**
The AHT award is based on a working knowledge of hand therapy practice in the United Kingdom. To ensure parity, overseas applicants, where less than 50% of their clinical hours worked since their last accreditation have been gained in the United Kingdom, will be awarded an overseas reaccreditation which will be known as AHT (overseas) and will recognise where they have completed the majority of their clinical hours.

Applicants who have been awarded Hand Therapy accreditation or certification within another country and who now work in the UK may make an application for reaccreditation with BAHT. All reaccreditation criteria must be met and each application will be assessed on its merit and the comparability of the original country's education route.

4. Testimonies

- 4.1 For re-accreditation purposes 3 testimonies should be provided. Each written 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.
- 4.2 Each testimony must be on traceable paper, provide the name, position and title of the person who has compiled the testimony and be signed and dated by that person.
- 4.3 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.

5. Payment

- 5.1 Fees must be paid electronically by BACS transfer or over the phone by contacting the BAHT secretary.
Cheques can no longer be accepted by BAHT.

Please contact: Eve Dunn (Clerical and Admin Assistance, BAHT)
WORKING HOURS:
Monday to Thursday 1-5.30pm, Friday 12-2pm
Tel: 01394 610131
Email: bahthandtherapy@gmail.com

6. Extenuating Circumstances

- 6.1 The ESC will consider extenuating circumstances such as maternity leave and provide individual guidance as needed.
Queries should be made to the AHT coordinator.

Appendices

Appendix A: Application for AHT Re-Accreditation with BAHT

Title:	Address:
Name:
Date of Birth:	Postcode:
BAHT Number:	Tel No:
OT / Physio:	E-mail:
Date of last Accreditation:	Date of Application:

Criteria Checklist

- Member of BAHT
- Extended CV
- Clinical log
- Evidence of 100 hours CPD since last accreditation
- Details of presentations given at high level conference or publications
- **3** Guided testimonials
- £30 application fee

Please send:**By email or drop box:****Full application form, CV and ALL supporting documentation****By post:**

Original signed application
Signed log of clinical hours
Signed testimonies

I hereby apply for re-accreditation as an Accredited Hand Therapist (AHT):

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

Contact details:
baht.aht@gmail.com

Postal address for applications should be obtained from the BAHT secretary or AHT coordinator

Appendix B: Curriculum Vitae

Applicants may either complete the following template or use it as a guide to structure their own CV.

<p>Summary of current role (250-500 words)</p>	
<p>Clinical Log Number of hours completed</p>	<p>Please post original signed log with application</p>
<p>Professional Experience in hand therapy (250 words maximum)</p> <ul style="list-style-type: none"> • Postgraduate experience in Hand Therapy • Years of experience • Appointments since last accreditation, location of work, responsibilities and, where appropriate, reflections • Present post including clinical, educational and managerial responsibilities. This section gives the candidate the opportunity to reflect on their role/s alongside their clinical expertise including assessment and treatment skills. 	
<p>Courses/Qualifications/CPD pertinent to Hand Therapy (since last accreditation)</p> <ul style="list-style-type: none"> • qualifications and dates (university, etc.) • short courses, with subject/field and date(s) • BAHT validated courses, with level, if applicable • Evidence of 100 hours CPD since last accreditation 	<p>Certificates, programmes etc. should be included in an appendix to the CV section.</p> <p>The assessors are also looking for demonstration of learning from any courses attended. These can be included in the appendix alongside the relevant course certificate.</p>

Title of Course / Learning experience	Date Attended	Brief reflection	Evidence Attached?	Duration
It is suggested that for the following headings you use a maximum of 3 examples, each with one piece of evidence.				
<p>Promotion of specialism / sharing of expertise (since last accreditation)</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • in-service training planning and involvement • teaching both within the workplace and outside. • organisation of outside speakers • organisation of BAHT validated courses & teaching input • experience as an External Representative for BAHT, assessor / advisor for Level II / Level III projects and APL <p>Evidence of the above e.g. programmes, feedback from</p>	Example 1			
	Example 2			

<p>attendees etc. should be included in an appendix to the CV section.</p> <p>The assessors are also looking for demonstration of learning from the above.</p>	<p>Example 3</p>
<p>Management Skills (since last accreditation)</p> <ul style="list-style-type: none"> • experience in day-to-day management/organisation of caseloads within Hand Therapy services • experience in supervising other staff e.g. colleagues, students, support workers; • experience in evaluation and audit pertinent to Hand Therapy. <p>Evidence of the above e.g. programmes, feedback from colleagues etc. should be included in an appendix to the CV section.</p> <p>The assessors are also looking for demonstration of learning from the above.</p>	<p>Example 1</p> <hr/> <p>Example 2</p> <hr/> <p>Example 3</p>
<p>Personal Contribution to the Development of Hand Therapy (since last accreditation)</p> <p>The committee are looking for evidence of continued development and contribution to hand therapy <u>outside of the normal working role.</u></p> <p>Evidence may include:</p> <ul style="list-style-type: none"> • Statement of research studies or audit completed • Literature Review • Presentation made at conference • Publication 	<p>A personal statement by the applicant</p>

3 Guided Testimonies	Names of Testimonies
Please post originals with application	1)
See the reaccreditation application guidelines for guidance	2)
	3)

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 Subcommittee 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

Appendix C: Clinical Log

<p>British Association of Hand Therapists</p> <p>Clinical Log</p>

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	Signature & designation of line manager etc.
Name:			Total number of hours	

Appendix D: Attachments (Electronic)

Please create one separate file (named appropriately to correspond with its contents) for each section of the CV containing all appended evidence, scanned certificates etc.

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

- Application form and CV
- Clinical Hours Log
- Testimonies
- Course Certificates (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 the Development of Hand Therapy

Please send:

Full electronic application by email or drop box

AND

- **Original signed application**
- **Signed log of clinical hours**
- **Signed testimonies** **By post**

Appendix E: Payment

Fees must be paid electronically by BACS transfer or over the phone by contacting the BAHT secretary.

Cheques can no longer be accepted by BAHT.

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WORKING HOURS: Monday to Thursday 1-5.30pm, Friday 12-2pm
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None of the paperwork will be returned, so please keep a copy for yourself.

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