

## Reaccreditation Guidelines for Accredited Hand Therapists

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The reaccreditation obligation period is five years.

This commences on 1/1/18 or the date of award of Accredited Hand Therapist (AHT), as documented on your certificate.

You are required to provide information in three categories:

- 1) HAND THERAPY PRACTICE (2000 hours per five-year period)
- 2) ONGOING EDUCATION (20 hours per year totaling 100 hours in a five-year period, congruent with AHPRA guidelines)
- 3) CONTRIBUTIONS TO THE PROFESSION (25 hours in a five-year period)

An AHT may choose to downgrade to Associate status if they are unable to meet to the reaccreditation obligations. However, they will be required to apply for Reaccreditation as per reinstatement procedures indicated in the AHTA by-laws.

**Parental leave:** The hand therapy practice requirement may be reduced by 400 hours for each newborn child for whom the AHT is a primary caregiver. A letter from employer must be submitted detailing your parental leave agreement. The reduction may not be carried across reaccreditation periods. Category 2 and 3 requirements must be met in full, within the reaccreditation period of five years.

**Learning activities in UE or Hand Therapy** are defined as activities that have direct application to the evaluation and treatment of the upper quadrant and or hand therapy patients. In the course description or curriculum, it should state that the upper quadrant, shoulder, elbow, wrist or hand is specifically addressed. Examples include international, national and state hand therapy and surgery meetings, postgraduate courses specific to the upper limb, CHT.

**Learning activities in other occupational therapy or physiotherapy practice areas** are defined as courses that are not directly related to the UE or hand therapy. These courses or academic programs generally involve the clinical application of occupational therapy or physiotherapy evaluation or treatment. These topics have a general application to UE or hand therapy. For example: Pain management, acupuncture, wound care, arthritis, ergonomics, myofascial techniques, and lymphoedema techniques.

**Presentations** refer to one-off presentations rather than repeated lectures. Repeated lectures may apply to the teaching category. For co-presentations, hours should be allocated according to presenter contributions.

**Documentation** includes all evidence that supports your log. Hours will not be accepted without the appropriate documentary evidence. You must provide evidence of the date, topic, contact hours and proof of attendance for all learning activities. Hand therapy practice requires an employment verification form / statutory declaration to be completed. Use the online CPD Diary to attach a summary of your evidence

## CATEGORY 1: HAND THERAPY PRACTICE (2000 Hours per five-year period)

You are required to maintain 2000 hours of hand therapy practice over a five-year period. Hand therapy practice can be any mix of clinical, administration, supervision, teaching or research.

List your professional hand therapy practice directly in your Member Portal of the AHTA Website in the space provided for 'hand therapy practice'.

Please ask your employer to complete a Maintaining Membership Employment Verification Form including a Statutory Declaration for self-employed therapists/ sole practitioners. Upload this form as supporting documentation in your CPD Diary

## CATEGORY 2: ONGOING EDUCATION - Minimum 20 hours required from this section per year

AREA & DESCRIPTION	SAMPLE DOCUMENTATION REQUIRED
<b>a) Learning activities in UE or Hand Therapy.</b> For example: conferences, courses, state-based hand therapy and hand surgery interest groups, teleconferences for remote based therapists, webinar sessions	Certificate of course or conference attendance. A signed letter outlining topic with contact hours for interest group/ in-service attendance /webinar sessions HTCC confirmation of a pass grade for CHT exam
<b>b) Learning activities in other occupational therapy or physiotherapy practice areas.</b> For example: activities that have a more general application to hand therapy such as pain management, acupuncture, arthritis management, ergonomics and lymphoedema techniques.	Certificate of attendance or a signed letter of attendance with contact hours AND a " <a href="#">CPD Reflective Activity</a> " document – you can download the template here for each learning activity (this document will demonstrate how your learning was applied to hand therapy practice)

### CATEGORY 3: CONTRIBUTIONS TO THE HAND THERAPY PROFESSION - Minimum 25 hours over five years

AREA & DESCRIPTION	SAMPLE DOCUMENTATION REQUIRED
<p><b>a) Presentations:</b></p> <p><b>Presentations/Formal Papers</b> Examples include state, national or international conferences (therapy or surgical), AHTA Webinars, conducting seminars &amp; workshops</p>	<p>Copy of program, written invitation or abstract. A signed statement from co-authors, employer/organisation confirming the extent of the contribution</p>
<p><b>Training sessions</b> In-services, interest groups, journal clubs</p>	<p>Evidence of presentation, copy of the program, including duration of presenter's contribution, in-service attendance list (showing signatures of attendees and presenters)</p>
<p><b>b) Publications:</b></p> <p><b>Journal Articles Books/Chapters</b> Publications in peer-reviewed scientific &amp; educational journals or books</p>	<p>Electronic copy/ official letter of acceptance Copy of the title page and contents, and date of publication. Signed statement if co-authors or research assistant confirming the extent of AHT's contribution.</p>
<p><b>AHTA media</b> Contributions to newsletters, social media, online blogs</p>	<p>Copy of the Newsletter showing entry Copy of approved blog entry on AHTA Website</p>
<p><b>c) Teaching:</b></p> <p>University tutoring or lecturing, in-services or public education activities.</p>	<p>Teaching timetable or signed statement from employer/ contractor</p>
<p>Therapy students on clinical placement</p>	<p>Written university confirmation (letter or email) of student fieldwork placement dates</p>
<p>Hosting visiting therapists in your hand therapy clinic e.g. remote therapists visiting a metropolitan clinic for hand therapy experience/training or IFSHT overseas visitor program</p>	<p>Written verification of involvement from rural/international therapist or agency</p>
<p>Teaching/Training therapists overseas</p>	<p>Copy of program or signed statement from the Overseas volunteer organisation or the local therapists. Evidence must include date and length of time of presentations</p>

<p><b>d) Research / Quality assurance:</b></p> <p>Conducting a systematic investigation into an issue relevant to the hand therapy field, assisting a researcher by gathering data, projects that promote optimal client care e.g. quality audits, peer reviews, and development of hand therapy related education materials</p>	<p>A signed statement from researcher or employer indicating the extent of contribution and hours.</p> <p>Evidence of enrolment in a Higher Degree Research (HDR), including status of candidature</p>
<p><b>e) Professional leadership:</b></p> <p><b>Committee Membership:</b> AHTA Executive Management Committee, Credential Council, Mentor, Subcommittee or working party position</p>	<p>No proof required for AHTA roles</p>
<p><b>International, National or State hand therapy committee position:</b> – e.g. IFSHT, OT/PT association, state-based hand therapy professional body or equivalent</p>	<p>Written verification of involvement from organisation chair, i.e. CEO of OTA</p>
<p><b>Conference Committee membership:</b> AHTA or International Hand Therapy/Surgery Conference Committee Member</p>	<p>Written verification of hours contributed to be signed off by Conference Convenor</p>
<p><b>State Divisional Coordinators</b></p>	<p>Written verification of hours contributed to be signed off by States and Territories Officer</p>
<p>Volunteering: AHTA Courses, Volunteer work overseas / Rural</p>	<p>No proof required for AHTA roles</p> <p>Written evidence of involvement required such as an invitation to attend from O/S institution or agency e.g. Interplast</p>
<p><b>Other</b> Completion of AHTA surveys (will be clearly stated on the survey if CPD hours are eligible).</p>	<p>Certificate of completion</p>