Diploma in Hand Surgery

Programme Handbook

School of Biological Sciences
Faculty of Biology, Medicine and Health

and

British Society for Surgery of the Hand

Sixth Edition 2020
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1. INTRODUCTION

1.1 Welcome statement from BSSH

We are very pleased to welcome you as a trainee or consultant with an expressed interest in Hand Surgery. The purpose of this Handbook is to act as a reference and resource for those who are contemplating or have signed up to the Diploma programme. It aims to inform you of the steps needed to enrol on and then successfully participate in the course. It is worthwhile to read before you commence your studies and should then be kept for future reference.

The British Society for Surgery of the Hand (BSSH) has, since its inception in 1968, promoted good practice and training in hand surgery. Serial developments have included establishment of: annual national and international meetings, the British, now European, Journal of Hand Surgery, a full program of practical and instructional courses (including those in liaison with Department of Education at the Royal College of Surgeons of England) and a system of nationally appointed Interface Fellowships In Hand Surgery (previously Advanced Training Posts).

In the early 2000s the members of the BSSH felt it timely to develop a specified program of study leading to a formal qualification in hand surgery. Not only will the Diploma confer advantage to you in terms of receiving quality training but there are specific gains to the profession of which you will later be a part. The Diploma has been conceived in partnership and as a validated agreement with the University of Manchester (UoM). The Diploma is awarded by the University as postgraduate qualification after completion of a specified syllabus followed by success in a final examination.

The Diploma:
- Defines the standard of the practising hand surgeon in the UK
- Promotes recognition of Hand Surgery as a postgraduate specialty
- Allows the profession to define its own paradigm of specialist education
- Promotes networking of Hand Surgeons around the UK
- Tests the training program – ‘closing the training loop’

In addition:
- Formal examination enjoys confidence of both profession and public as a signal of attainment and competence
- Elements of the program could be incorporated into future revalidation of all practising hand surgeons
- It enables progression to the Masters in Hand Surgery course also awarded in conjunction with the University of Manchester

The Hand Diploma runs on a ‘distributed-learning’ basis which we take to mean ‘a programme of instruction taking place at sites remote from Manchester University and at specialist hand surgery centres around the United Kingdom and Republic of Ireland.’ ‘In-house’ teaching and assessment is supported by the national system of practical and lecture courses and conferences affiliated to the programme.

The Handbook will tell you about:
- Aims of the Hand Diploma programme
- Learning with the BSSH / University of Manchester
- Provisions for support and supervision
- Administrative and assessment regulations
1.2 Key elements of the programme

1.2.1 Eligibility criteria

As the participating surgeon you will need to hold a basic medical qualification registered with the General Medical Council and be appointed to a recognised specialist orthopaedic or plastic surgery training programme with successful passage through the yearly assessments. You will be able to enter the programme after completion of year 4. In addition, you will need to have passed the Intercollegiate Specialty Fellowship in Orthopaedic or Plastic Surgery before you can complete the Diploma. (For overseas candidates taking the Diploma while in the UK they will need to have been recognised by the GMC and have been put on the Specialist Register thus demonstrating that the qualification they have is equivalent to the FRCS (Orth or Plast)).

Before completing the Diploma you will need to have undertaken, a minimum of six months advanced hand surgery training in a recognised Hand Fellowship. This experience should be over and above that undertaken for the Intercollegiate Specialty Fellowship and thus is more likely to be undertaken after obtaining the FRCS (Plast or Orth). The Hand Fellowship may be undertaken overseas provided the Diploma and Masters Committee is satisfied that it is suitable for Advanced Hand Surgery Training. This experience may be gained within your existing rotation following agreement of your rotation’s Programme Director. It is the mutual responsibility of the participating surgeon and the supervising consultant to ensure that the participating surgeon will be able to fulfil the requirements of the programme including undertaking the necessary coursework assessments. Existing consultants may wish to take the Diploma and are welcomed. You will need to identify a colleague to act as supervisor in a similar manner to surgeons who are still in the training grade. The course is then administered in the same way via a series of tutorials and formal assessments for each course unit as previously stated. Previous Fellowship experience in hand surgery will be considered on an individual basis but you will still need to have your supervising colleague undertake the same internal assessment for each course unit. It would be anticipated that existing consultants would have sufficient familiarity with the course content that their assimilation of material would be relatively quick. There would still need to be at least 6 months from registration to sitting of the final exam and a period of 12 months is advised.

1.2.2 Registration

The first step for any surgeon wishing to enrol on the course is to identify and obtain the commitment to participate of an eligible supervising consultant who has a major interest in and clinical practice in hand surgery. The supervising consultant must apply and gain approval as a Diploma tutor from the UoM having completed a proforma curriculum vitae and signed the BSSH Diploma Tutor Agreement. (See also APPENDIX 15.) Once approval for the supervising consultant has been agreed the participating surgeon will register with the Course Administrator at the BSSH. The enrolment form must be completed and returned along with the necessary course fee payment. Payment may be by cheque or credit card (APPENDIX 9).

Enrolment with the UoM for this course does not confer the status of a student of the UoM. This course is provided by the BSSH and is validated by the University as part of a collaborative arrangement.
1.2.3  Full-time and part-time study

Participating surgeons must complete the Diploma within 5 years from registration. Consistent with existing Equal Opportunities Policy the course may be taken part-time. In fact it is anticipated that the majority of participants will undertake the course on a part time basis as they will also be working in a full time NHS clinical role. Any part-time study can be agreed before starting, or during, the programme and there should be a planned minimum weekly study time allowance. Should the necessity for a break in study arise, participating surgeons should contact the BSSH Course Administrator via diploma@bssh.ac.uk who can direct their enquiry appropriately. Applicants will be required to submit their request, in writing, to the Programme Director to be granted an “interruption” or “out-of- programme period”. Interruptions are only granted prospectively and in exceptional circumstances. It is the responsibility of the participating surgeon to advise the BSSH Course Administrator of changes of circumstances that affect their status on the course (see also section 4.3 Responsibilities of participating surgeon).

1.2.4  Induction arrangements

A copy of the Programme Handbook will be provided to participating surgeons and their consultant supervisors. In addition, the participating surgeon will receive a booklet entitled Record of Coursework and Assessments that specifies the required assessments for each Module. The internal assessments are adapted from those that are widely used in surgical training. Examples of the different types of internal assessment can be viewed via the ISCP web site www.iscp.ac.uk. It is important that both the participating surgeon and the supervising consultant view these, particularly at the outset if this type of format is unfamiliar. At commencement of the course the supervising consultant and participating surgeon should plan to meet and specify a personal development plan (see also section 5.9 Personal Development Planning).

The current Diploma administrator (Ruth Neave) can answer questions regarding the programme and be a first point of contact if any difficulties arise. She will be able to contact the Chair of the Diploma and Masters Committee. Participants are strongly recommended to apply for associate membership of the BSSH. The benefits of this include full text access to the European edition of the Journal of Hand Surgery, which will be invaluable during the course. Please see the relevant page of the BSSH website: http://www.bssh.ac.uk/about/join_bssh.aspx for details of the application process and membership.

1.2.5  Administrative records

BSSH will use your personal information to administer your application to and, if applicable, progress within the Diploma in Hand Surgery scheme and to provide information or request feedback about your application, or products or services you order from us. Please go to http://www.bssh.ac.uk/privacy_policy.aspx for further information on how your data is used or stored. The applicant’s signature on the application form is taken as confirmation of understanding and acceptance of this Privacy and Data Protection statement.
1.3  Key dates and contacts

The BSSH office can be approached at any time to commence the registration process but the participating surgeon is advised to allow 4-6 weeks to allow processing of the application in time for registration. There is a specific application form for the BSSH registration process (APPENDIX 9) and copies of this are available from the BSSH office or can be downloaded at the BSSH website: https://www.bssh.ac.uk/professionals/diploma_in_hand_surgery.aspx

- Registrations with the BSSH can be made throughout the year
- Course registration is for 5 years with the option to study part-time.
- The Diploma examination will be held annually.

A full list of post-holders and important contacts is included under APPENDIX 1. This list will be subject to change as personnel change over and in any case of difficulty please contact the BSSH office.

1.4  Module work abroad

Candidates may apply for up to three modules to be undertaken in a recognised Hand Unit abroad. A named tutor must be nominated who is familiar with the Diploma process and has read and understood the Handbook details on the BSSH website. Applications for module completion abroad should be made in writing six months ahead of travel to the BSSH office. A supporting letter from the nominated Consultant tutor stating that he/she will comply with the duties of a Consultant tutor is also required and should be received no less than six months before the commencement of a fellowship.

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2. PROGRAMME OUTLINE

2.1 Programme overview

The Hand Diploma is delivered as a distributed learning model, which means that you learn where you are based or where the tutor is based. The programme itself is complimented by the comprehensive series of courses both practical and lecture based available from the BSSH and other professional bodies. In addition to the courses offered to all surgeons there are also Diploma specific opportunities – namely an exam preparation day held in Birmingham and a ‘Booster’ day held in Derby every year. Details will be provided to all candidates prior to the events. Both of these courses are free to Diploma candidates and provide not only unique access to tutors but also an excellent opportunity to network with other participants, further details can be obtained by emailing diploma@bssh.ac.uk.

The Diploma carries 120 credits at Higher Education level where 1 credit equates to 10 hours of learning / assessment. Thus the total number of hours of learning and assessment is 1200 – this includes clinical training time, coursework assessments and the examination so it is not all private study. To put this in context a degree requires a total of 180 credits; this is, therefore, no small undertaking. The study course units can be sat in any convenient order but the examination can only be sat after successful completion of all coursework. Many of the in course assessments are of the same type as surgeons in training already undertake through the ISCP and it makes sense to request an assessor to complete both the ISCP and Diploma documentation for a given training encounter. This is a perfectly valid, efficient, approach and optimises your likelihood of achieving success on both accounts.

It is intended for the course to be flexible in terms of timing, such that part-time study for all or part of the course is possible within the rules. As the majority of participants will also be working full-time in the NHS it is expected that part-time study will be the usual option. The University recommends a student studying full time for a Diploma takes 1 year and part time 1-2 years. The University advisor to the programme has discussed with the Post Graduate Training lead for the School and they agree that "it is ok to allow the student to undertake the exam early as long as it’s made explicitly clear that they are doing so through their own volition, and any potential repercussions of this decision would not be grounds for mitigation or appeal."

Since the commencement of the course records have been kept which show us that most candidates complete in around 13 months from registration. This is a taught course, designed to inspire learning and development in the student’s chosen sub-specialty, it is not simply an examination to be studied for as quickly as possible. Allowing oneself time to complete it is vital in achieving this holistic aim.

The regulations allow a maximum of five years from date of registration to complete the programme. It is possible to step off the course and step back on within a reasonable period of time although it is still required that the total time to complete the programme shall be five years unless a formal “Interruption” has been granted (see 1.2.3 above). The Director for the programme will consider individual circumstances on a case-by-case basis. It is important that you discuss any changes to your status on the programme with your consultant supervisor and with the BSSH Course Administrator at an early stage.

The Programme Specification is detailed in Section Programme Specification 2.2. This part of the document summarises the aims and intended learning outcomes of the programme in terms of knowledge, intellectual skills, practical and transferable skills and relates these to the particular teaching methods and assessment instruments. It is a core document of the Diploma programme.
## 2.2 Programme Specification

### 2.2.1 General Description

<table>
<thead>
<tr>
<th>Award</th>
<th>Programme Title</th>
<th>Duration</th>
<th>Mode of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Diploma</td>
<td>Diploma in Hand Surgery</td>
<td>Equivalent to 12 months full time study</td>
<td>Distributed learning</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>Diploma in Hand Surgery</td>
<td>Equivalent to 18 – 24 months of part time study</td>
<td>Distributed learning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th>School of Biological Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Biology, Medicine and Health</td>
</tr>
<tr>
<td>Awarding Institution</td>
<td>University of Manchester</td>
</tr>
<tr>
<td>Programme Accreditation</td>
<td>British Society for Surgery of the Hand</td>
</tr>
<tr>
<td>Relevant QAA benchmark(s)</td>
<td>N/A</td>
</tr>
</tbody>
</table>
2.2.2 Aims of the Programme

The programme aims to:

<table>
<thead>
<tr>
<th>Aims</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Equip the surgeon with the specialist knowledge and range of skills necessary for the practice of hand surgery at the level of the newly appointed Consultant Hand Surgeon</td>
</tr>
<tr>
<td>02.</td>
<td>Link and integrate the acquisition of detailed specialist knowledge with the range of practical, technical and professional skills in a way that enhances the care of patients presenting with disorders of the hand</td>
</tr>
<tr>
<td>03.</td>
<td>Encourage detailed exploration of the evidence-base for hand surgery practice thus promoting a culture of innovation and scientific enquiry</td>
</tr>
<tr>
<td>04.</td>
<td>Provide a model for ongoing integrated learning with appropriate internal and external assessments; elements of which could subsequently be adapted for use in consultant revalidation by the General Medical Council (GMC)</td>
</tr>
<tr>
<td>05.</td>
<td>The Programme will effectively define the standard for the practising hand surgeon in the UK allowing the profession to define its own paradigm of specialist education</td>
</tr>
<tr>
<td>06.</td>
<td>Promote recognition of Hand Surgery as a postgraduate specialty</td>
</tr>
<tr>
<td>07.</td>
<td>Improve the standard of care for disorders of the hand in the United Kingdom</td>
</tr>
</tbody>
</table>

2.2.3. Intended learning outcomes of the programme

A. Knowledge & Understanding

Students will be able to:

<table>
<thead>
<tr>
<th>Students will be able to</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A1.</td>
<td>Demonstrate a comprehensive working knowledge of the principles of the theoretical and practical basis of hand surgery to include the relevant basic sciences</td>
</tr>
<tr>
<td>A2.</td>
<td>Demonstrate a more detailed knowledge of specific areas of hand surgical practice constituting the more common conditions; as designated in the syllabus</td>
</tr>
<tr>
<td>A3.</td>
<td>Develop an awareness of the clinical and scientific literature and evidence–base for the practice of hand surgery</td>
</tr>
</tbody>
</table>

Learning & Teaching Processes (to allow students to achieve intended learning outcomes)

- Tutorials based at department level (A1-3)
- Attendance at specialist clinics on a supernumary basis (A2)
- National courses affiliated to the BSSH (A1-3)
  - practical and skills-based courses
  - instructional (lecture-based) courses

Assessment (of intended learning outcomes)

- Work place assessments
  - Knowledge base (A1, A3)
  - Case-based discussion (A2) (CbD)
- Preparation of one lecture on designated topic (A1-3)
- Final Examination (A1-3)
BSSH with the UNIVERSITY OF MANCHESTER
Postgraduate Diploma in Hand Surgery

B. Intellectual Skills

Students will be able to:

B1. Demonstrate the ability to elicit, synthesise relevant information and plan patient care pathway
B2. Critically evaluate scientific literature pertinent to the practice of hand surgery
B3. Demonstrate capacity for higher order thinking and decision making
B4. Write a review article suitable for publication on a topic of choice in hand surgery
B5. Demonstrate communication and presentational skills supporting everyday professional practice

<table>
<thead>
<tr>
<th>Learning &amp; Teaching Processes</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorials based at department level to include reflective learning sessions (B 1-5)</td>
<td>Work place assessment</td>
</tr>
<tr>
<td>Supervised outpatient case-assessment and discussion (B1, 3, 5)</td>
<td>• Knowledge-based assessment (B1-4)</td>
</tr>
<tr>
<td>National courses affiliated to the BSSH • instructional (lecture-based) courses (B1,2,4)</td>
<td>• Case-based discussion (CbD) (B1-5)</td>
</tr>
<tr>
<td>• Clinical evaluation exercise (CEX) (B1, 3)</td>
<td>• Development of algorithms for certain complex management problems (B1,3)</td>
</tr>
<tr>
<td>Final Examination (B1-4)</td>
<td></td>
</tr>
</tbody>
</table>

C. Practical Skills

Students will be able to:

C1. Acquire competencies relevant to the discipline comprising the planning, counselling and undertaking of procedures to include managing aftercare and potential complications
C2. Acquire a range of operative skills appropriate to those expected of the newly-appointed consultant

<table>
<thead>
<tr>
<th>Learning &amp; Teaching Processes</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervised operative experience alongside the clinical supervisor and other consultant colleagues (C1,2)</td>
<td>Work place assessment</td>
</tr>
<tr>
<td>Work place assessment</td>
<td></td>
</tr>
<tr>
<td>• Direct observation of procedure (operation)(DOP) (C1,2)</td>
<td></td>
</tr>
</tbody>
</table>
D. Transferable Skills and Personal Qualities

Students will be able to:

D1. Demonstrate presentational skills facilitating communication with patients, colleagues and to larger audiences as appropriate

D2. Demonstrate the ability to work with, organise and lead the team

D3. Function as a competent surgeon practising according to Good Clinical Practice guidelines

D4. Access literature databases and online journal facilities

D5. Critically evaluate scientific and clinical literature

D6. Be capable of designing an audit project

D7. Be capable of designing a research paper

Learning & Teaching Processes

Work place activity based on the Personal Development Plan and identifying individual projects of interest that will assist in developing the above skills (D1,2,3)

Sessions with Consultant Supervisor to develop the personal portfolio along Good Clinical Practice guidelines (GMC) (D1,2,3,4,5,6,7)

Participation in local, regional and national scientific meetings (D1,4,5,6,7)

Assessment

Work place assessment (D1-7)

- Knowledge-based assessment
- Case-based discussion (CbD)
- Clinical evaluation exercise (CEX)
- Direct observation of procedure (DOP)

ARCP assessments for trainees or Annual appraisal for consultants (D1-3)
### 2.2.4 Structure of the programme

<table>
<thead>
<tr>
<th>Course unit No</th>
<th>Subject</th>
<th>Coursework assessment weighting</th>
<th>Final Examination weighting</th>
<th>Credit Points for module</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic sciences pertinent to the upper limb / Rehabilitation</td>
<td>40%</td>
<td>60%</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>Skin, soft tissues &amp; infection</td>
<td>40%</td>
<td>60%</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>Fractures and joint injuries of the hand and wrist, including wrist instability</td>
<td>40%</td>
<td>60%</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>Osteoarthritic and inflammatory disorders of the hand and wrist</td>
<td>40%</td>
<td>60%</td>
<td>15</td>
</tr>
<tr>
<td>5</td>
<td>Tendon disorders</td>
<td>40%</td>
<td>60%</td>
<td>15</td>
</tr>
<tr>
<td>6</td>
<td>The Child’s Hand</td>
<td>40%</td>
<td>60%</td>
<td>15</td>
</tr>
<tr>
<td>7</td>
<td>Nerve disorders</td>
<td>40%</td>
<td>60%</td>
<td>15</td>
</tr>
<tr>
<td>8</td>
<td>Dupuytren’s Disease, tumours &amp; vascular disorders</td>
<td>40%</td>
<td>60%</td>
<td>15</td>
</tr>
</tbody>
</table>

Course Unit 1-8 may be taken in any order, but the final examination can only be taken following completion of units 1-8. All units are compulsory. One credit equates to 10 hours of study.

### 2.2.5 Student induction, support and development

Existing Trust-based induction programmes at commencement of clinical post. Participating surgeons and consultant supervisors resource packs to be distributed at commencement of course.
System of Module Leaders and counsellors to back up the internally taught courses and support the consultant supervisors as issues and questions arise.
Student representative selected from the student body by the participants.
Further details are available in the *Operations Manual* and this *Programme Handbook*.
### 2.2.6 Curriculum map of course units (modules) against intended learning outcomes of the programme

<table>
<thead>
<tr>
<th>Course Unit Title and Code (including dissertations and other programme components)</th>
<th>Knowledge &amp; Understanding</th>
<th>Intellectual Skills</th>
<th>Practical Skills</th>
<th>Transferable Skills &amp; Personal Qualities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Course Unit title</td>
<td>A1</td>
<td>A2</td>
<td>A3</td>
</tr>
<tr>
<td>1</td>
<td>Basic sciences pertinent to the upper limb and rehabilitation - prepare and deliver departmental lecture on rehabilitation topic</td>
<td>C</td>
<td>DA</td>
<td>DA</td>
</tr>
<tr>
<td>2</td>
<td>Skin, soft tissues &amp; Infection - submit video demonstrating operation from a prescribed list</td>
<td>C</td>
<td>DA</td>
<td>DA</td>
</tr>
<tr>
<td>5</td>
<td>Tendon disorders - submit review article on topic of participant’s choice</td>
<td>C</td>
<td>DA</td>
<td>DA</td>
</tr>
<tr>
<td>8</td>
<td>Dupuytren’s Disease, tumours &amp; vascular disorders - prepare and deliver critique of papers from a scientific conference</td>
<td>C</td>
<td>DA</td>
<td>DA</td>
</tr>
</tbody>
</table>

**Legend for cells:**
- **D** = intended learning outcomes of the programme are taught or developed within this course unit
- **A** = intended learning outcomes of the programme are assessed in this course unit
- **C** = compulsory course unit

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2.2.7 Criteria for Admission

Candidates must be able to satisfy the general admissions criteria of the University and of the School in the following ways:

- Candidate should be a practising surgeon with a qualification that is registered with the GMC
- Candidate should be in a recognised specialty training programme in Plastic or Orthopaedic Surgery and be within 18 months of taking the FRCS(Orth/Plast) exam. The candidate must seek approval from their programme director. The candidate is required to have passed the Intercollegiate Specialty examination in either orthopaedic or plastic surgery (FRCS(Orth) or FRCS(Plast)) before they can complete the Diploma, by taking the examination.
- Candidate for the examination will be undertaking or have undertaken 6 months in advanced hand surgery training in the United Kingdom (following successful completion of Intercollegiate Specialty examination in either orthopaedic or plastic surgery (FRCS(Orth) or FRCS(Plast)) or an equivalent approved overseas Hand Fellowship. The requirement is that the candidate must complete the full six months to be eligible to receive the Diploma irrespective of completion of the modules other than in exceptional circumstances.

2.3 Definition of required standard

The Hand Diploma programme aims to equip you with the skills expected of the specialist Hand Surgeon on their first day in independent practice.

The course is designed to encourage the development and application of higher order thinking in your practice of hand surgery. It is helpful to think of the elements of learning as fitting together in a hierarchical fashion:

Level 1: Knowledge
The ability to recall a range of facts and experiences, both specific and generalised. Level 2: Understanding
The ability to comprehend the meaning of acquired knowledge and to interpret, translate and extrapolate from this.
Level 3: Application
The ability to apply knowledge and comprehension in different situation and to infer conclusions from facts
Level 4: Analysis
The ability to identify key components and to dissect arguments Level 5: Synthesis
The ability to combine elements and to produce coherent logical conclusions
Level 6: Evaluation
The ability to assess, justify, criticise and defend a hypothesis, theory or argument.
This is placed at the top of the hierarchy as it requires elements of all the other levels to be carried out successfully.

At Diploma level most learning goes on at Levels 4-6 and in essence comes down to developing the following skills:

**Critical appraisal** – the ability to analyse complex theories and evaluate both the positive and negative aspects of the component parts

**Evaluation** - the ability to judge the worth of scientific literature in relation to the findings of critical appraisal

**Reflection** – the ability to reflect on your own clinical practice and to recognise strengths and weaknesses

These skills are an integral part of the stated learning outcomes for each individual course unit in the programme and are stated as search in the learning materials for each course unit.

You will find full details of what you are expected to achieve in the Programme Specification (Section 2.2) and in the details of individual Course units (Appendix 3) but in general terms you should be able to demonstrate:

- That you have built on your prior knowledge and experience for example from your previous undergraduate and clinical experience
- Ability to deal with complex issues both systematically and creatively and to make sound judgements in the absence of complete data
- Ability to communicate conclusions clearly to specialist and non-specialist audiences
- Ability to work as an independent, reflective practitioner
- That you can work effectively in teams and individually

However, please note that this qualification does not automatically imply clinical competence and should not be used as such.
3. PROGRAMME RESOURCES AND ASSESSMENTS

Course unit specifications with reading materials are reviewed and possibly updated yearly and can be found in the latest online version of the Diploma Coursebook and can be downloaded from www.bssh.ac.uk. The course units are currently detailed in APPENDIX 3.

3.1 Learning resources

Most of you will be well used to self-directed study as a trainee on a recognised programme with the aim of completing FRCS(Orth) or FRCS(Plast). The following advice is respectfully offered:

- Time management skills will be key to your success in this programme and it is important to sit down with your consultant supervisor and identify the times when you can both commit to the tutorial sessions, supervised clinics and supervised operating sessions.
- The programme is easier to undertake when working in a Hand Surgery unit or for a Hand Surgeon. So plan to undertake the practical aspects of the course during this time both prior to and after passing the FRCS (Plast or Orth)
- Aim to spend 12 hours per week in private study – at least some of this time should be scheduled in your formal timetable
- There are specific texts available that will help you to gain the most out of the time you have available for study e.g. Northedge A (last ed, 2007) The Good Study Guide. Open University, Milton Keynes. https://help.open.ac.uk/students/_data/documents/helpcentre/good-study-guide.pdf
- Prepare for tutorials – these are meant to be interactive sessions reflecting an exchange of knowledge and ideas between senior professionals
- Consider making brief summary notes / cards / mindmaps of material you have studied. Pass rates for examinations in general are higher for candidates who assimilate and order their knowledge base.
- Track your progress using the e-timeline on the BSSH website where you can log tutorials completed, see what coursework remains and your supervisor can review your status.

3.2 Access to scientific and clinical journals

Your local hospital or affiliated local University library should give access to Internet journals stocked by that library via ATHENS. This is a search engine which allows access to full text versions of articles in many key journals. All NHS employees are entitled to free access to ATHENS and your Trust’s librarian or educational advisor will help you to set this up and show you how to use the programme. You will be given a username and password and may then access the journals belonging to this facility from any computer linked to the Internet using your password. Many journals nowadays will allow purchase of individual articles for a one-off fee. Alternatively, individual articles can be purchased in the traditional way via order made by the interlibrary loans service. Fellows and members of the Royal Colleges of Surgeons also have access to the excellent online library services of those institutions.

As an associate of the BSSH a surgeon has access to the Journal of Hand Surgery (European). Full membership of BSSH provides access to the American edition in addition to European volume. For access to the American addition, as an associate, you would have to subscribe separately through SAGE journals.

You may find it useful to access medical information sources via the Internet. There are a number of useful websites such as Medscape www.medscape.com or PubMed www.ncbi.nlm.nih.gov/PubMed/. These give you access to peer reviewed clinical articles,
literature reviews on medical specialties, practice guidelines and news.

It is intended that the participating surgeon will have the library and educational resources of the Trust in which they work. These resources will have been inspected (and judged satisfactory) as part of the rolling programme of 5-yearly inspections of the Interface Committee in Hand Surgery or Specialist Advisory Committees in Plastic or Orthopaedic Surgery. These inspections are conducted under the aegis of the Postgraduate Medical Education Training Body (PMETB) or equivalent regulatory body.

3.3 Marked assignments

All course units are compulsory, and the entirety of the subject matter will be assessed in the examination. There is room within the syllabus to explore individual areas of interest namely in the submitted coursework as detailed under the individual course units.

3.4 List of practical, instructional and scientific courses/conferences

A list of courses is given in APPENDIX 2. It is not expected that you go on all of these, but you should plan to attend a number of them after due discussion with your consultant supervisor. Many of you will already have attended a number of these course at the time of enrolment and you can claim points for those in the 5 years prior to your registration date as long as you can provide evidence of your attendance. You should aim to accrue 14 points prior to sitting the final examination.

3.5 Formal assessments

In general terms, the standard expected is that of the practising hand surgeon on their first day in consultant practice.

Internal assessments

Modules 1-8 include a series of work-place based assessments (WBAs) conducted by the local consultant supervisor and tutors. Standardisation of the marking scheme will be achieved by detailed initial advice including standard marking proforma. Mark sheets are submitted electronically or in hard copy to the BSSH office and kept on the participating surgeon’s file. Details of the individual assessment tools are listed under APPENDIX 5. Specific advice on the conduct and requirements of these assessments can be obtained first from the ISCP web site www.iscp.ac.uk and if there are particular issues arising then the Director of the programme.

Should a candidate be unsuccessful in an assessment one further attempt should be made locally. Were this to also be unsuccessful then the BSSH Course Administrator should be contacted – a third and final attempt will be arranged with a member of the Diploma and Masters Committee in a mutually convenient location.

For all of the 8 taught Modules, there is a knowledge based assessment (KBA). All the modules will have the requirement to undertake at least one workplace based assessment. However, we believe that in regard to DOPs, CbDs & CEXs that it is in the interest of the candidate to undertake more than the official requirements. The candidate should submit all the assessments undertaken as this gives the examiners a much broader knowledge of an individual candidates work.

This information can then be used to discuss any candidates who may be on the borderline of passing any elements of the Diploma programme including the examination. In addition Module 1 requires the preparation and delivery of a lecture to the department, and Module 7 requires the participant to prepare a critique of papers from any relevant scientific meeting to present within the department.
External assessments

It is important to the validity and reproducibility of this programme that all participants should be marked to the same standard. This is an important part of the quality assurance framework. To this end there are a number of elements in the course units that require external marking. The external assessors are selected UK Hand Surgeons with a thorough knowledge of the Diploma Programme. Specifically, the participant is asked in Module 2 to prepare a digitised video of himself/herself undertaking an operation for one of the listed procedures, in Module 3 to develop an algorithm for management of a specified disorder and in Module 5 to prepare a review article on a topic of choice such as would be suitable for publication in a hand surgery journal. The editor of the Journal of Hand Surgery, European edition has advised that work from the Diploma can be submitted for publication after approval from the committee. Similarly, candidates who are associates of the BSSH can consider submitting their article for the Pulvertaft Prize. Diploma study may incorporate work for a Cochrane review with the approval of the committee. Examples of the structured assessment processes for each of these assessments can be found in [APPENDIX 5].

A Record of Coursework and Assessments book is provided with your induction materials. This is an important document that lists and records all of the assessments on the course. The pass mark for all coursework is 60%. Further details on its completion are detailed in the booklet itself.

3.6 Examination

On successful completion of the eight topic-based course units of the course with accumulation of the necessary credits the course participant will be eligible to sit the Hand Diploma examination. There are no APL / APEL: (Accreditation of Prior Certificated Learning/Accreditation of Prior Experiential Learning exemptions applicable to this course). The examination forms an overarching assessment which runs throughout the programme and involves the participating surgeon gaining theoretical knowledge and practical skills relating to hand surgery. The examination must be passed in order for the surgeon to be awarded the Diploma. It is a summative assessment of the entire body of learning and conducted at the standard of what would be expected of the consultant hand surgeon in the first day of consultant practice. There are no optional elements within the examination as this is a professional qualification.

There will be two components of the examination which is sat on consecutive days and consists of a paper of ‘best answer’ multiple choice questions (MCQs) and extended matching questions (EMQs) and then a practical / clinical examination on the subsequent day(s) comprising a series of OSCE-style stations. These stations will have some clinical ‘short’ cases but there will be no ‘long’ cases and no unstructured viva voce assessment. Both components of the examination must be passed at the same sitting. There is no cross-compensation or carry-over of marks gained in one section to the other. The examination may be taken again on one further occasion. This examination will be held annually.

The pass mark for all MCQ/EMQ assessments is 60%.

The OSCE style questions are marked using specific marking descriptors (APPENDIX 12). The maximum score for each skills station is 32. This is usually broken down into 8 sections that are worth 4 points which match the marking descriptors. To pass an individual station you must achieve a score of 60% or above. The individual scores for each station are accumulated to create an overall score, which must also reach a score of 60%. 19 out of 32 is a pass for each individual skills station.

You will be required to pass three quarters of the skill stations. If you fail two or more stations with
a score of 30% or less you will fail the examination.

At the end of the examination there will be an examiners’ meeting at which the scores for each station will be detailed. The examiners for each station will comment and take into account the standard as noted above in regard to the expectation of a Consultant Hand Surgeon in the first day of practice.

The candidate achieving the best successful performance in the written examination will be the recipient of the “Vivien Lees Gold Medal”.

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4. PARTICIPANT PROGRESS AND ASSESSMENT

4.1 Registration pathway

- **FRCS (Plast/Orth)**
  - Yes
  - **Opportunities for 6 months further hand training within existing programme**
    - Yes
    - Approach programme director to obtain placement within current rotation or FT IA to another region
    - No
    - **Obtain national hand fellowship**
  - No
  - **Obtain national hand fellowship**

- **Approach programme director to obtain placement within current rotation or FT IA to another region**
  - **Arrange consultant supervisor prepared to supervise programme**
    - **Register with BSSH office (advice on eligibility)**
      - **Enrolment with University of Manchester**
      - Commence Hand Diploma programme

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4.2 Summary of course structure leading to award of Postgraduate Diploma in Hand Surgery (Dip Hand Surg)

- Private study
- Tutorials with supervising consultant
- Attend specified external courses
- Advanced hand surgery

\[\downarrow\]

Assessment
- Directly observed operation
- Knowledge assessment
- Observation
- Clinic work
- Specific written projects

\[\downarrow\]

Successful assessment

Module completed worth 15 credit points

\[\downarrow\]

Complete 8 modules

Diploma coursework complete

120 credit points

\[\downarrow\]

Eligible to sit for exam

Application of practical skills assessed by Hand Diploma final examination
4.3 Responsibilities of participating surgeon

It is your responsibility to ensure that you:

- Have read and understood the structure of the Hand Diploma and rules governing the programme. If there are aspects which are unclear or matters that cannot be dealt with locally then there are advisors to the programme who are happy to be approached for advice (list available from BSSH office)
- Approach and have the express support and commitment of an appropriate Consultant Supervisor and that together you plan your study and weekly timetable to meet the timeline and requirements of the course programme.
- Select tutors, with help from your supervisor, who have the requisite knowledge, commitment and availability to deliver the requirements for each module and are approved tutors. (Current list available on the BSSH website)
- For some highly specialised topics within a module you may need to seek a tutor outside your area. This should be done in discussion with your supervisor and help can be sought from the BSSH office.
- Schedule a meeting with the Programme Director of your Specialist Training Programme to ensure that the Diploma requirement of 6 months of advanced hand surgery training post FRCS(Plast)/(Orth) can be appropriately accommodated, in addition to obtain a placement prior to taking FRCS (Plast/Orth) with a Hand Surgeon or Hand Surgery unit.
- Notify your supervisor of dates of annual and study leave.
- Make a plan of courses and meetings to attend which will support your studies (see also section 3.4 and appendix 2). Discuss this with your supervisor and incorporate into your study leave schedule. It is also wise to review progress on this point when nearing the end of the programme and make plans for future attendances which will support ongoing professional development.
- Initiate the work place based assessments (WBAs) at such time as you feel ready to complete them.
- Ensure that coursework documentation is completed and the e-Timeline kept up to date. The original coursework book is to be returned to the Course Administrator prior to examination entry.
- Mention any problems that you are experiencing at an early stage. You must specifically raise any concerns you have about your progress and request additional support as appropriate.
- Keep written records of all correspondence with your supervisor, including emails and notes of telephone conversations, as well as any more formal arrangements or agreements.

4.4 Policy on plagiarism

A full statement of the policy on plagiarism is given in APPENDIX 6

4.5 The University of Manchester Degree Regulations for Postgraduate Taught Programmes

The Hand Surgery Diploma is validated by The University of Manchester. The UoM degree regulations are available at www.tlso.manchester.ac.uk/degree-regulations/
Programme Exemptions to the PGT Degree Regulations:

- The Programme employs a 60% pass rate
- The Programme does not permit compensation rules to be applied
5. PARTICIPANT SUPPORT AND GUIDANCE

5.1 Consultant supervisors

The consultant supervisor will be a hand surgeon registered for the purpose with the BSSH. The supervisor(s) must be an orthopaedic or plastic surgeon with a major interest and practice in hand surgery. The department must already have been recognised for the teaching of hand surgery at FRCS (Orth/Plast) level and be in possession of a satisfactory review by the relevant SAC. Departments that participate in the Diploma programme will be subject to the usual ‘rolling’ programme of quality assurance inspections that will dovetail with the ongoing Interface Committee in Hand Surgery/PMETB inspection process. For the purpose of registration there must be a named Consultant Supervisor for each registered candidate but it is normal for the tutorial work to be shared between the consultants of a given department or group of departments according to their particular interests. All tutors and supervisors shall submit a summary CV (proforma provided) in order to achieve UoM approval to teach on the course. (See also APPENDIX 15.)

The electronic timeline has been created on the BSSH website to facilitate with documentation and tracking of candidate progress. It is expected that the supervisor will both prompt the participating surgeon to complete this in a timely manner and check it periodically to ensure satisfactory progress is being made.

The consultant supervisor should meet with the participating surgeon on a regular basis to hold tutorials relevant to the course unit of current study. There needs to be prior clear agreement on the frequency, length and nature of face-to-face meetings and other contacts. A record of that tutorial should be recorded in the appropriate module section of the coursework booklet. It will need to include a brief description of the topic covered in that tutorial and be signed and dated by the Supervisor. It is important that both supervisor and participant keep their own copy of these forms and it is ultimately the responsibility of the participant to ensure these are returned expeditiously. In addition, it is important that both parties should keep copies of all correspondence and keep copies of key areas covered in tutorials and meetings.

It is recognised that there may be some sections of the syllabus which are not part of the Consultant Supervisor’s day to day practice. It is anticipated that tutorials would be arranged between two or more colleagues in a given department and that both plastic and orthopaedic departments are likely to need to call on the other in order to deliver the whole of the programme. Thought needs to be given at the outset as to how this can be made to work within a given region and firm commitments made by those individuals who choose to involve themselves.

The Consultant Supervisor should ensure that any tutors who teach on the programme have the knowledge and expertise to deliver a level of education required for the Diploma. It is expected that some departments will not be able to provide tutorials in certain specialised subjects such as congenital hand surgery and brachial plexus surgery. The Consultant Supervisor may be able to arrange tutorials with appropriate tutors however on occasion this may not be possible in which case the BSSH office may be able to help through the Diploma and Masters Committee to put the participant in touch with an appropriate person or department to arrange these tutorials. Availability of the consultant supervisor and tutors is key to making this distributed learning programme effective. It is recommended that any consultant thinking of taking on such a role should have this formally incorporated into and recognised on their job plan. There needs to be a period of time devoted to the tutorials or internal assessments. Tutorial time needs to be protected and free of competing duties.
The consultant supervisor will meet or communicate with their participating surgeon on a regular basis excepting holidays, study leave etc. Each course unit of the course will be delivered ‘in house’ within the department in which the trainee and their consultant are working. The participant and tutor meeting will typically consist of a tutorial to discuss and develop knowledge and understanding of material that has been read in preparation. For each course unit there should be 4 tutorials covering the range of the course material. This corresponds to 32 tutorials to be arranged over the Diploma programme. Time spent on internal assessments is over and above that allocated to the tutorials. The named supervisor should not personally deliver each and every tutorial on the course but is ultimately responsible for making sure that between the consultant colleagues of a department that the course has been delivered in the specified format. The participating student should have access to their supervisor by e-mail and by phone at all times except when the supervisor is on leave.

There are two mentors one for the North of England and one for the South. These surgeons are happy to advise on any aspect of the programme and their names are available from the Diploma Administrator. For those new to the course there may be value at the outset of the programme in a 3 way discussion between the participating surgeon, consultant supervisor and Diploma mentor for the purpose of clarifying the conduct and structure of the programme. Supervisors may benefit from familiarisation with the content of University of Manchester Supervisor Awareness and Equal Opportunities courses although most will have already undertaken equivalent courses as part of their NHS duties.

**Responsibilities of the consultant supervisor and tutors:**
The consultant supervisor and other tutors should:

- Have read this handbook and the tutors guide which is to be supplied by the Consultant supervisor and available from the BSSH office
- To have signed a Tutor Agreement with the BSSH
- To have gained approval to teach from the University of Manchester
- Be available, constructive and supportive
- Try to identify what has been done well in addition to what needs improving
- Have appropriate expertise and experience in the practice of hand surgery
- Be widely read with current knowledge of relevant research and clinical trends
- Advise participating surgeon of their leave periods so that tutorials can be planned appropriately
- Advise on realistic timelines – don’t leave it all to the end of the attachment on the hand surgery firm
- Act as a mentor figure aiming to support, educate and motivate the participating surgeon in pursuit of the Diploma programme. This includes guidance and encouragement to attend affiliated courses which will support their studies
- Be prepared to advise the BSSH Diploma Mentor of any important difficulties being encountered either in the performance of the participating surgeon or delivery of the programme.

**5.2 Participating surgeon feedback**
The Programme organisers are keen to receive constructive feedback and will seek both formal and informal feedback from each course participant during the course through the work place based assessment forms (see APPENDIX 5). Also at the conclusion of their programme via an online survey, which must be completed before any certificate is issued. The Hand Diploma as originally conceived will evolve and adapt to take into account this type of feedback.
5.3 Participating surgeon representation

All courses run by or in partnership with the University have a student representative. For the Postgraduate courses in Hand Surgery this role is broadly similar to the majority of courses but with some specific considerations for our particular arrangements. The currently registered participants are invited to nominate themselves and selection is then carried out by a confidential online poll. In the event of a tie the Committee Chair will make the final decision.

The elected individual will canvas for views and feedback from their colleagues and report to the course committee in writing at regular intervals including a formal annual report each May. The representative can also request to attend the committee meetings in order to discuss matters in person as required. The Deputy Committee Chair is the nominated liaison for the student body via the elected representative. The term of office is one year with the option to extend by mutual agreement of the representative and the committee and confirmation from the student body (via the same online polling method used for election).

The current representative’s contact details are available from the BSSH Course Administrator and these individuals may be approached concerning issues of wider relevance. The trainee representatives are not in a position to represent course participants in respect of individual problems or complaints and such problems should be channelled as advised under Section 5.5.

5.4 Withdrawing from the programme

Notification of withdrawal from the programme should be made to the Diploma Administrator at the BSSH office. There will not normally be any refund of fees paid except in the instance where a formal complaint or appeal has been made and that complaint or appeal has been upheld after due process of investigation. Disinclination to continue the Programme because of inability to keep up with the course work will not constitute grounds for refund of fees.

5.5 Appeals and complaints

There is a formal process for complaints and appeals although it is intended that the majority of issues arising will be resolved informally. Details are given in APPENDIX 8.

5.6 Equal opportunities policy

See APPENDIX 7.

5.7 Occupational Health Policy

Policy is that of the Occupational Health department of the Trust in which you work. Any issues pertaining to health matters should be directed in the first instance to Occupational Health. It is the participating surgeon’s responsibility to notify the course administrator of any condition which is likely to impact on his or her ability to complete the course within schedule.

5.8 Disability and special needs support

Advice for individuals with a disability in postgraduate medical education can be found at: www.gmc-uk.org/education/undergraduate/15_postgraduate_training.asp
If you need to discuss any further requirements, please contact the Programme Director.
5.9 Personal development planning

At the beginning of the course it is required that you sit down with your consultant supervisor and together plan the time-course of the programme along with provisional dates by which you intend to undertake the respective assessments. This should then serve as an indicator if you start to fall behind and required additional time or other help. It is helpful if you can review your progress on a regular basis with your supervisor. The timeline can facilitate this process (see Appendix 13).

You should aim to keep an up to date operating logbook to inform your appraisal process. Although surgical skills are assessed as part of the Hand Diploma it is not the current intention to have you complete a checklist of different operations or competencies. It will be for you to decide which operations you wish to demonstrate as part of your internal assessments and you will initiate that process in consultation with your supervisor or tutor.

In addition, you should provide copies of your regular interval appraisals and ARCP assessments as these occur. It is good practice to make and maintain an organised portfolio with your essential documentation easily to hand.

5.10 Fees

The fee for the Hand Diploma will be kept to the lowest level possible by significant and generous subsidy, courtesy of the BSSH. The exact fee will be available on application to the BSSH office. The fee covers the costs of enrolment and quality assurance procedures of the University, course materials as provided from the BSSH and the cost of sitting the Final Examination. It will cover the costs of resitting the Examination on one occasion if needed. It will include the award of the Diploma Certificate by the University. The fee does not cover the costs of attending the various courses and conferences linked to the Diploma.

The Consultant Supervisors and tutors are not remunerated for their important contribution, but participation will be acknowledged in their job plan as part of their teaching activities. Involvement in the programme is a useful inclusion in the annual appraisal process and thence revalidation.

You are required to pay the course fee in advance of commencing your studies and should normally be sent with your completed application form. Copies of this form are available from the BSSH office or from the BSSH website https://www.bssh.ac.uk/professionals/diploma_in_hand_surgery.aspx and a specimen form is shown in APPENDIX 9.

Once payment is received, we will give you access to the BSSH web site e-learning timeline where you can input and track your progress through the course. Your consultant supervisor will also be granted access to this section.

At the time of launch the BSSH made a major financial commitment to underwrite and subsidise the true costs of running the Hand Diploma and the package as offered is, we feel, highly advantageous to the participating surgeon.
5.11 Sources of financial help

You may be able to obtain financial help from your Postgraduate Dean (trainees), NHS Trust (consultants).

5.12 Notification of change of address

We will need to contact you at various times during the programme and we therefore need to have your current details on file. If you do change work, home or email address, please let the Diploma Administrator know as soon as possible (contact details are given in Section 1.3)
6. PROGRAMME MANAGEMENT

6.1 Role of the Hand Diploma and Masters Committee

The Diploma and Masters Committee meets on a regular basis to advise on all aspects of the programme. The Committee in turn reports to and advises the BSSH Council. Individual members of the Diploma and Masters Committee (current or previous) will have a mentoring role to the participants and supervising consultants on a named and allocated basis. In this capacity they will act as a point of contact for any queries pertaining to the conduct and implementation of the programme.
APPENDIX 1

Key Contacts of the programme

Programme Director

Current: Mrs Helen Hedley
Contact details: Through BSSH Office

- Chairs Diploma and Masters Committee
- Member of Board of Examiners
- Lead on convening and co-ordinating examination
- Reports to BSSH Council on the Diploma
- First point of contact for all enquiries not otherwise delegated
- Keeps the examination bank questions under secure conditions
- Represents the BSSH on the School of Medicine Postgraduate Committee and acts as primary point of contact for the University

Hand Diploma and Masters Committee

Current:
Mr Helen Hedley (Chair)
Mr Andy Logan (Internal Advisor to the programme)
Mr Sudhi Ankarath
Mr Chris Baldwin
Mr Peter Russell
Mr Mo Akhavani
Mr Jeff Auyeung
Miss Jill Webb
Mr Indranil Chakrabarti
Contact details: Through the BSSH Office

Members have convened 4-6 times per year since 2003 and:
- Develop policy for discussion and approval at BSSH Council
- Develop and update syllabus and course units on a rolling basis
- Write MCQs & EMQs for the examination bank
- Write Clinical Skill Stations for the OSCE component of the examination
- Submit minutes of meetings to School of Medicine Postgraduate Committee as part of Quality Assurance process
BSSH Course Administrator

Current: Ms Ruth Neave (BSSH office)

Contact details:

Course Administrator
British Society for Surgery of the Hand
Royal College of Surgeons of England
35- 43 Lincoln’s Inn Fields
London
WC2A 3PE
Tel: 0751 2883 194
Email: diploma@bssh.ac.uk

- Day to day administration of all items pertaining to individual participating surgeons
- Handles initial and subsequent contacts with participating surgeons and their consultant supervisors
- Ensures all electronic, written and audio-visual materials pertaining to the coursework are distributed in an efficient manner. Provision of information on national courses.
- Maintains confidential file on each participating surgeon
- Receives and collates returns pertaining to individual internal assessments
- Keeps record of and confirms in writing submission of coursework
- Provides logistic support for conducting the examination

Graduate Office Administrator University of Manchester

Current: Ms Kelly Salimian Contact

Contact details:

Postgraduate Programmes Manager
School of Medical Sciences
JR Moore Building University
of Manchester Brunswick Street
Manchester M13 9PL Tel: 0161 306 7972
Email: kelly.salimian@manchester.ac.uk

- Liaises with BSSH Course Administrator
- Responsible for maintaining University’s record of registered and completed students.
- Co-ordinates with other University departments regarding diplomacertification
BSSH

President
Current: (2020) Professor D Warwick
Contact details: Through BSSH Office

- The President will advise on and oversee strategic decisions pertaining to the Hand Diploma (member of Education & Training Committee)
- Chairs BSSH Council meetings in which matters of principle pertaining to the Hand Diploma will be discussed
- Communicates with the membership on matters pertaining to the Hand Diploma

Treasurer
Current: Mr D Boyce
Contact details: Through BSSH Office

- Oversees the financial case for the Hand Diploma
- Assists in financial negotiations with UoM
- Advises on fee structure

Chair of Education & Training
Current: Ms Jill Arrowsmith (2018-2021)
Contact details: Through BSSH office

- Liases with the Hand Diploma lead
- Is involved with discussion on development of the Hand Diploma within the BSSH
- Coordinates BSSH strategy on Education
Chair of the Instructional Courses
Current: Mr David Clark
Contact details: Through BSSH office
- Convenes and organises the international instructional courses from which the Diploma programme developed
- Liaises with the Chair of Education & Training Committee who is also member of the Faculty of the Instructional Courses
- Provides reports on the courses as required by the QA framework

University of Manchester

Academic Advisor to the Programme
Current: Dr Adam Reid
Contact details: Through BSSH Office
- Committee member of the University School liaising between University and BSSH representatives
- Represents University on Examinations Board

External Advisor to the Programme
Current: Mr Alastair Graham
Contact details: Through BSSH Office
- Reviews the written submissions made by BSSH to the UoM with comments on feasibility and advisability provided to the UoM.

Board of Examiners
Composition:
- Chair of the Diploma Examiners (Internal Advisor to the Programme & Chair)
- Representative of Manchester University
- Chair of the BSSH Education and Training Committee
- Chair of the Diploma & Masters Committee (Programme Director and Chief Examiner)
- Chair of the BSSH Instructional Courses
- Chair of the Interface Committee in Hand Surgery
- External Examiner
- External Advisor to the Programme
- Course Administrator (providing minutes)
External examiner
Current: Mr Charles Pailthorpe
Contact details: Through BSSH office

- Advises on matters pertaining to reproducibility and validity of the internal ‘in-house’ assessments
- Advises on matters pertaining to the Final Examination held yearly
- Reports to Manchester University yearly on standards and conduct of the examination process
APPENDIX 2

Courses recognised for credits in the Diploma Course

In conjunction with your studies on the Diploma programme you should take the opportunity to attend other courses according to your interests within the subject. The list of courses below represents educational opportunities that map closely with the Diploma syllabus and philosophy. These courses are strongly recommended by the committee and attendance on them is recognized by the allocation of points. As a general rule 1 point is allocated for each day of a course that is related to Hand Surgery practice. The Instructional Courses are allocated 3 points for 2 days. You should aim to acquire at least 14 points on these courses prior to the examination. Courses attended in the five years prior to registration are included. Evidence of attendance will need to be provided in order for the credits to be given.

Core Lecture Courses
Instructional Courses in Hand Surgery 3 Credits each
Series of 6 two day courses running over 3 years covering 12 course units

- Skin and soft tissue, infection, Dupuytren’s disease
- Tendon injury, paralysis, rehabilitation
- Nerve injury, compression and pain
- Fractures, joint injuries, arthritis
- Tumors, the child’s hand
- Wrist, occupational & medicolegal aspects

Scientific Meetings
1 credit point will be awarded for each day of attendance.
A certificate of attendance must be submitted to confirm the days attended.

Practical skill acquisition courses
Providing that they are related to hand surgery all other courses (apart from the BSSH instructional courses) will be awarded 1 credit per day

Booster days
The Pulvertaft unit in Derby runs a booster day once per year, usually 2-3 months before coursebook hand in for checking. This day is designed to allow a candidate to sign off some difficult to arrange tutorials, KBA’s and CBD’s.
A candidate can attend as many booster days as they wish during the period of study for the Diploma. However, they will only be allowed to sign off a total of 5 items from all booster days. One item is either a tutorial, KBA or CBD. For example, if a candidate signs off 3 items on one booster day then they are only able to sign off 2 further items on another booster day making a total of 5.

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## APPENDIX 3
### Details of course units

<table>
<thead>
<tr>
<th>Title</th>
<th>1. Basic Sciences pertinent to the upper limb / Principles of Rehabilitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Unit Leader</td>
<td>Mr Andy Logan</td>
</tr>
<tr>
<td>Credit Rating</td>
<td>15 credits</td>
</tr>
<tr>
<td>Aims</td>
<td>To provide working knowledge of relevant basic sciences pertinent to the practice of hand surgery</td>
</tr>
<tr>
<td></td>
<td>To give sufficient understanding of the principles and practice of physiotherapy, occupational therapy and splintage for hand and upper limb conditions, to promote the appropriate use of therapy for patients, and a good liaison with therapists.</td>
</tr>
<tr>
<td>Intended Learning Outcomes</td>
<td>The ability to demonstrate a working knowledge of:</td>
</tr>
<tr>
<td></td>
<td>• anatomical structures and relationships, including interpretation of radiological imaging</td>
</tr>
<tr>
<td></td>
<td>• embryology of the upper limb and derivation of common anomalies and variations</td>
</tr>
<tr>
<td></td>
<td>• musculoskeletal tissue repair and regeneration</td>
</tr>
<tr>
<td></td>
<td>To be fully acquainted with the rehabilitation needs of patients undergoing hand and upper limb surgery. To understand the modalities of treatment used by physiotherapists in this specialty, and how to make appropriate referrals. To recognise the need for splintage and be able to liaise appropriately with occupational therapists. To understand the principles and practical application of post-operative plaster immobilisation.</td>
</tr>
<tr>
<td></td>
<td>The use of local anaesthesia in Hand Surgery.</td>
</tr>
<tr>
<td></td>
<td>To understand the needs of patients regarding return to work, both in terms of advising on the appropriateness of employment and helping with preparation for return to work. To know how to advise patients appropriately safe return to driving.</td>
</tr>
<tr>
<td></td>
<td>To understand the place of prosthetic limb replacement in limb deficiency or loss, and current technical possibilities.</td>
</tr>
<tr>
<td></td>
<td>To understand the implications of the Wolfe report on medicolegal reporting, and the principles underlying medicolegal work.</td>
</tr>
<tr>
<td></td>
<td>To be familiar with the ethical requirements of confidentiality, consent and research.</td>
</tr>
<tr>
<td>Unit Outline</td>
<td>Embryology - principles of development and genesis of congenital difference</td>
</tr>
<tr>
<td></td>
<td>Anatomy - all aspects of anatomy of the upper limb (excluding detailed anatomy of elbow and shoulder joints, but including brachial plexus and thoracic outlet)</td>
</tr>
</tbody>
</table>
### BSSH with the UNIVERSITY OF MANCHESTER
Postgraduate Diploma in Hand Surgery

<table>
<thead>
<tr>
<th>Teaching and Learning Methods</th>
<th>Content:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physiology</strong> - the pattern of blood supply to skin, fascia, muscle, bone and tendon healing</td>
<td></td>
</tr>
<tr>
<td><strong>Pathology</strong> - repair and regeneration of skin, nerve, tendon and bone</td>
<td></td>
</tr>
<tr>
<td><strong>Modalities</strong> of assessment, modalities of therapy for the injured and operated hand, rehabilitation of flexor and extensor tendon injuries, complex injuries, principles of splinting, work assessment, return to driving</td>
<td></td>
</tr>
<tr>
<td><strong>Prosthetics</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Preparation of personal injury and occupational reports</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ethical issues (e.g. research, hand transplantation)</strong></td>
<td></td>
</tr>
<tr>
<td>Suggested supporting visits to/tutorials with:</td>
<td></td>
</tr>
<tr>
<td>• Hand therapy department - two sessions with a senior therapist (minimum 4 hrs);</td>
<td></td>
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<tr>
<td>• Consultant musculo-skeletal radiologist;</td>
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<tr>
<td>• Plaster room technician;</td>
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<tr>
<td>• Regional prosthodontist</td>
<td></td>
</tr>
<tr>
<td>• Pain Clinic</td>
<td></td>
</tr>
<tr>
<td>• A hand surgeon who prepares medicolegal reports</td>
<td></td>
</tr>
</tbody>
</table>

Private study

Tutorials with departmental tutor

Instructional Courses in Hand Surgery (aspects of basic science covered throughout the lecture series) Courses 2 and Course 6 in particular for rehabilitation

### Suggested tutorial structure:

1. Embryology, genetics, congenital terms. Development and repair of skin, fascia, muscle and tendon and bone, to include principles of grafting for each tissue type. Anatomy of skin
2. Types of splintage, rehab regimens and patient compliance. Scar contracture, role of post op splinting, application of plasters. Local anaesthesia
3. Anatomy of three main nerves (from brachial plexus to the finger tips), of the upper arm and forearm vascular tree, of the antecubital fossa and forearm muscle nerve supply
4. MRI, CT Ultrasound. Prosthetics. Medicolegal. Ethics and types of research
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Assessment Methods and weighting within unit

Work place assessment
- Knowledge based assessment (KBA) - 13%
- Case based discussion (CbD) - 13%
- Prepare and give a teaching lecture on rehabilitation topic to the department - 14%
Hand Diploma examination - 60%

Reading List

See below

Embryology/Anatomy

Pathology

Rehabilitation

Medicolegal

Imaging

Prostheses

Research

[Back to Contents]
<table>
<thead>
<tr>
<th>Title</th>
<th>2. Skin, Soft Tissues and Infection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course unit Leader</td>
<td>Mr Chris Baldwin</td>
</tr>
<tr>
<td>Credit Rating</td>
<td>15 credits</td>
</tr>
</tbody>
</table>
| Aims | To understand blood supply of skin and soft tissues, wound healing, reconstruction of soft tissue deficits. 
Acquire detailed understanding of all aspects of infection in the hand including knowledge of relevant literature. |
| Intended Learning Outcomes | Ability to demonstrate working knowledge of: 
- Pathophysiology of wound healing in soft tissues, including burns injury 
- Demonstrate clear understanding of management of soft tissue injury / deficiency including appropriate use of wound dressings 
- Understand the reconstructive ‘ladder’- to include use of split and full thickness grafts as well as local, regional, distant and free flaps 
- Demonstrate ability to manage soft tissue/bony infections 
- Principles of microvascular surgery including replantations 
Develop familiarity with basic sciences of pathophysiology of infection including relevant literature |
| Unit Outline | Wound healing 
- Primary intention healing, secondary intention healing, healing by epithelialisation 
Principles of soft tissue management including reconstruction 
- Principles of wound debridement and management of infections 
- Reconstructive ladder 
- Reconstructive triangle 
- Soft tissue cover for defects over 
  - Finger tips 
  - Palmar defects in the hand 
  - Dorsal defects including composite tissue loss 
  - Forearm and elbow defects 
Mangled extremities 
Burn injuries 
Extravasation and pressure injection injury 
Replantations and microsurgery 
Soft tissue and bony infection in the upper limb, including pathophysiology 
- Paronychia, felon and deep infections in the hand 
- Flexor sheath infections 
- Osteomyelitis 
- Atypical infections including TB |
# BSSH with the UNIVERSITY OF MANCHESTER
## Postgraduate Diploma in Hand Surgery

### Teaching and Learning Methods
- Private study
- Tutorials with departmental tutor Attendance at Plastic Surgery departmental
- Dressing/Therapy Clinics
- Practical Hand Skills Courses - Elective and Trauma modules
- Instructional Course in Hand Surgery – Course 1 Skin and soft tissue, Infection
- Optional attendance at a flap course Microsurgery course

### Content
- Blood supply to skin and soft tissues-
- Wound healing
- Reconstructive ladder
- Skin grafts
- Local and distant flaps
- Replantations and microsurgical free tissue transfer
- Coverage of specific soft tissue deficits
- Management of complex wounds
- Infections
- Burns
- Extravasation and pressure injection injuries

### Suggested Tutorial topics
1. **Wound healing, blood supply of skin and muscles and the basis of flap anatomy**
   - Wound healing, stages and problems in wound healing
   - Blood supply to skin and muscles
   - Classification of skin and muscle flaps
2. **Wound management including soft tissue and bony infections**
   - Primary wound management including debridement
   - Management of soft tissue and bony infections.
3. **Principles of soft tissue reconstruction of upper limb defects including skin grafts and flaps**
   - Reconstructive ladder and triangle
   - Skin grafts
   - Local, regional, distant and free flaps
   - Replantations and free tissue transfers
4. **Complex and challenging soft tissue injury**
   - Burn injuries
   - Mangled extremities
   - High pressure injection injury
   - Extravasation

### Assessment Methods and weighting within unit
- Work place based assessments
  - Knowledge based assessment - 13%
  - Clinical evaluation exercise (CEX) - 13%
  - Submit a video of an operation performed from the list provided (See Appendix 10) - 14%
- Hand Diploma examination - 60%

### Reading List
See below
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Postgraduate Diploma in Hand Surgery

ReadingList/ResourceMaterials


[Back to Contents]
### 3. Fractures and Joint Injuries of the Hand and Wrist including Wrist Instability

<table>
<thead>
<tr>
<th>Title</th>
<th>3. Fractures and Joint Injuries of the Hand and Wrist including Wrist Instability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course unit Leader</td>
<td>Mr Indranil Chakrabarti</td>
</tr>
<tr>
<td>Credit Rating</td>
<td>15 credits</td>
</tr>
<tr>
<td>Aims</td>
<td>Acquire detailed understanding of all aspects of management of hand and wrist fractures, joint injuries including knowledge of relevant literature.</td>
</tr>
</tbody>
</table>
| Intended Learning Outcomes | Develop familiarity with basic sciences of pathophysiology of fracture healing, non-union and malunion including relevant literature  
Demonstrate ability to manage hand fractures and joint injuries.  
Acquire working knowledge of normal and abnormal kinetics and kinematics of wrist.  
Be able to examine and clinically assess the unstable wrist. Be familiar with appropriate investigations for instability including wrist arthroscopy  
Understand the diagnostic modalities and treatment options, including surgical reconstruction for the unstable wrist |
| Unit Outline           | Pathophysiology of fracture healing including non-union, malunion  
Principles and details of management of fractures and dislocations of bones and joints of fingers, thumb and carpus (+/- distal radius, distal radioulnar joint)  
Wrist anatomy and biomechanics  
Pathophysiology of wrist instability/recogised patterns of instability  
Investigation including imaging and wrist arthroscopy  
Indications and interventions for wrist instability |
| Teaching and Learning Methods | Private study  
Tutorials with supervising consultant  
BSSH Instructional Courses in Hand Surgery  
- Course 4 Fractures, Joint injuries  
- Course 6 Wrist  
Hand Fracture Management Courses  
Practical Hand Skills Courses - Elective and Trauma modules |
## Content

| Suggested tutorial structure | 1. Fractures of the phalanges and metacarpals.  
|                             | Ligament injuries of the IPJs  
|                             | 2. Fractures of the scaphoid. Fractures of the other carpal bones.  
|                             | Management of scaphoid non-union.  
| Assessment Methods and weighting within unit | Work place assessment  
|                                             | • Knowledge based assessment - 13%  
|                                             | • Direct observation of procedure (DOPS) - 13%  
|                                             | • Submit algorithm of management of a carpal instability or fracture problem of the hand or wrist. - 14%  
|                                             | Hand Diploma examination - 60%  
| Reading List | See below  

Fracture patterns and decision making in fracture management.  
Principles of non-operative and operative management of fractures including reduction, maintenance of reduction and rehabilitation.  
Biomechanics and principles used for bone screws, plates, internal and external fixation and wiring.  
Non-union, mal-union, infection and instability.  
Bone loss and complex soft tissue, bone and joint injuries.  
Fractures in the child’s hand and wrist.

Digits:
Early treatment of diaphyseal, metaphyseal and articular fractures of the phalanges and metacarpal bones.
Soft tissue injuries of the digital articulations at the CMCJ, MPJ and IPJs including instability and IPJ ligament injuries.
Diagnosis, investigation and treatment of malunion, non-union and instability in the digits.

Distal radius and Ulna:
Early treatment of Distal radius and ulnar fractures including metaphyseal and complex intra-articular fractures and soft tissue injury. Subsequent diagnosis, investigation and management of malunion, nonunion and instability affecting the radius and ulna and soft tissue stabilisers including: TFCC injuries; DRIUJ instability; DRIUJ pain; Essex-Lopresti injuries.

Carpus:
Early treatment of scaphoid and other carpal fractures and dislocations including soft tissue and peri-lunate injury. Subsequent diagnosis, investigation and management of nonunion, delayed union and instability including dissociative, non-dissociative and combined instability patterns.
Recommended Reading List/Resource Materials

Fracture of the Hand & Wrist
1. AO website resource: www.aofoundation.org

Wrist

Clinical Management

DRUJ

Scaphoid Fractures

[Back to Contents]
### Title

4. Osteoarthritic and inflammatory disorders of the Hand and Wrist

### Course unit Leader

Mr J. Auyeung

### Credit Rating

15 credit points

### Aims

- Acquire detailed understanding of all aspects of management of osteoarthritic joints of the hand and wrist
- Acquire detailed understanding of the pathology, mechanisms of deformity and management of the inflammatory conditions affecting the hand

### Intended Learning Outcomes

- Develop familiarity with basic sciences of pathophysiology of osteoarthritis and rheumatoid arthritis
- Demonstrate ability to assess and manage arthritic small joints of the digits and the wrist
- Be familiar with and able to undertake small joint arthrodesis and arthroplasty, limited and full wrist arthrodesis
- Develop familiarity with the pathology, mechanisms producing deformity, the indications for surgical treatment in the inflammatory arthritides affecting the hand and the relevant literature
- Demonstrate ability to manage inflammatory arthritic disorders affecting the hand, familiarity with progressive arthritic joint conditions and their management in the context of the whole skeleton. Experience of cross specialty working in the management of the Rheumatoid patient.
- Awareness of the spectrum and presentation of work-related disorders

### Unit Outline

- Pathogenesis, clinical features and principles of management of osteoarthritic conditions of the hand and wrist
- Arthrodeses, excisional arthroplasty, prosthetic replacement arthroplasty
- Pathophysiology of rheumatoid and other inflammatory arthritides
- Clinical assessment and management principles in rheumatoid arthritis including planning and prioritisation – conservative and surgical treatment of specific conditions (e.g. wrist involvement, thumb disorders, MCPJ replacement, Swan neck and Boutonniere deformities)

### Teaching and Learning Methods

- Private study
- Tutorials with supervising consultant
- Attendance at Rheumatology clinics or combined clinics
- BSSH Instructional Courses in Hand Surgery – Course 4 Fractures, Joint injuries, Arthritis; Course 6 Disorders of the forearm and wrist
- Practical Hand Skills Courses - Elective and Trauma modules
### Contents

Pathogenesis, clinical features and principles of management of osteoarthritic conditions of the hand and wrist.  
Conservative management techniques for osteoarthritic joints including splinting, exercises and aids to activities of daily living.  
Occupational therapy assessment of needs around activities of daily living  
Wrist and hand examination  
Wrist arthroscopy  
How to perform small joint arthrodeses, excisional arthroplasty, prosthetic replacement arthroplasty of the fingers  
Management of CMCJ arthritis including excisional arthroplasty. Management of radiocarpal arthritis including SLAC and SNAC wrist  
Kienböck’s disease  
Management of arthritis of the DRUJ, ulna abutment and TFCC tears  
Wrist denervation  
Inflammatory arthritides  
Aetiology, pathology and mechanisms producing deformity Patterns of disease and clinical assessment  
Planning and prioritising treatment  
Management options, conservative & surgical treatment of:  
- Wrist disorders  
- Extensor tendons Flexor tendons  
- Metacarpophalangeal joint  
- Digital deformities (swan-neck and boutonniere)  
  - Thumb deformities

### Suggested tutorial structure:

1. Assessment of the arthritic patient and management planning principles. Non-operative options available and introduction to current operative techniques for arthritic conditions and related disorders including the historical context  
2. The hand in osteoarthritis and rheumatoid arthritis (to include operative & non-operative management of specific scenarios where relevant)  
3. The wrist in osteoarthritis and rheumatoid arthritis to include primary SNAC/SLAC, Kienböck’s disease and ulnar abutment (to include operative & non-operative management of specific scenarios where relevant)  
4. Other arthritides including SLE, crystal arthropathy etc and work related disorders (to include operative & non-operative management of specific scenarios where relevant)

### Assessment Methods and weighting within unit

<table>
<thead>
<tr>
<th>Assessment Methods and weighting within unit</th>
<th>Work place assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work place assessment</td>
<td>Knowledge based assessment - 13%</td>
</tr>
<tr>
<td></td>
<td>Direct observation of procedure (DOPS) - 13%</td>
</tr>
<tr>
<td></td>
<td>Clinical Evaluation Exercise (CEX) - 14%</td>
</tr>
<tr>
<td></td>
<td>Hand Diploma examination - 60%</td>
</tr>
</tbody>
</table>

### Reading List

See below
Reading List/Resource Materials

Osteoarthritis
3. Davis TCR et al. Trapeziectomy alone, with tendon interposition or with ligament reconstruction? A randomized prospective trial. JHS(B) 1997, 22B:689-694
5. Buck-Gramcko D. Denervation of the wrist joint. JHS(A) 1977, 1:54-61

Kienböck's Disease

Inflammatory Arthritides

Treatment Options and Choices

[Back to Contents]
### 5. Tendon Disorders

**Course unit Leader:** Mrs. J. Webb  
**Credit Rating:** 15 credits

**Aims:** To give a detailed understanding of all aspects of flexor and extensor tendon injury, pathology and associated management. To provide knowledge of the basic science and evidence base for current practice in this area.

**Intended Learning Outcomes:**
- Detailed knowledge of science/lab studies on tendon healing and tendon repair.
- To be able to undertake flexor and extensor tendon repairs including multistrand repairs of flexor tendons.
- Be familiar with techniques of flexor/extensor tendon repair and reconstruction, including tendon grafting.

(Rehabilitation of tendon injury is covered in Course unit 1)

**Unit Outline:**
- Pathophysiology of tendon healing  
- Flexor tendon injury and repair (knowledge of literature)  
- Extensor tendon injury and repair  
- Tenolysis and tendon grafting  
- Trigger fingers, De Quervain’s

**Teaching and Learning Methods:**
- Private study  
- Tutorials with supervising consultant  
- Discussion with hand therapists regarding rehabilitation regimens  
- BSSH Instructional Course 8.2: Tendon Injury, rehabilitation and the absent hand

**Content:**
- Physiology and mechanics - how tendons work, what forces are applied. Concepts of friction and work (Newton's) and how these may change after injury and repair. Understanding Quadriga effect and lumbrical finger. The biology of tendon injury and repair. Techniques of tendon repair - clinical studies of different repair and rehabilitation techniques including multistrand repairs.
- Complications and reconstruction after tendon injury and repair - the rationale of rehabilitation programmes. The science behind the regimens. The complications of tendon injury and surgery. How to manage adhesions and when and how to carry out tenolysis. When and how you perform one or two stage tendon reconstruction. Pulley reconstruction.
- Extensor tendon 
- Pathophysiology, clinical features and treatment of acquired trigger finger & De Quervain’s stenosing tenovaginitis
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| Suggested tutorial structure | 1. A. Hand/wrist tendon anatomy  
|                            | B. Biomechanics  
|                            | C. Tendon healing  
|                            | 2. Flexor tendon injuries. Diagnosis by clinical exam, use of US. Repair techniques, basic science of multistrand, epitendinous, pulley repairs, suture size, needle types. Approaches, windows, tendon retrieval, preferred repair  
|                            | 3. Flexor tendon rehabilitation, complications and reconstruction  
|                            | Extensor tendon injury zones 1 to 8 Other tendon disorders e.g. lateral epicondylitis and EPL rupture (N.B. other tendon ruptures might be covered in Osteoarthritic and inflammatory disorders, Module 4)  
| Assessment Methods and weighting within unit | Work place assessment  
| | • Knowledge based assessment (KBA) - 13%  
| | • Direct Observation of Procedure (DOPS) - 13%  
| | • Prepare review article on topic of participant’s choice - 14%  
| | Hand Diploma examination - 60%  
| Reading List | See below  

Recommended Reading List/Resource Materials


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# 6. The Child’s Hand

**Course unit Leader**  
Mr Mo Akavani

**Credit Rating**  
15 credits

**Aims**  
To acquire knowledge and understanding of the more common aspects of children’s hand surgery.

To appreciate the special needs of children undergoing hand interventions for both congenital and acquired conditions.

**Intended Learning Outcomes**  
To be familiar with the conditions detailed below

- Ability to examine the child’s hand
- Ability to practise in in a paediatric environment

**Unit Outline**  
Principles of management of the children’s hand. Classification, reconstructive principles and timing of operations for congenital difference.

Knowledge of management including operative technique for syndactyly, polydactyly, duplicate thumb, hypoplastic thumb, radial dysplasia and acquaintance with a variety of rarer conditions.

**Teaching and Learning Methods**  
Private study

Tutorials with departmental tutor

Instructional Course in Hand Surgery – Course 5 The Child’s Hand, Tumours, Vascular Disorders

Practical Hand Skills Courses - Elective and Trauma modules

**Content**  
Embryology of the hand and the basis of malformations

Normal growth and development, the epiphyses

Classification of hand anomalies

Transverse absence, Radial and ulnar dysplasia Syndactyly Camptodactyly

Trigger digits Polydactyly Symbychydyactyly, Thumb hypoplasia

Macroductyly Arthrogryposis Madelung deformity

Ring constriction syndrome Prosthetics

Obstetrical brachial plexus palsy Cerebral palsy (and spasticity)

Fracture patterns in the developing skeleton

Specific injuries - supracondylar fracture of humerus and Volkmann’s ischaemic contracture, neonatal compartment syndrome

**Suggested tutorial structure**

1. Congenital hand differences: classification, overview of the management of children, growth and development, surgical timing and rehabilitation. Failure of formation, overgrowth, constriction ring, trigger digits and systemic disorders

2. Congenital hand differences: failure of differentiation, duplication and undergrowth.

3. Childhood injuries: injury patterns, management and specific injuries

4. Management of the upper limb in cerebral palsy and spasticity, OBPI
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<table>
<thead>
<tr>
<th>Assessment Methods and weighting within unit</th>
<th>Work place assessment</th>
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</thead>
<tbody>
<tr>
<td>Work place assessment</td>
<td>Knowledge based assessment - 13%</td>
</tr>
<tr>
<td>Case based discussion (CbD)</td>
<td>- 13%</td>
</tr>
<tr>
<td>Clinical Evaluation Exercise (CEX)</td>
<td>- 14%</td>
</tr>
<tr>
<td>Hand Diploma examination</td>
<td>- 60%</td>
</tr>
</tbody>
</table>

Reading List/Resource Materials


[Back to Contents]
# 7. Nerve Disorders

## Course unit Leader
Mr Peter Russell

## Credit Rating
15 credits

### Aims
- To acquire knowledge and understanding of peripheral nerve biology and nerve injury, repair and reconstruction.
- To understand and be able to plan reanimation of the paralysed upper limb, including tendon transfers.

### Intended Learning Outcomes
- Understanding of the physiology of the peripheral nerve and the pathophysiology of nerve injury and repair/regeneration.
- Be able to interpret neurophysiological investigation including the EMG.
- Be able to assess brachial plexus injury and understand principles of management.

### Unit Outline
- Be able to undertake nerve repair including nerve grafting.
- Have a working knowledge of the operations used for reanimation of the upper limb, including muscle, nerve and tendon transfers.
- Understand the principles of management of cerebral palsy and tetraplegia.
- Be familiar with nerve compression syndromes, including detailed knowledge of carpal tunnel syndrome.
- Be able to select appropriate regional anaesthetic techniques and be familiar with analgesic management.

### Teaching and Learning Methods
- Private study
- Tutorials with departmental tutor
- Practical Hand Skills Courses - Elective and Trauma modules
- Instructional Courses
  - Course 2 Nerve Injury & Compression, Pain, Anaesthesia
  - Course 3 Tendon Injury, Paralysis & Rehabilitation
<table>
<thead>
<tr>
<th>Content</th>
<th>Basic Sciences pertinent to nerve injury and healing. How to perform nerve repair, including grafting. How to assess brachial plexus injury, including priorities in surgical planning and alternatives for reconstruction. Basic principles of brachial plexus injury and tetraplegia. Principles of tendon transfers for nerve palsy, including principles of management of spastic conditions such as cerebral palsy and tetraplegia. Prevention and management of iatrogenic nerve injury. Detailed knowledge of the management of carpal tunnel syndrome (knowledge of important papers in literature required). Knowledge of the clinical features and basis of management of other nerve compression syndromes. Interpretation of neurophysiological investigation (EMG). Regional anaesthesia, analgesia and CRPS/pain syndromes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested tutorial outline:</td>
<td>1. Carpal tunnel &amp; other nerve upper limb compression syndromes (clinical features and basis of management) 2. Neurophysiological investigation Classification and assessment of nerve injury 3. Nerve repair, including grafting and transfer, management of iatrogenic nerve injury. Brachial plexus injury – assessment, priorities in surgical planning, principles of alternatives for reconstruction 4. Tendon transfers for nerve palsy, including principles of management of spastic conditions such as cerebral palsy and tetraplegia</td>
</tr>
<tr>
<td>Assessment Methods and weighting within unit</td>
<td>Work place assessment • Knowledge based assessment - 13% • Case-based assessment (CbD) - 13% • Clinical evaluation exercise (CEX) - 14% Hand Diploma examination - 60%</td>
</tr>
<tr>
<td>Reading List</td>
<td>See below</td>
</tr>
</tbody>
</table>

Reading List/Resource Materials


# 8. Dupuytren’s Disease, Tumours and Vascular Disorders

<table>
<thead>
<tr>
<th>Title</th>
<th>8. Dupuytren’s Disease, Tumours and Vascular Disorders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course unit Leader</td>
<td>Mr Sudhi Ankarath</td>
</tr>
<tr>
<td>Credit Rating</td>
<td>15 credits</td>
</tr>
</tbody>
</table>

## Aims
- To understand the pathophysiology and anatomy of Dupuytren’s Disease. To become skilled in its management.
- To acquire knowledge of the pathology, clinical presentation, and management of common benign and malignant tumours affecting the upper limb.
- To acquire knowledge and understanding of traumatic and acquired vascular disorders affecting the upper limb.

## Intended Learning Outcomes
- Demonstrate understanding of Dupuytren’s Disease pathophysiology and clinical management.
- Demonstrate understanding of the principles of management of cutaneous, soft tissue and bony tumours. Have working knowledge of surgical pathology and oncology including biopsy techniques and excision margins.
- Demonstrate understanding of vascular lesions including Raynaud's, aneurysms, and vascular tumours including haemangiomas and vascular malformations. Demonstrate understanding of management of acute and chronic vascular insufficiency syndromes, including compartment syndrome / Volkmann’s ischaemic contracture and surgical fistulae.

## Unit Outline
- Acquire surgical skill in the management of Dupuytren’s Disease. Be familiar with the non-surgical treatments for same.
- Management including operative surgery of benign and malignant soft tissue and bony tumours including excisions, amputations, and reconstructions. Includes principles of management of skin cancer and the regional lymph nodes.

## Teaching and Learning Methods
- Private study
- Tutorials with departmental tutor
- Instructional Courses in Hand Surgery
  - Course 1 Skin Soft Tissues & Dupuytren’s Disease
  - Course 5 The Child’s Hand, Tumours, Vascular Disorders
- Royal College of Surgeons of England Practical Hand Skills Courses - Elective and Trauma modules

## Content
- The aetiology, epidemiology, pathology, classification, risk factors and surgical management of the conditions listed above. To include tumour lesions such as lipoma, giant cell tumours of bone and tendon sheath, ganglia, and malignant lesions including skin, and sarcomas.
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| Suggested tutorial structure | 1. Dupuytren’s Disease 1 – Aetiology, epidemiology, factors affecting long term outcomes (including evidence base for same) and clinical assessment, to include measurement of contractures, digital Allen’s test etc  
2. Dupuytren’s Disease 2 – management to include non-operative options, percutaneous and open surgery (of all types including dermofasciectomy and amputation)  
3. Vascular disorders - includes VWF, Raynaud’s, haemangiomas, vascular malformations.  
4. Tumours - includes benign and malignant soft tissue and bony. |
|-------------------------------|-------------------------------------------------|
| Assessment Methods and weighting within unit | Work place assessment  
• Knowledge based assessment - 13%  
• Case-based assessment (CbD) - 13%  
• Prepare a critique of papers presented at a scientific conference and present to department -14%  
Hand Diploma examination - 60% |
| Reading List | See below |

**Reading List/Resource Materials**

**Dupuytren’s Disease**

**Tumours**

**Vascular Disorders**
9. Friden J. Vibration damage to the hand: clinical presentation, prognosis and length and severity of vibration

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APPENDIX 4

BOOK READING LIST

These books encompass the specialty of hand surgery and provide a firm base of information on which to build your hand surgery knowledge. The reading lists given in each module contain current or important journal articles to supplement the books. It is expected that you will be familiar with their content for the final examination. You will also benefit from regularly reading the European and American Journals of Hand Surgery as citation of papers from these periodicals will be expected in the final examination if relevant to the skill station.

  The complete reference guide to Hand Surgery, covering all conditions of the hand, wrist and elbow. The format has mostly excellent illustrations and explains each topic through diagnosis to surgical technique with summaries of literature evidence before giving the authors recommended treatment. The online element includes videos, case studies and updates.

  This is a beautifully written book covering the examination of the hand and wrist and the diagnosis and management of a wide range of conditions.

  A superb reference book covering the entirety of congenital and acquired conditions in children.

  An excellent, clear, concise book. Part one explains the basics of plastic surgery, including a great description of the z-plasty. The hand is a covered in a chapter in part two. Although the newer flaps are not in this book, the chapter is a useful introduction to soft tissue cover of the hand.

  The introductory chapters of this two volume set explain the general principles of flap selection and harvest. The rest of the book has full descriptions of the benefits and limits of a wide range of flaps, illustrated with clear diagrams.

[Back to Contents]
APPENDIX 5

ASSESSMENT INSTRUMENTS AND GUIDANCE NOTES
(Please see following pages)
**British Society for Surgery of the Hand**

**KNOWLEDGE-BASED ASSESSMENT (KBA)**

<table>
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**Module:** _______________  
**Topic:** _______________  
(tick box to indicate score out of 10)

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1. Understanding of principles
2. Familiarity with relevant literature
3. Knowledge of applied science
4. Understanding of pathology
5. Familiarity with patterns of disease or injury
6. Use of appropriate diagnostic methods
7. Knowledge of appropriate treatment
8. Overall grasp of subject

**Total Score:** /80

**Pass Mark:** 48/80

**For BSSH Office Use Only**

**Percentage Mark:** %

Suggestions for development (if applicable):

Agreed action (if applicable):

Trainee satisfaction with KBA

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**Trainer’s Signature:**

**Trainee’s Signature:**
## British Society for Surgery of the Hand

### CASE-BASED DISCUSSION (CbD)

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**Module:_________________**

**Topic:_________________**

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<th>3. Investigation and Referrals</th>
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**Total Score:__/80**

For BSSH Office Use Only

**Pass Mark:** 48/80

**Percentage Mark:** %

**Suggestions for development (if applicable):**

**Agreed action (if applicable):**

**Trainee satisfaction with CbD**

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**Trainer’s Signature:**

**Trainee’s Signature:**
## British Society for Surgery of the Hand
### CLINICAL EVALUATION EXERCISE (CEX)

| Supervising Trainer Full Name: |  
| Participating Surgeon Full Name: |  
| GMC Number: |  
| Date of Assessment: |  
| Training Post: |  

**Module:** __________________________  
**Topic:** __________________________  
(tick box to indicate score out of 10)

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**Total Score:** /80  
**Pass Mark:** 48/80

**Suggestions for development (if applicable):**

**Agreed action (if applicable):**

Trainee satisfaction with CbD

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**British Society for Surgery of the Hand**

**DIRECT OBSERVATION OF PROCEDURAL SKILLS (DOPS)**

Supervising Trainer Full Name:  
Participating Surgeon Full Name:  
GMC Number:  
Date of Assessment:  
Training Post:  

Module: ________________  
Topic: ________________

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1. Understands Indications, Relevant Anatomy, Technique of Procedure
2. Pre-procedure preparation (Informed Consent, Marking Side, Anaesthesia, Tourniquet Management)
3. Technical Aspects (Aseptic Technique, Tissue Handling, Dissecting Skill)
4. Post-procedure Management (Analgesia, Splints, Specifying ongoing Care)
5. Communication Skills
6. Consideration of Patient/Professionalism
7. Overall Ability to Perform Procedure

**Total Score:** /70  
Pass Mark: 42/70  
For BSSH Office Use Only  
**Percentage Mark:** %

Suggestions for development (if applicable):

Agreed action (if applicable):

Trainee satisfaction with DOPS

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Trainer’s Signature:  
Trainee’s Signature:
Module Project

Prepare and give a lecture on a rehabilitation topic of your choice to one of the following: departmental training meeting / regional meeting / national meeting

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<th>Lecture Title:</th>
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| Structure of talk: Was the talk well structured?  
Did it follow a logical pattern of thought? |
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| Content: Was there an adequate explanation of the relevant background?  
Did the trainee emphasise how his/her topic is applicable to clinical practice?  
Was the material an accurate and pertinent representation of the current knowledge in this area of rehabilitation? |
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| Slides: Were the slides clear and easy to follow?  
Were the sizes of font, lines, graphs, images etc. appropriate – could everything be read? Was an appropriate amount of text included on the slides? Were any data slides clear? |
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| Questions: Did the student handle the questions well?  
Did they understand the question and give a suitable answer?  
Did they demonstrate adequate knowledge of the subject area? |
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<tr>
<th>Delivery: Did the student speak clearly? Did they speak to the audience? Did they present the material in an accessible way? Did they use appropriate body language?</th>
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FOR BSSH OFFICE USE ONLY – PERCENTAGE SCORE %

Suggestions for development (if applicable):

Agreed action (if applicable):

Trainer’s Signature:  
Trainee’s Signature:

Trainer Name:  
Date of Assessment:

(Guidance notes: The Lecture should be on any topic related to rehabilitation. The length of presentation is not critical and will depend on the forum in which it is delivered. The consultant supervisor or nominated lead consultant for this module will need to be present and should complete this form)
### Student Name: 

**Procedure:**
- Dupuytren’s – Primary procedure excluding dermofasciectomy
- Basal thumb osteoarthritis – Open procedure
- Hand or wrist ligament repair or reconstruction
- Open reduction and internal fixation of a fracture of the hand or wrist including corrective osteotomy for a malunion
- Flexor tendon repair
- Tendon transfer surgery
- Major nerve repair
- Local flap

**Explanation of choice of procedure including patient history, examination findings and indications** /10

**WHO correct site surgery check** /5

**Application of tourniquet** /5

**Prepping up** /5

**Demonstration of skin markings** /10

**Approach and surgical incisions** /10

**Demonstration of pertinent anatomy** /10

**Surgical steps for the procedure and tissue handling** /20

**Haemostasis** /5

**Skin cover and closure** /10

**Application of dressing and splint** /10

**Total mark**

**Signature of Assessor:**

**Date:**

Please return to the Course Administrator diploma@bssh.ac.uk
**British Society for Surgery of the Hand**

**MODULE 3 Trauma Algorithm Mark Sheet**

<table>
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<tr>
<th>Student Name:</th>
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**Topic:**
- Scaphoid non-union
- Scapholunate instability
- Fracture / dislocation of PIPJ
- Thumb CMC joint pain
- Management of Dupuytren’s with combined PIP and MCP joint contractures
- Ulnar sided wrist pain following a distal radius fracture
- Loss of function following flexor tendon repair
- Finger tip injury distal to the DIP joint of the dominant middle finger
- Loss of function of the hand following compartment syndrome of the forearm and hand

**FEEDBACK:** It is important that each assessor justifies their marks with written comments.

For each section, please comment on (1) what was good, (2) not so good, and (3) how to improve for the future.

**Clinical content**
- Does the student demonstrate a good level of understanding of the topic?
- Is the literature analysed & interpreted, with limitations in current knowledge and practice accommodated?
- Are clinical and basic science aspects well integrated where appropriate?
- Does the concluding clinical pathway adequately encapsulate the current state of knowledge?

**Comments:**

**Organisation / Presentation:**
- Is the algorithm focussed with clear organisation of information? Is it structured logically?
- Is the general presentation of the algorithm of a good standard?
- Does the review use technical language appropriately, are abbreviations listed, is the report typographically correct, and is the standard of English acceptable?

**Mark:** /25
ALGORITHM MARK:

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<th>Academic Content</th>
<th>Organisation &amp; presentation</th>
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Signature: Date:

This sheet must be returned with the Report to the Course Administrator diploma@bssh.ac.uk

MARKING GUIDE FOR TRAUMA ALGORITHM:

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<th>Explanation</th>
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<tbody>
<tr>
<td>90-100%</td>
<td><strong>Outstanding:</strong> Work of excellent quality throughout. Excellent presentation.</td>
</tr>
<tr>
<td>80-89%</td>
<td><strong>Excellent:</strong> Work of very high to excellent quality showing originality, high accuracy, thorough understanding, critical appraisal. Shows a wide and thorough understanding of the material studied and the relevant literature, and the ability to apply the theory and methods learned to solve unfamiliar problems. Very good presentation.</td>
</tr>
<tr>
<td>70-79%</td>
<td><strong>Good Pass</strong> (allows award of merit): Work of good to high quality showing evidence of understanding of the research topic, good accuracy, good structure and relevant conclusions. Shows a good knowledge of the material studied and the relevant literature and some ability to tackle unfamiliar problems. Good presentation.</td>
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<tr>
<td>60-69%</td>
<td><strong>Pass:</strong> Work shows a clear grasp of relevant facts and issues and reveals an attempt to create a coherent whole. It comprises reasonably clear and attainable objectives, adequate literature review and some originality. Presentation is acceptable, minor errors allowed.</td>
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<tr>
<td>50-59%</td>
<td><strong>Borderline:</strong> Work shows a satisfactory understanding of the research topic and basic knowledge of the relevant literature but with little or no originality and limited accuracy. Shows clear but limited objectives, and does not always reach a conclusion. Presentation adequate but could be improved.</td>
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<tr>
<td>40-49%</td>
<td><strong>Fail:</strong> Work shows some understanding of the main elements of the research topic and some knowledge of the relevant literature. Shows a limited level of accuracy with little analysis of data or attempt to discuss its significance. Presentation poor.</td>
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<tr>
<td>0-39%</td>
<td><strong>Fail:</strong> Limited relevant material presented. Little understanding of research topic. Unclear or unsubstantiated arguments with very poor accuracy and understanding. Presentation unacceptable.</td>
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**British Society for Surgery of the Hand**

**Literature Review Article Mark Sheet – Module 5 project**

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<td>Title of Review:</td>
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**FEEDBACK:** It is important that each assessor justifies their marks with written comments.

*For each section, please comment on (1) what was good, (2) not so good, and (3) how to improve for the future.*

**Academic content**

- Coverage of published work: is the perspective well balanced? Does it use a range of sources, with appropriate emphasis on important and influential contributions?
- Does the student demonstrate a good level of understanding of the topic?
- Is the literature analysed & interpreted, with limitations in current knowledge and practice highlighted?
- Are clinical and basic science aspects well integrated where appropriate?
- Does the concluding summary adequately encapsulate the current state of knowledge?

**Comments:**

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<tr>
<th>Organisation / Presentation:</th>
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<tr>
<td>Is the literature review focused with clear organisation of information? Is it structured logically?</td>
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<tr>
<td>Are illustrations and tables of a good standard?</td>
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<tr>
<td>Does the review use technical language appropriately, are abbreviations listed, is the report typographically correct, and is the standard of English acceptable?</td>
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**Comments:**

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<th>Use of resources</th>
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<td>Is the reference list up to date and does it contain relevant citations?</td>
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<td>Is source literature appropriately referenced in the text and formatted correctly in the bibliography?</td>
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**Comments:**
**British Society for Surgery of the Hand**

**LITERATURE REVIEW MARK:**

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Any other comments:

Signature:  
Date:

This sheet must be returned with the Report to the Course Administrator diploma@bssh.ac.uk

**MARKING GUIDE FOR LITERATURE REVIEW:**

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<th>Mark</th>
<th>Explanation</th>
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<tbody>
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<td><strong>Excellent:</strong> Work of very high to excellent quality showing originality, high accuracy, thorough understanding, critical appraisal. Shows a wide and thorough understanding of the material studied and the relevant literature, and the ability to apply the theory and methods learned to solve unfamiliar problems. Very good presentation.</td>
</tr>
<tr>
<td>70-79%</td>
<td><strong>Good Pass:</strong> Work of good to high quality showing evidence of understanding of the research topic, good accuracy, good structure and relevant conclusions. Shows a good knowledge of the material studied and the relevant literature and some ability to tackle unfamiliar problems. Good presentation.</td>
</tr>
<tr>
<td>60-69%</td>
<td><strong>Pass:</strong> Work shows a clear grasp of relevant facts and issues and reveals an attempt to create a coherent whole. It comprises reasonably clear and attainable objectives, adequate literature review and some originality. Presentation is acceptable, minor errors allowed.</td>
</tr>
<tr>
<td>50-59%</td>
<td><strong>Borderline:</strong> Work shows a satisfactory understanding of the research topic and basic knowledge of the relevant literature but with little or no originality and limited accuracy. Shows clear but limited objectives and does not always reach a conclusion. Presentation adequate but could be improved.</td>
</tr>
<tr>
<td>40-49%</td>
<td><strong>Fail:</strong> Work shows some understanding of the main elements of the research topic and some knowledge of the relevant literature. Shows a limited level of accuracy with little analysis of data or attempt to discuss its significance. Presentation poor.</td>
</tr>
<tr>
<td>0-39%</td>
<td><strong>Fail:</strong> Limited relevant material presented. Little understanding of research topic. Unclear or unsubstantiated arguments with very poor accuracy and understanding. Presentation unacceptable.</td>
</tr>
</tbody>
</table>
## Module project

Prepare a critique of papers presented at a scientific conference and present to a departmental audience

### Conference Title:

<table>
<thead>
<tr>
<th>Structure of talk: Was the critique well structured? Did it follow a logical pattern of thought?</th>
<th>/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content: Was there an adequate explanation of the relevant background? Was the context for the presentation explored? Did the trainee state any reason for selection of the papers discussed?</td>
<td>/10</td>
</tr>
<tr>
<td>Critique: Did the student show the limitations of the papers? Did the student recognise the novel findings?</td>
<td>/10</td>
</tr>
<tr>
<td>AV aids: Were the slides or hand outs clear and easy to follow? Were the sizes of font, lines, graphs, images etc. appropriate – could everything be read? Was an appropriate amount of text included on the slides? Were any data slides clear?</td>
<td>/10</td>
</tr>
<tr>
<td>Questions: Did the student handle the questions well? Did they understand the question and give a suitable answer? Did they demonstrate adequate knowledge of the research area?</td>
<td>/10</td>
</tr>
<tr>
<td>Delivery: Did the student speak clearly? Did they speak to the audience? Did they use appropriate body language? Keep to time?</td>
<td>/10</td>
</tr>
<tr>
<td><strong>Total Mark (pass mark 36/60)</strong></td>
<td>/60</td>
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</table>

### FOR BSSH OFFICE USE ONLY – PERCENTAGE SCORE

% 

## Suggestions for development (if applicable):

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## Agreed action (if applicable):

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</table>

### Trainer’s Signature:  
Trainee’s Signature:  

### Trainer Name:  
Date of Assessment:

---

**Guidance notes:** The aim of this assignment is to have you assimilate and critically evaluate work that has been presented at one of the scientific meetings that you have attended. You should prepare a synopsis of a selection of the papers, summarise and present the hypothesis, methods and main findings reaching your own judgement about the value and impact of the work presented. An approved Diploma tutor will need to be present to assess your presentation. The assessor does not need to have attended the same conference but should at least be in possession of the abstract book for that conference at the time you give your presentation.

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APPENDIX 6
GUIDANCE ON PLAGIARISM AND OTHER FORMS OF ACADEMIC MALPRACTICE

Definition
Plagiarism is misrepresenting other people’s work as your own. It can be regarded as ‘academic theft’. The work in question could be written words but also includes ideas, arguments, diagrams, images or other data. The misrepresentation could be a specific overt claim that someone else’s work is your own or, just as seriously, failing to acknowledge adequately the sources you have used. The other person’s work could have come from a publication, the internet, another doctor’s work etc.

In its most blatant form plagiarism involves copying large parts of someone else’s work and claiming it as your own. It also includes extracting shorter phrases or sentences and linking them together again presenting them as your own.

Plagiarism amounts to academic misconduct – that is, it is a form of cheating. It is therefore treated seriously and is a probity issue impacting on your fitness to practice.

How to avoid plagiarism
Plagiarism is avoided by ensuring you always acknowledge the source of any information you have included in your written work or presentations. Make it clear which parts of your work have come from someone else’s contribution.

Specifically, you should avoid:
• Copying word-for-word or closely paraphrasing directly from a text
• Taking data or clinical images from someone else and claiming it as your own
• Copying from another person’s notes
• Changing a few words around and passing off something as your own work when it is not

Do try to:
• Write notes in your own words about any articles, books or other material you obtain
• When you need to copy a passage from a given source mark it in highlighter so you can clearly identify it subsequently
• Write the reference next to any quotation immediately so that you are never tempted to save time later by using it without acknowledgement
• If quoting anything longer than a phrase from someone else’s work you should present it as a quotation, using inverted commas and refer it to the sources in full in a footnote or bibliography
• Avoid lengthy quotations altogether
• If in doubt as to whether or not something you are proposing might lead to an accusation of plagiarism discuss it first with your clinical supervisor

Ethical Guidelines
Detailed advice on appropriate professional conduct is laid down in ‘Good medical practice’ of the General Medical Council www.gmc-uk.org
APPENDIX 7

EQUAL OPPORTUNITIES POLICY

The BSSH is committed to treating all its employees, job applicants and students equally. The BSSH will take all reasonable steps to employ, promote and train employees, admit, educate and assess students without regard to gender, colour, ethnic or national origin, age, socio-economic, background, disability, religious or political beliefs, family circumstances, sexual orientation or any other relevant matter.

The BSSH will take all reasonable steps to provide a working and learning environment in which all people are treated with respect and dignity and without harassment.

Employees

The BSSH recruitment process for posts at all levels will be conducted so as to select the most suitable person result for the job in terms of experience, ability and qualifications.

All terms of employment, benefits, facilities and service will be reviewed regularly in order to ensure there is no unlawful discrimination. The BSSH will ensure that male and female employees receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, it operated a pay system that is transparent, free from bias and based on objective criteria. It is against BSSH policy for any employee to harass another employee. Harassment means engaging in conduct which violates or is intended to violate another employee’s dignity at work or creates an intimidating, hostile, degrading, humiliating or offensive work environment for the other person. Harassment specifically includes bullying, sexual harassment and racial harassment. All such allegations will be dealt with seriously, confidentially and expeditiously. Any employee who is found to have discriminated against or harassed another employee will be subject to disciplinary action and, in cases amounting to gross misconduct, may be liable to summary dismissal.

The BSSH will regularly monitor the effects of selection decisions, personnel and pay practices and procedures in order to assess whether equal opportunity and dignity at work are being achieved.

Participating surgeons

The BSSH is committed to:

- Supporting a policy of widening opportunity in and access to education
- Communicating its equal opportunities policy widely to staff and students
- Creating a learning environment which is free from prejudice, discrimination or harassment
- Maintaining admissions procedures and selection criteria which provide for equality of opportunity for all applicants and ensuring that all learning, assessment and other academic processes take account of its equal opportunities policy
- Monitoring the effectiveness of its equal opportunities policy

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APPENDIX 8

APPEALS AND COMPLAINTS

Complaints
We aim to provide high standard of service to our diploma participants at all times. However, if you wish to draw our attention to any issues you feel are below the expected standard, we will make every effort to resolve your complaint in a reasonable and flexible manner so that a fair and just outcome is achieved.

• **Informal complaint**
Wherever possible, we seek to resolve complaints informally. Therefore, we encourage you first to discuss the matter informally with the member of staff concerned as soon as possible. If you feel it is more appropriate, you may discuss the problem with your Clinical Supervisor, Course Unit Leader or the Programme Director. It would be most helpful if you indicate at the outset the form of remedy you are seeking. Doing so will not prejudice the eventual outcome. It is essential that you act straightaway if the particular issue you have is likely to adversely affect your studies in any way, for example if your learning materials have not arrived or there is a problem regarding attending study days or in having special arrangements for an assessment.

• **Formal complaint**
If the matter is not resolved informally, and you wish to make a formal complaint, please do so by putting the details in a letter addressed to the Programme Director at the BSSH.

Although some queries can be dealt with by telephone, it is best for you to put it in writing and send it by post, email or fax. This ensures that there is a record of your query and that it is expressed and recorded accurately. If you set it out as a numbered sequence of points, including any known dates or references it will help us understand the circumstances and events clearly. Please quote the name of the course unit you are currently studying.

We will send a reply within 10 working days of receiving your query, either answering it fully or acknowledging receipt of it and indicating when a full answer will or is likely to be given. The Programme Director will appoint a senior member of staff to investigate your complaint. We undertake to provide you with a response within 20 working days of your written complaint. If you are dissatisfied with the written response you have the right to have the matter reviewed by the President of the BSSH.

Following completion of the BSSH's procedures, you may write to the Director of Teaching and Learning Support of the University of Manchester (appealsandcomplaints@manchester.ac.uk) to request a review in connection with the appeal, complaint or matter of misconduct if you feel that your case has not been handled properly or that the decision reached was not reasonable on the basis of the evidence available.

**Definitions**

- An appeal is a request for a review of a decision on progression, assessment or award
- An appellant is a person who brings an appeal
- A complaint is a specific concern about course, course unit or programme provision or a related academic service
- A complainant is a person who brings a complaint
General principles

We aim to deal with all appeals and complaints promptly, fairly and consistently. Wherever possible we will deal with them informally and as closely as we can to the point where the particular issue arose.

Our appeals and complaints procedure is approved by the Academic Panel and is subject to regular review, taking into account current good practice. As far as possible, these procedures will be clear and accessible and will reflect the principles of natural justice (the right for you to be heard and for such procedures to be free from bias).

In circumstances where a hearing becomes necessary, in conjunction with your appeal or complaint, you will be entitled to attend that hearing and to be accompanied by a person of your choice if you wish.

Your privacy and confidentiality will be respected and assured wherever possible. You will not be disadvantaged or discriminated against as a result of making a genuine appeal or complaint.

You will be entitled to receive notification of the outcome of your appeal or complaint and to be informed about any further procedures open to you if you are dissatisfied with that outcome. The BSSH undertakes to meet reasonable and proportionate incidental expenses necessarily incurred if your appeal or complaint is successful.

Grounds for appeal

You have the right to make a formal appeal against your assessment result, decision or progression on the following grounds only:

1. Where there is evidence of a material error in the conduct of the assessment or the Assessment’s Board’s procedures
2. Where there are exceptional extenuating circumstances

In respect of 2: you must notify the BSSH of any extenuating circumstances before your assessment takes place, unless for reasons outside your control, you were unable to do so. The procedure for notifying us is set out below.

The following specifically are not grounds for appeal:

- Challenges to the academic judgement of examiners as to the outcome of an assessment, decision on progression
- A claim that there have been exceptional mitigating circumstances where there then is no evidence produced in respect of the same

Appeals procedure

1. Informally question a decision

If you wish to question a decision you need to contact the Programme Director as soon as possible after receiving notification of that decision and, in any event within 20 working days. Where possible and appropriate, we will deal with the matter informally, normally referring it back to the body or individual who conveyed the original decision to you.
Although some queries can be dealt with by telephone, it is best for you to put it in writing and send it by post, email or fax. This ensures that there is a record of your query and that it is expressed and recorded accurately. If you set it out as a numbered sequence of points, including any known dates or references it will help us understand the circumstances and events clearly. Please quote the name of the course unit you are currently studying.

We will send a reply within 10 working days of receiving your query, either answering it fully or acknowledging receipt of it and indicating when a full answer will, or is likely to be, given.

If you are still dissatisfied with the outcome after this, and believe you have grounds, you may make a formal appeal.

2. **Making a formal appeal**

Where it is impossible or inappropriate to settle an appeal informally, you may wish to make a formal appeal. Formal appeal may also be necessary if you are dissatisfied with the result of informal appeal. You must give full details to the Programme Director in writing within 20 working days of the publication of the exam results.

You should:
- Explain the grounds of your appeal, and
- Attach any information or correspondence that you consider to be relevant

The Programme Director will acknowledge receipt of your appeal and conduct a preliminary review of the circumstances surrounding the appeal. You may be asked to supply further information or documents. At this stage the Programme Director has the power to dismiss any application that is judged to be vexatious, frivolous or otherwise an abuse of process. If so, you will be advised in writing at the earliest opportunity. No appeal will be struck out solely because you have made minor procedural errors in your appeal application.

An appeal which progresses will be referred by the Programme Director to the Appeal Panel which will conduct a review of the matter.

The Appeal Panel will be established by the Chair of Examiners under the delegated authority of the Academic Panel. The composition of the Appeal Panel is as follows:
- Chair of Examiners
- Programme Director (Diploma and Masters Committee Chair)
- Chair of Education & Training Committee BSSH
- Academic advisor to the University for the Hand Diploma

The onus is on you to prove that there are relevant ground(s) for appeal. You have the right to attend the appeal hearing in person and to be accompanied by a person of your choice.

The Appeal Panel has the following powers:
- To uphold your appeal and nullify your original assessment results. You will then have the right to sit the exam as if for the first time and no fee will be charged.
- To uphold your appeal and refer the matter back to the Assessment Board who will have the final decision
- To decide that your Appeal is not upheld and the original decision stands

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The Programme Director can give you further advice and guidance about the process for making a formal appeal.

**Subsequent appeal to the University**

Following completion of the BSSH’s procedures, if you feel that your case has not been handled properly or that the decision reached was not reasonable on the basis of the evidence available you may write to the Director of Teaching and Learning Support of the University (appealsandcomplaints@manchester.ac.uk) to request a review in connection with the appeal, complaint or matter of misconduct. The University must receive a review request (i.e. a written statement, with supporting evidence, detailing the reasons for the request) outlining why you believe the case was not handled properly or that the decision reached was unreasonable on the basis of the available evidence within 10 working days of the date on which the BSSH formally notified you of its decision. You may present new material and/or evidence for the review only if you have credible and compelling reasons as to why this information was not available to the BSSH. The Director of Teaching and Learning Support (or his/her nominee) will write to inform you of the outcome of the review and the reasons for the decision, normally within 40 working days of receipt of the request for a review.

Further details can be found on the University’s Teaching and Learning Support Office website at: www.tlso.manchester.ac.uk/appeals-complaints/
APPENDIX 9
APPLICATION FORM FOR REGISTRATION WITH BSSH

British Society for Surgery of the Hand
Application Form for Registration

**NOTE:** This form is to be completed by both the participating surgeon and their consultant supervisor. The supervisor does not personally have to deliver every module but should liaise with colleagues and obtain their commitment to cover other sections as appropriate.

**PARTICIPATING SURGEON SECTION**

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Home Address:</td>
</tr>
<tr>
<td>Home Telephone:</td>
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<tr>
<td>Mobile:</td>
</tr>
<tr>
<td>E-Mail:</td>
</tr>
<tr>
<td>NTN</td>
</tr>
<tr>
<td>Region/Rotation</td>
</tr>
<tr>
<td>GMC Number</td>
</tr>
<tr>
<td>CCT Date (for Trainees)</td>
</tr>
<tr>
<td>FRCS Orth/Plast Pass date</td>
</tr>
</tbody>
</table>

**Intending to study** (select one):
- Full-time (12 months from registration to completion)
- Part-time (18-24 months from registration to completion)
Details of Higher Surgical and Advanced Hand Surgery Training:

Details of the advanced hand surgery training experience that the participating surgeon will undertake for the Diploma should be entered here. **A minimum of 6 months following FRCS(Orth/Plast) is required.** This may be undertaken within the existing rotation or may take the form of one of the national advanced training posts (ATPs).

<table>
<thead>
<tr>
<th>Hand Surgery Post(s):</th>
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<tbody>
<tr>
<td>Date of Commencement:</td>
<td></td>
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<tr>
<td>Date of Completion:</td>
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<tr>
<td>Signature of surgeon:</td>
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**CONSULTANT SUPERVISOR SECTION:**

*The Consultant Supervisor will be responsible for issuing all module tutors with the tutor advice document (Appendix 15) and Diploma Handbook. They shall also ensure that all module tutors, including themselves, comply with the University of Manchester approval process and complete the BSSH agreement.*

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Departmental Address of Consultant Supervisor:</td>
<td></td>
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<tr>
<td>Work Telephone:</td>
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<tr>
<td>Mobile:</td>
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<td>E-mail:</td>
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<tr>
<td>BSSH Member (Yes/No)</td>
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</table>
The candidate is asked to indicate the person responsible for teaching and delivering the modules. Where others are involved their express agreement is required. It is anticipated that within a region orthopaedic and plastic surgery departments will work together to deliver the syllabus. - The candidate should ensure that each tutor is registered with the University of Manchester.

_The same Consultant cannot act as a tutor to more than TWO modules_

<table>
<thead>
<tr>
<th>Module</th>
<th>Name of Consultant(s) who will deliver module</th>
</tr>
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<tbody>
<tr>
<td>Module 1</td>
<td>Basic Sciences and Rehabilitation</td>
</tr>
<tr>
<td>Module 2</td>
<td>Skin, Soft Tissues &amp; Infection</td>
</tr>
<tr>
<td>Module 3</td>
<td>Fractures and Joint Injuries, including Wrist Instability</td>
</tr>
<tr>
<td>Module 4</td>
<td>Osteoarthritic and inflammatory disorders</td>
</tr>
<tr>
<td>Module 5</td>
<td>Tendon Disorders</td>
</tr>
<tr>
<td>Module 6</td>
<td>The Child’s Hand</td>
</tr>
<tr>
<td>Module 7</td>
<td>Nerve Disorders</td>
</tr>
<tr>
<td>Module 8</td>
<td>Dupuytren’s Disease, tumours and vascular disorders</td>
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</tbody>
</table>
BASE ROTATION TRAINING PROGRAMME DIRECTOR SECTION

The Programme Director needs to confirm that the rotation will accommodate and deliver the programme as outlined in the Programme Handbook. The Programme Director should further confirm that a minimum of 6 months attachment substantially within a hand surgery practice is currently allocated to or has been started by the applicant. This may be confirmation that local approval has been granted for the candidate to undertake a hand fellowship (out of programme).

In the case of applicants (including existing consultants) who have already completed their advanced hand surgery training the supervising consultant surgeon should sign here and take ownership for establishing how the tutorials and assessments can be delivered alongside the respective existing commitments.

<table>
<thead>
<tr>
<th>Programme Director Name:</th>
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<tr>
<td>Email:</td>
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<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Rotation Name</td>
</tr>
<tr>
<td>Candidate NTN number</td>
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</tbody>
</table>

| Candidate name:                   |
| Signature:                        |
| Date:                             |

EDUCATIONAL DIRECTOR SECTION
[To be completed by the BSSH Office]

The Educational Director of the Hand Diploma programme will review the application in conjunction with the members of the Education & Training Committee and will sign off the application when it is judged that the necessary criteria for entry have been fulfilled.

| Name:                             |
| Signature:                        |
| Date:                             |

Privacy and Data Protection Statement

BSSH will use your personal information to administer your application to and, if applicable, progress within the Diploma in Hand Surgery scheme and to provide information or request feedback about your application, or products or services you order from us. Please go to http://www.bssh.ac.uk/privacy_policy.aspx for further information on how your data is used or stored.
FEE

Current fee for the course including examination is £1050. Please note: once your registration is accepted by the BSSH the fee becomes non-refundable.

Cheque payable to ‘British Society for Surgery of the Hand’ Or

Credit Card Details:

* Access/Visa/Mastercard/Eurocard/Debit/Maestro * (delete as applicable)

<table>
<thead>
<tr>
<th>Card Number:</th>
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<tbody>
<tr>
<td>Valid from:</td>
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<td>Expiry Date:</td>
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<tr>
<td>Issue No: (Maestro only)</td>
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<tr>
<td>Card Validation Code (CVC)</td>
<td>Please provide in a separate email or by phone</td>
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</table>

| Card Holder’s Name: |   |
| Billing Address: (as per credit card statement) |   |
| Amount to be Debited: |   |
| Signature: |   |
| Date: |   |

Alternatively you can give credit/debit card details directly to the BSSH office by calling: 020 7831 5162
APPENDIX 10

Module 2 Digitised Video Brief

The purpose of this exercise is to demonstrate an operation from the following list and to record this in digital video format.

- Dupuytren’s - Primary procedure excluding dermofasciectomy
- Basal thumb osteoarthritis - Open procedure
- Hand or wrist ligament repair or reconstruction
- Open reduction and internal fixation of a fracture of the hand or wrist including corrective osteotomy for a malunion
- Flexor tendon repair
- Tendon transfer surgery
- Major nerve repair
- Local flap

There are important consent issues arising in an exercise of this nature. The patient must be informed that you are undertaking a recording of the operation for educational purposes and their specific written consent for the same obtained.

You are not being judged on the quality of the video but on the quality of the surgery so there is no need to spend too much time on editing. We suggest a finished length of approximately 7-15 minutes.

**Representative parts of the stages listed below should be demonstrated.**

A verbal introduction with accompanying images should be used for the ‘explanation of choice of procedure section’.

A voice over in addition to the images captured should be undertaken for all subsequent stages from then on.

Please do not add background music to the video.

Those marked with * should be accompanied by a clear justification of the choices made (in order to demonstrate higher order thinking):

- Explanation of choice of procedure – including patient history, examination findings & indications*
- WHO correct site surgery check
- Application of tourniquet
- Prepping up
- Demonstration skin markings*
- Approach and surgical incisions*
- Demonstration of pertinent anatomy
- Surgical steps for the procedure and tissue handling*
- Haemostasis
- Skin cover and closure*
- Application of dressing and splint

We believe that you will benefit from watching yourself operating and this may assist with improving aspects of your technique. An External Assessor to the programme will score and mark the video on defined parameters the result forms part of your records.

This assessment allows comparison with other candidates and helps to validate the programme nationally. It will help to ensure that all are being marked to the same standard and is part of our quality assurance measures. In cases of a doubtful pass the director to the programme will adjudicate and where necessary request a new video to be submitted.

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APPENDIX 11

Guidelines for the Review article

The aim of the Review article is to allow the Diploma candidate to demonstrate their ability to write a review article.

The work must be in the format of a review article that would be suitable to submit for publication in a journal. It must be an original article derived from primary published papers. The Review article assessor checks for published reviews on the same topic to look for similarities. If the diplomat has had a review article accepted or published in a scientific journal before starting the hand diploma then this can be submitted if the following criteria are met:

The Candidate must be the main contributor. If they are not, then the review article submitted must be substantially different. When there are multiple authors the Candidate must clearly state who they are, what each contributed and supply contact details for co-authors in case further information is required. Alternatively, the list of authors and their individual contributions can be countersigned as correct by the co-authors and this document submitted with the review.

If the candidate is the main author, the article must have been published within 2 years of submitting the article to the BSSH office for marking by the designated diploma examiner. If it is greater than 2 years, then a review article on the same subject can be submitted but it will need updating to include and reflect on the additional up to date articles that may be cited in the review. If there are no additional articles, the review will not be acceptable.

To encourage uniformity of presentation, the Candidates are encouraged to read and follow the “Instructions for authors” of the Journal of Hand Surgery (European volume) which are available online: http://journals.sagepub.com/home/jhs
To allow feedback on specific points from the Assessor to the Candidate, lines and pages should be numbered using the appropriate word processing commands.
BRIEFING GUIDANCE FOR BSSH HAND DIPLOMA SUPERVISORS AND TUTORS

Thank you for agreeing to teach a module(s) of the Hand Diploma. It is hoped that you will find it a rewarding and enjoyable experience. The aim of the Diploma is to cover the breadth and depth of Hand Surgery, thereby preparing trainees for consultant practice as a Hand Surgeon. An individual tutor can usually successfully teach a maximum of 2 modules to each Diploma candidate.

The course depends upon your generous commitment of time and enthusiasm to its teaching. However, it also requires the academic validation of the University of Manchester in order to be of use to the candidates and their potential employers. In order to satisfy quality assurance procedures within Higher Education the University require all tutors to be approved. This is a one off event and involves submission of a summary CV (see APPENDIX 15), it is not expected that every tutor will complete every field of the form but pertinent extracts from a standard CV are appropriate. The resulting approval can be used as evidence of teaching and training for your annual appraisal and the revalidation process.

The teaching of each module is via 4 tutorials followed by a mini viva (called a Knowledge Based Assessment in this context). Most find it useful to divide up the syllabus for the module in advance guided by the sections in the latest version of the Diploma Handbook. It is advisable to agree with the trainee dates for as many meetings as possible and detailing which subject areas are to be covered in which tutorial. This allows both the tutor and the trainee the opportunity to prepare accordingly.

The tutorials are an opportunity to discuss the areas under scrutiny and flesh out the information from text books etc. It is not intended that the trainee should simply recite what they have read or for the tutor to give a lecture to an audience of one or two. Each tutorial will take between 60 and 90 minutes. It is sometimes necessary to have a double tutorial if scheduling is a challenge. There should be sufficient time allowed between tutorials to give candidates the opportunity to read and prepare for the next tutorial.

The assessment of learning is by various modalities, the KBA is almost always carried out by the tutor for that module. It is similar to a tutorial, but one expects the trainee to do the talking with minimal prompting. It can be helpful to compose a list of points to cover in the KBA for each module as an indicator of what one expects the student to be able to talk about sensibly and as a reminder for oneself. Since the Diploma is for surgeons from both Plastics and Orthopaedics one wouldn’t expect in depth knowledge of arthroplasty tribology in module 4 or detailed recounting of specific, obscure flap anatomy in module 2.

The KBA should take approximately 20-30 minutes. If the trainee’s performance is substandard a further attempt should be arranged. If the second attempt still does not demonstrate an appropriate competence in that module then please seek advice from the Programme Director for the Hand Diploma (Chair of the Diploma and Masters Committee) via the BSSH secretariat, who will arrange for a local ‘second opinion’ of the trainee’s knowledge base.

The other module assessments are very similar to the work based assessments used widely in modern medical postgraduate education. Clinical evaluation exercises (CEX), Case based discussion (CbD) and Direct observation of procedural skill (DOPS).

The module outline and the reading list for each module can be found in the Diploma Handbook.
BSSH with the UNIVERSITY OF MANCHESTER

Postgraduate Diploma in Hand Surgery

which is available electronically from the BSSH website. The reading lists have been revised and aim to provide bite sized literature with a greater emphasis on classic papers and review articles or book chapters and other resources for each subject area.

There is a one day revision course each year (details from the BSSH secretariat) to help candidates prepare for the exam. This consists of example questions and mock skill stations. Candidates having difficulty completing their course work can also attend one of the booster days currently held in Derby where incomplete course work, that is well prepared for, can be completed and validated. We would suggest that these would most appropriately be the more difficult to obtain super-sub specialist topics.

A maximum of 5 items from the workbook can be signed off in a booster day scenario. For example if 5 items are signed off on a single booster day then no more items can be signed off in subsequent booster days).

Entry to the exam is made using the specific entry form via the BSSH secretariat and must be done by the deadline each year. Entry to the exam requires a completed logbook, including a completed video, review article and algorithm. No candidate with an incomplete logbook will be allowed to take the exam.

The Diploma is managed & developed by the BSSH Diploma and Masters Committee, administered by the BSSH secretariat and academically endorsed by the University of Manchester. Each trainee needs a Diploma Supervisor who will co-ordinate their application, select module tutors and monitor progress through the programme. In addition, there are two Candidate Mentors - one for the North of the UK and one for the South - who provide a further level of support and information for trainees. The Programme Director of the Hand Diploma is also the Chair of the Diploma and Masters Committee and is ultimately responsible for both the academic standards of the qualification and the executive running of the programme including the examination. For further information or assistance please contact the BSSH secretariat:

BSSH Hand Diploma and Masters Administrator
Secretariat
British Society for Surgery of the Hand
The Royal College of Surgeons
35-43 Lincoln’s Inn Fields London
WC2A 3PE
Tel: 0751 288 3194, Email: diploma@bssh.ac.uk

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## APPENDIX 13

### POSTGRADUATE DIPLOMA IN HAND SURGERY FINAL EXAMINATION

**Marking Descriptors**

- 0 inadequate
- 1 barely adequate
- 2 adequate
- 3 good
- 4 exceptional

<table>
<thead>
<tr>
<th>Core basic science knowledge</th>
<th>Core clinical knowledge</th>
<th>Higher order thinking</th>
<th>Evidence of Literature review</th>
<th>Practical skills</th>
<th>Patient and colleague communication skills including taking of consent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor basic science knowledge</td>
<td>Incompetent to diagnose and/or manage patients causing anxiety to examiner</td>
<td>Unable to synthesise information and organise material Cannot prioritise Can only repeat information ‘parrot fashion’ Unable to get beyond the ‘lead-in’ questions</td>
<td>Unaware of relevant literature Implies literature not relevant Unaware of scientific principles and experimentation</td>
<td>Unable to demonstrate the particular skill required Conveys inability to conceive and design operations Contravenes important principles in practical applications Unaware of correct examination technique</td>
<td>Confused disorientated answers Disorganised thought process Inappropriate responses Patronising No empathy Inappropriate examination of opposite sex Unable to structure a co episode</td>
</tr>
<tr>
<td>1 Possesses basic knowledge but with gaps that could have practical consequences</td>
<td>Some gaps in knowledge Potential for poor outcome for patients</td>
<td>Lack of understanding Difficulty in prioritising Poor deductive skills Significant errors Struggles to apply knowledge/judgment/management</td>
<td>Can quote from standard textbooks such as Green’s. Fails to appreciate full significance of evidence base in patient management</td>
<td>Hesitant Requires prompting and guidance Designs are technically incorrect and would not work Fails to elicit signs on examination</td>
<td>Requires frequent prompts Hesitant and indecisive No introduction Fails to observe body language Omits significant potential complications or uses technical language in explanation</td>
</tr>
<tr>
<td>2 Important areas covered Conveys a working knowledge of important areas</td>
<td>Competent to manage range of basic clinical problems</td>
<td>Methodical approach Requires minimal prompting</td>
<td>Able to summarise relevant literature in areas where detailed understanding specified in syllabus</td>
<td>Competent performance Demonstrates satisfactory examination techniques and elicits signs present</td>
<td>Appropriate and considerate examination technique Respectful demeanour Responsive to patients Competent consent undertaken</td>
</tr>
<tr>
<td>3 Good knowledge Sustains detailed questioning</td>
<td>Conveys breadth of relevant knowledge and experience Instils confidence in management plans</td>
<td>Reached good level of higher order thinking Able to prioritise Good understanding / knowledge / management plans Strong interpretive skills</td>
<td>Able to sustain discussion on relevant publications from the reading lists specified in the syllabus Aware of controversies when prompted</td>
<td>Confident performance Instils confidence Practically adept in demonstrating allotted skills Refers to own experience</td>
<td>Gains examiner / patient confidence quickly Good rapport Talks at the right level Appropriate language depending on patient or examiner Consents appropriately including complications</td>
</tr>
<tr>
<td>4 Exemplary knowledge</td>
<td>Exemplary knowledge</td>
<td>Reached exceptional level of higher order thinking Able to challenge examiners. High flyer Exceptional interpretative skills</td>
<td>Able to sustain in depth consideration of publications not on the reading list inc most recent papers Sustains a higher level discussion Points out controversies</td>
<td>Confident performance Inspires confidence Practically adept and performs tasks expeditiously Refers to own experience Alludes to alternative techniques</td>
<td>Inspires confidence in examiner / patient. Very good rapport Communication good deal of information rapidly and effectively. Consents and then check patient understanding</td>
</tr>
</tbody>
</table>
APPENDIX 14

POSTGRADUATE DIPLOMA IN HAND SURGERY CANDIDATE TIMELINE

The timeline was developed to provide a graphical representation of a participant’s progress through the coursework. It is now available electronically and it is a requirement of the course that candidates maintain their electronic timeline in a timely fashion.

Access to the electronic timeline is via the Diploma area of the BSSH website, please contact the BSSH Course Administrator for your log in details.

<table>
<thead>
<tr>
<th>Module 1 Basic Science/rehab</th>
<th>Tutorial 1</th>
<th>Tutorial 2</th>
<th>Tutorial 3</th>
<th>Tutorial 4</th>
<th>KBA</th>
<th>ChD</th>
<th>Rehab lecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 2 Skin/cover/infection</td>
<td>Tutorial 1</td>
<td>Tutorial 2</td>
<td>Tutorial 3</td>
<td>Tutorial 4</td>
<td>KBA</td>
<td>CEX</td>
<td>Video operation (e)</td>
</tr>
<tr>
<td>Module 3 Fractures/wrist</td>
<td>Tutorial 1</td>
<td>Tutorial 2</td>
<td>Tutorial 3</td>
<td>Tutorial 4</td>
<td>KBA</td>
<td>DOPs</td>
<td>Trauma algorithm (e)</td>
</tr>
<tr>
<td>Module 4 OA/Rh A</td>
<td>Tutorial 1</td>
<td>Tutorial 2</td>
<td>Tutorial 3</td>
<td>Tutorial 4</td>
<td>KBA</td>
<td>CEX</td>
<td>DOPs</td>
</tr>
<tr>
<td>Module 5 Tendon</td>
<td>Tutorial 1</td>
<td>Tutorial 2</td>
<td>Tutorial 3</td>
<td>Tutorial 4</td>
<td>KBA</td>
<td>DOPs</td>
<td>Review article (e)</td>
</tr>
<tr>
<td>Module 6 Child</td>
<td>Tutorial 1</td>
<td>Tutorial 2</td>
<td>Tutorial 3</td>
<td>Tutorial 4</td>
<td>KBA</td>
<td>CEX</td>
<td>ChD</td>
</tr>
<tr>
<td>Module 7 Nerve</td>
<td>Tutorial 1</td>
<td>Tutorial 2</td>
<td>Tutorial 3</td>
<td>Tutorial 4</td>
<td>KBA</td>
<td>CEX</td>
<td>ChD</td>
</tr>
<tr>
<td>Module 8 Tumour/Vasc/Dup</td>
<td>Tutorial 1</td>
<td>Tutorial 2</td>
<td>Tutorial 3</td>
<td>Tutorial 4</td>
<td>KBA</td>
<td>ChD</td>
<td>Conference critique</td>
</tr>
<tr>
<td>Examination</td>
<td>Revision Course</td>
<td>Booster Day</td>
<td>Revision month</td>
<td>Revision month</td>
<td></td>
<td></td>
<td>Exam date</td>
</tr>
</tbody>
</table>

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APPENDIX 15

UNIVERSITY OF MANCHESTER TUTOR APPROVAL PROFORMA SUMMARY CV

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
</tr>
<tr>
<td>Postal address for correspondence</td>
</tr>
<tr>
<td>Telephone number</td>
</tr>
<tr>
<td>Current main professional role</td>
</tr>
<tr>
<td>Including date of appointment</td>
</tr>
<tr>
<td>Other professional roles</td>
</tr>
<tr>
<td>Including dates of appointment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relevant qualifications</th>
<th>University &amp; College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching qualifications</td>
<td></td>
</tr>
<tr>
<td>Pertinent courses</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence of academic recognition</th>
<th>Published research in Hand Surgery</th>
</tr>
</thead>
<tbody>
<tr>
<td>University appointments</td>
<td></td>
</tr>
<tr>
<td>Other – e.g. college or medical school examiner, deanery appointment etc</td>
<td></td>
</tr>
<tr>
<td>Hand Surgery clinical career synopsis</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Including specialist areas and markers of esteem in field</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teaching Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Including brief description of roles and level, e.g. medical student, surgical training, specialist training</td>
</tr>
</tbody>
</table>

By including my name below I confirm that the information provided above is an accurate reflection of my suitability for teaching the BSSH Hand Diploma and that I agree to this information being shared with the University of Manchester.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>
Hand Diploma Tutor Declaration

I, __________________
as a tutor/supervisor of the British Society for Surgery of the Hand & University of Manchester
Postgraduate Diploma in Hand Surgery declare that:

- I have a copy of and have familiarised myself with the course handbook.
- I have read and understood the guidance notes for tutors (appendix 12), the book list (appendix 4) and the relevant module syllabus and reading list(s) (appendix 3).
- I will uphold the philosophy and standards of the programme in tuition, assessment and guidance of my student(s) to the best of my ability.
- I will apply the standard of knowledge and skills expected of the qualification, namely that of a consultant in the first day of consultant practice, to my involvement with the programme and its students.
- I understand the course is delivered as a distributed learning programme, administered by the BSSH and validated by the University of Manchester.
- I know where to seek guidance and support for my involvement should this be required, for example where a trainee is in difficulty (section 5 and appendix 1).

Signed: ___________________________ Date: ___________________________