



Graduate Prosthetist/ Orthotist Welcome Pack



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Welcome to the prosthetics/orthotics profession

Welcome to the profession!

We are thrilled that you have chosen prosthetics and orthotics as your career choice. You are joining a diverse, innovative, and vibrant community of professionals. You are now part of a profession dedicated to excellence, innovation, and making a meaningful impact for our patients.

Your unique skills, fresh perspectives, and enthusiasm are invaluable to us. Amongst the prosthetic and orthotic profession, you will find a supportive network of colleagues ready to assist you as you embark on this new chapter in your career.

I encourage you to dive in, ask questions, seek out challenges, and make the most of every experience. I look forward to working with you through your professional body as we continue to grow and promote our profession.

Dr Nicky Edmondson
Chair, BAPO



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Welcome to the prosthetics/orthotics service

Congratulations on your new post as a graduate Prosthetist/Orthotist. This welcome pack has been designed to provide you with all the information you might need as you take your first steps into your new career. Within this pack you will find practical information about parking, ID badges, uniform, and how to book annual leave. You will also find information on important contacts within the organisation, and about members of your own team. There is a guide on what preceptorship support we can offer you and BAPO's mentoring programme. You will also find information about your professional body and the support they can offer you.

This document has been reviewed by BAPO's Professional Affairs Committee, the National Orthotics Managers' Association Group, the Prosthetic Managers Group, the Scottish Orthotic Clinical Leads Group, The Creative Health Alliance, prosthetic and orthotic students, and Prosthetists/Orthotists from all four UK nations.



Department details

ORGANISATION:

ADDRESS:

TELEPHONE NUMBER:

THE PROSTHETICS/ORTHOTICS DEPARTMENT IS LOCATED AT:

The service is:

You will be working in a multidisciplinary team covering a variety of clinics including:

THE CLINICS ARE AT THE FOLLOWING LOCATIONS:

Your line manager will inform you of which clinics you will be covering.

The prosthetics/orthotics team

The prosthetics/orthotics team is made up of the following staff:

Preceptorship

We have developed a preceptorship programme to help support you through the initial stages of your career and to ensure you have all the support and guidance you need to thrive in your new role.

What does preceptorship mean?

Preceptorship is a period of structured support provided to healthcare professionals during key moments of career transition. Its purpose is to improve your confidence as you start your new role, allowing you to apply and develop your knowledge and skills to greatest effect within your scope of practice and achieve your potential. You will have a named 'preceptor' to offer you one-to-one support and be a point of contact should you have any questions, queries, or concerns.

It is important that you are aware of your own scope of practice and expertise and if you are unsure of a patient's treatment at any time, you must ask a more senior Prosthetist/Orthotist for advice and guidance. Our team is here to support you and share their knowledge and expertise, so please don't be afraid to ask. We were all new graduates once and we all still seek advice and support from each other.

We encourage you to read BAPO's '[Early career guidance framework for prosthetics and orthotics](#)' which provides a guide to preceptorship. You can also read '[Principles of Preceptorship](#)' published by the HCPC 2023.

YOUR PRECEPTOR WILL BE:

Mentoring

Mentorship is a more informal and ongoing process of personal and professional development. It may be less structured and less focused on achieving specific learning outcomes, instead providing a broader range of support to help individuals develop their skills, knowledge, and confidence over time. Mentors may provide guidance on career development, offer advice on workplace challenges, and act as a sounding board for ideas and concerns. Your professional body offers a free mentoring platform which provides you access to a range of mentors across the breadth of the prosthetic and orthotic profession and wider.

You are also encouraged to access BAPO's mentoring platform which is free for BAPO members. Please go to <https://bapo.pldstaging.com> for more information.

Your Continued Professional Development

All registered allied health professionals are required to undertake continued professional development (CPD) as part of their registration with the Health and Care Professions Council (HCPC). BAPO have a dedicated guide available to BAPO members called '[Supporting Prosthetists and Orthotists with HCPC CPD Audit](#)'. We encourage you to read it and make yourself familiar with the requirements of HCPC. To help you meet the regulatory requirements, we are dedicated to supporting your CPD throughout your career with us, but we know it is particularly important to offer you structured, additional CPD time during your first year of practice.

We encourage the use of BAPO approved short courses. To request approval to attend a course you will first need to discuss this with:

As an Orthotist you may be able to reclaim course expenses from the Orthotic Education Training Trust (OETT). You can find out more information at www.oett.org.uk.

Working Hours

The prosthetics/orthotics service is open from:

Regular meetings

As a new graduate it is important that you have time protected to discuss how you are settling into your new role and to provide you with an opportunity to ask any questions and raise any concerns you might have.

You will have 1-1 meetings with your preceptor. These will take place

You will have 1-1 meetings with your line manager or a designated deputy. These will take place

In addition, you will also have a dedicated



Raising concerns

We are committed to providing you with an environment which enables you to thrive, develop your career, and provide excellent patient-centred care. However, it is important that you feel safe and confident to speak up. If you feel you need to raise a concern you should do so as soon as you are aware of it. There are several ways to raise a concern.

Freedom to speak up

Annual leave

Your annual leave is outlined in your terms and conditions.

YOUR CURRENT ANNUAL LEAVE ENTITLEMENT IS:

YOUR ANNUAL LEAVE RUNS FROM:

Procedure for booking annual leave

ANNUAL LEAVE IS BOOKED VIA:

BOOKING CAN BE ACCESSED VIA:

Please note that Prosthetists/Orthotists should avoid requesting annual leave on days when clinics have already been booked except for exceptional circumstances.

Requesting leave to attend medical and dental appointments

We ask that you try to book routine medical/dental appointments outside of work time. Where it is not possible to book such appointments outside of work hours, please ensure the appointment is at the beginning or the end of your shift to minimise the disruption to the service. You may be asked to provide evidence of the appointment, the reason for the appointment can be redacted.

The policy for requesting leave to attend medical and dental appointments can be found at:

Procedure for reporting sickness absence

This section will provide you with guidance on the procedure you should follow if you are feeling too unwell to come to work.

Dress Code

You should present yourself in a tidy and professional manner. You will be required to be bare below the elbow when you have contact with a patient.

Footwear needs to be smart and professional.

ID badge

You will be required to wear an ID badge at all times so patients, visitors, and staff are able to determine who you are and what your role is. You can obtain an ID badge at:

Accommodation

Some hospital sites have accommodation available for staff.

Parking

Our team ethos

Lunch breaks

Your lunch break is between:

As a team we strive to ensure lunch breaks are protected and we don't interrupt or put demands on staff during their lunch breaks (unless there is an urgent situation which needs immediate action). We ask that you do the same because taking a break is essential for our health and well-being.

Mandatory training

The organisation expects you to keep up to date with your mandatory training. Our team prides itself on completing mandatory training on time.

You can view all your mandatory training requirements via:

Research

Research is one of the four pillars of practice. It is also part of the HCPC's standards of proficiency. Throughout your career you will be expected to meet these standards. We are dedicated to supporting you to engage with research and meet the standards of proficiency.

The standards of proficiency state

- 1 You must use research, reasoning, and problem-solving skills when determining appropriate actions.
- 2 You must demonstrate awareness of the principles and applications of scientific enquiry, including the evaluation of treatment efficacy and the research process.
- 3 You must recognise a range of research methodologies relevant to your role.
- 4 You must recognise the value of research to the critical evaluation of practice.
- 5 You must critically evaluate research and other evidence to inform your own practice.
- 6 You must engage service users in research as appropriate.

Your professional body has a research committee which can offer you support and guidance on research. We encourage you to submit abstracts to BAPO's conferences to showcase the work you have done.

Further information

RECORD KEEPING

You should make yourself familiar with the BAPO standards of record keeping. This document can be found on the BAPO website. Record keeping is an integral part of orthotic and prosthetic practice and writing clinical records is mandatory for all patient contacts. Adherence to the Standards of Proficiency published by the HCPC is mandatory for all registered practitioners. Notes should be written in Subjective, Objective, Assessment/ Analysis, Plan (SOAP) format or Problem Oriented Medical Records (POMR), if appropriate. All notes must be written within 24 hours of the intervention.

PROSTHETICS/ORTHOTICS SERVICE WEBSITE

You can find more information about our service on our website at:

OUR DEPARTMENT POLICIES AND PROCEDURES

Please make yourself familiar with these policies and refer to them when required.

All the organisation's policies and procedures can be found at:

The policies specific to your service can be found at:

Useful contact details

CHIEF AHP/AHP DIRECTOR/DIRECTOR OF THERAPIES AND HEALTH SCIENCE

The
at the Trust/Health Board is:

The _____ is responsible for ensuring all allied health professionals (AHPs) are included and recognised within the organisation, regardless of whether you are directly employed by the NHS or a private provider. They are also responsible for ensuring prosthetics and orthotics is considered in any allied health profession strategy. We encourage you to make contact the Chief AHP/AHP Director and engage with the wider AHP work within the organisation.

OCCUPATIONAL HEALTH

You can contact Occupational Health at:

HUMAN RESOURCES

You can contact our HR department at:

TRAINING AND DEVELOPMENT

You can contact our training and development team at:

Nation specific information

Mental Health and Wellbeing

As a graduate you will be building new relationships with colleagues and patients, you may even have moved to a new geographical area away from your support system.

Transitioning into the workplace is an exciting milestone in your career. As with any new chapter, it can also bring a degree of stress for you to actively manage. You will find things are different in the world of work for example, the amount of feedback may be less or shared in different ways in comparison to your time in education. The important thing is to use the support available to you and give yourself time to settle into your new role.

Being held accountable for a clinical workload, in addition to learning new information systems, can contribute to feelings of stress. This is natural during a time of transition and when learning new things. The preceptorship programme is designed to support you through this transition by offering you structure, regular one-to-one support, goal setting, shadowing, supervised support, protected CPD, and peer support.

However, if you feel that your stress is becoming overwhelming it is important to reach out for support. Understanding your stress signature (how you typically deal with stress) can help you become aware of how you are feeling and whether you need some time out or need support. Mental Health First Aid England (MHFA England) has a [stress container exercise](#) that can help you to reflect on your stress levels and coping strategies.

You will not be expected to know everything upon graduation, and you will experience a learning curve. Looking after yourself is important in its own right but it is also essential to support you to be a safe and effective practitioner. Being compassionate towards yourself and open to a growth mindset during this time can be helpful. In addition, self-care such as breathing techniques, meditation, movement, thought reframing, and the [five steps to mental wellbeing](#) can be helpful day to day.

Tools such as the [emotions wheel](#) can help you to become aware of how you are feeling. Reframing techniques such as [reframing unhelpful thoughts](#) enables you to reframe any automatic negative thoughts.

BAPO have created an [A-Z](#) of various NHS, charity, and website resources providing support and information for a variety of mental health and wellbeing experiences, issues, and conditions.



Your professional body

The British Association of Prosthetists and Orthotists was established to encourage high standards of prosthetic and orthotic practice. It is committed to continued professional development and education to enhance standards of prosthetic and orthotic care.

The British Association of Prosthetists and Orthotists is the only UK body that represents the interests of prosthetic and orthotic professionals and associate members to their employers, colleague Allied Health Professionals, and all groups that are involved in the field of prosthetics and orthotics. The British Association of Prosthetists and Orthotists enjoys the support of a high majority of the profession as members.

The British Association of Prosthetists and Orthotists undertakes the following activities on behalf of the profession:

- Lobbies to promote and maintain our members' clinical excellence, expert skills, and autonomous practice.
- Produces guidelines for best practice.
- Works within an ethical code.
- Organises prosthetic and orthotic conferences.
- Manages and distributes information relating to members and our Allied Health Professional colleagues.
- Develops and runs educational courses for the prosthetic and orthotic profession.
- Actively promotes and enables Continuing Professional Development for members.
- Provides advice to members and other interested parties.
- Provides insurance for members.



For more information visit

www bapo.com

email enquiries@bapo.com

call 0141 561 7217



5 Ways to Wellbeing

Connection

- To people at home and work
- To nature and animals
- To spiritual elements
- To yourself

Give

- Your time
- To others
- To yourself
- To organisations like BAPO
- Allow others to give to you

Keep learning

- New skills
- Refine current skills
- Subjects that interest you
- With BAPO e.g. research hub or mentoring

Be active

- Physical activity benefits mental and physical health
- With activities you enjoy
- Small movements during the day can aid stress reduction

Take notice

- Being aware, mindful and taking notice helps to improve mental wellbeing
- Being in the present moment takes conscious effort
- Notice surroundings, bodily sensations and breathing
- Reflect on experiences



Mental Health Matters

- Everyone has mental health and BAPO recognises the importance of looking after the mental health and wellbeing of our members.
- Working within the health care sector can bring with it an emotional load, so we encourage our members to be proactive in looking after their mental health and wellbeing.
- Good mental health and wellbeing in the workplace leads to increased productivity and performance, so this work also benefits the patients/clients/service users in our profession.
- Gemma Cassidy was appointed as Mental Health and Wellbeing lead to BAPO in 2020. For more information on this work scan the QR code or email gemma.cassidy@bapo.com for more information.



Member exclusive benefits

The benefits of being a member of BAPO

Education

- A range of courses exclusively for BAPO members.
- Fee reductions for BAPO members.
- A range of courses fully funded for BAPO members.
- BAPO online CPD portfolio.



Insurance

- Complies with HCPC requirements.
- £10M individual insurance cover.
- Including UK public, product, and medical malpractice liability.
- Members can purchase additional private practice cover at a reduced cost compared to individual premiums.



Direct communication

- A full range of information services from the Secretarial team.
- Including the latest national and international job vacancies.
- News on national guidance affecting prosthetics and orthotics.
- Exclusive use of the BAPO logo on your website. *conditions apply



BAPOConnect

- A dedicated prosthetics and orthotics professional magazine.
- Delivered to your home address (or accessed electronically if you prefer) free of charge, three times per year.



Mentoring

- An online mentoring platform exclusively for BAPO members.
- Access to a range of skilled peers within and outside the prosthetic and orthotic profession.



Research hub

- Exclusive access to BAPO and Staffordshire University's Research Hub.
- Providing you with the opportunity to get involved with research and contribute to peer-reviewed research publications.



BAPO events

- A range of member exclusive discounts to BAPO events.
- Invitation to BAPO's Annual General Meeting.
- Voting rights for proposed changes at BAPO.
- Voting rights for BAPO's individual awards.



Support

- Members have the opportunity to receive individual help, guidance, and support from BAPO, when required. Including support with HCPC.



For more information visit

www.bapo.com email enquiries@bapo.com call 0141 561 7217



BAPO



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@BAPO.org



@_BAPO2_



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