



## **Registered Membership; What You Need to Know to Apply.**

### **Introduction**

The ACPOHE registered membership scheme has been developed in response to Dame Carol Black's report 'Working for a Healthier Tomorrow' in which she called for people providing occupational health services to prove that they are competent to do so. ACPOHE has worked with the CSP to develop an Occupational Health Competency Framework that describes the knowledge skills and behaviours of an Allied Health Professional working in Occupational Health. A working party then fine tuned the framework to describe occupational health physiotherapy. The framework recognizes that ACPOHE members have a wide range of skills and knowledge; occupational health and safety, ergonomics, vocational/occupational rehabilitation and specialist assessment of fitness for work. A member can map their current competencies on the framework and use the framework to inform their personal development plan. ACPOHE is using the framework to define the behaviours knowledge and skills for physiotherapists who work in occupational health and ergonomics and to provide a standard for registered membership of ACPOHE.

### **Who can apply for registered membership?**

Current members of ACPOHE are eligible to apply to be included on the register.

You will need to demonstrate that you have undertaken development in the specialty by providing

- evidence of educational achievements
- evidence that you meet a minimum of Level B on the ACPOHE OH Competency Framework (see the ACPOHE website)
- two professional references for your work in occupational health or ergonomics

If you do not wish you become a registered member of ACPOHE yet, you can still remain a full member of the ACPOHE Professional Network. You will benefit from the monthly e newsletters, the Occupational Health Journal, and all the resources on the ACPOHE website, You can attend ACPOHE courses and our annual conference. If you decide to make occupational health and ergonomics your specialty you will be able to register when it's the right time for you.

### **The benefits of registered membership**

The main benefit of registered membership is recognition of your extended knowledge and skills in the specialist area of Occupational Health and Ergonomics. In addition:

- Your registered status is flagged on the Find a Physio area of the ACPOHE website



## ACPOHE Registered Membership

- You will be able to use the ACPOHE registered member badge and logo to indicate your registered status within ACPOHE and you will be issued with a certificate that confirms your registered status
- You will be able to state you are a registered member of ACPOHE Reg. Mem. ACPOHE



In addition you will be:

- eligible for entry to the list of ACPOHE mentors who support full members wishing to work towards registered status
- eligible to apply to be a tutor for ACPOHE course

We will expect you to undertake a minimum of 10 hours CPD annually in the specialist field of Occupational Health and Ergonomics. ACPOHE reserves the right to request that Registered Members produce evidence of their CPD activities.

### **ACPOHE will be promoting registered membership**

The ACPOHE executive will be actively promoting Registered Membership of ACPOHE to our professional colleagues in the Faculty and Society of Occupational Medicine, the HSE, IOSH, IEHF, BOHS, AOHNP, and the Council for Work and Health.

### **Routes to registered membership**

There are three routes to registered membership to choose from depending on how you personally have developed your skills and knowledge in the field.

#### **Route 1 Educational achievement**

There are a number of UK based Masters level educational courses that develop knowledge and skills in the work and health field. Members who have achieved an M level Certificate, Diploma or MSc in a relevant subject may apply for registered membership by submission of their certificate.

The qualification must be from one of the UK university courses\* on the ACPOHE approved list. (There is a list of approved current courses and previous approved courses on the ACPOHE



website). The qualification must be in ergonomics (applied / health) occupational health, health and safety, vocational rehabilitation or occupational rehabilitation.

\*Members who have achieved a postgraduate qualification from another university may be considered but must enclose a full academic transcript for their course. From April 2013 there will be an administration fee of £150.

### **Route 2 Short course and case study route**

ACPOHE currently offers 7 courses covering a wide range of knowledge and skills in Occupational Health and applied ergonomics.

Members who have completed 4\* ACPOHE courses\*\* are eligible to apply for registered membership via the short courses and case study route. Course must include:

- An introduction to occupational health (including post course assignment);
- Applied Ergonomics

Plus 2 from the following:

- Office workstation ergonomics level 1
- Office workstation ergonomics level 2
- Assessing fitness for work and function
- Occupational rehabilitation and work hardening
- Communication for better outcomes: Using a cognitive behavioural approach in occupational health
- Work relevant upper limb disorders; prevention and management
- Moving and handling; preventing injury and ill health at work

\*Members who undertook ACPOHE courses before 2008 (e.g. 3 day Introduction to Occupational Health and 3 day Applied Ergonomics) or previous versions can apply for membership via this route. Please note that you do not need to have undertaken 4 of the current courses. You must provide your certificate of attendance for ACPOHE courses pre 2008.

\*\*Courses from other organizations may be considered if it meets the following criteria:

- Course content must be consistent with ACPOHE course or suitably reflect Level B requirements on the ACPOHE OH competency framework.
- The course **MUST** have an assessable component.
- The course must be supported by a higher education institute or other recognised professional body e.g. IOSH, HSE etc.



You must submit your certificates of attendance for the eligible courses and where applicable the certificate demonstrating that you passed the Introduction to Occupational Health Course.

You must also submit one case study to demonstrate your work in the field. The evidence submitted for the case study must demonstrate that you meet Level B requirements on the ACPOHE OH competency framework.

Full details of the case study requirements are in the Registered Membership Assessment Handbook.

### **Route 3 In depth case studies assignment route**

This route is for full members of ACPOHE who have developed their knowledge and skills in occupational health and ergonomics through their work and personal development activities but have not have undertaken university accredited courses or ACPOHE courses

Applicants for registered membership through the in depth case study route need to submit 2 in depth case studies. One should be in your field of expertise and the other in another area of the discipline to demonstrate your working knowledge across the specialty.

The evidence submitted for the case studies must demonstrate that the applicant meets a minimum of Level B requirements on the ACPOHE OH competency framework.

Full details of the case study requirements are in the Registered Membership Assessment Handbook.

### **Fees for registered membership**

From 1<sup>st</sup> April 2012 until 30<sup>th</sup> March 2013 we are offering a very special rate for registration so make sure you sign up during this period.

- Route 1 Educational achievement no charge
- Route 2 Route 2 Short course and case study route £100
- Route 3 In depth case studies assignment route £200

The annual ongoing membership fee for registered members is £75

### **Please note that from 1<sup>st</sup> April 2013 the fees will be**

- Route 1 Educational achievement £50
- Route 2 Route 2 Short course and case study route £250
- Route 3 In depth case studies assignment route £500



### **General information for all members applying for registration**

All members applying for ACPOHE registered membership will need to obtain references from 2 referees with whom they have worked. These should be a professional OHE (Occupational Health and Ergonomics) colleague or a client (e.g. OH Physician) or line manager with OHE technical knowledge and skills or an ACPOHE member who has supported you during the pre registration period.

### **Further information**

You will find all the documents and information you need to apply for registered membership on the ACPOHE website in the registered membership area.

- This document describing How to Apply
- The ACPOHE competency framework
- The Registered Membership Assessment Handbook
- Electronic copies of audit tools

### **Any problems**

If you have any queries or find any problems with the documentation please email [acpohe@work-safe.co.uk](mailto:acpohe@work-safe.co.uk) and put **registered membership query** in the subject line of your email.

Nicola Hunter 2.2.12