



# Contents

3  
4  
5  
6  
7  
8  
8  
9  
9



## 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.

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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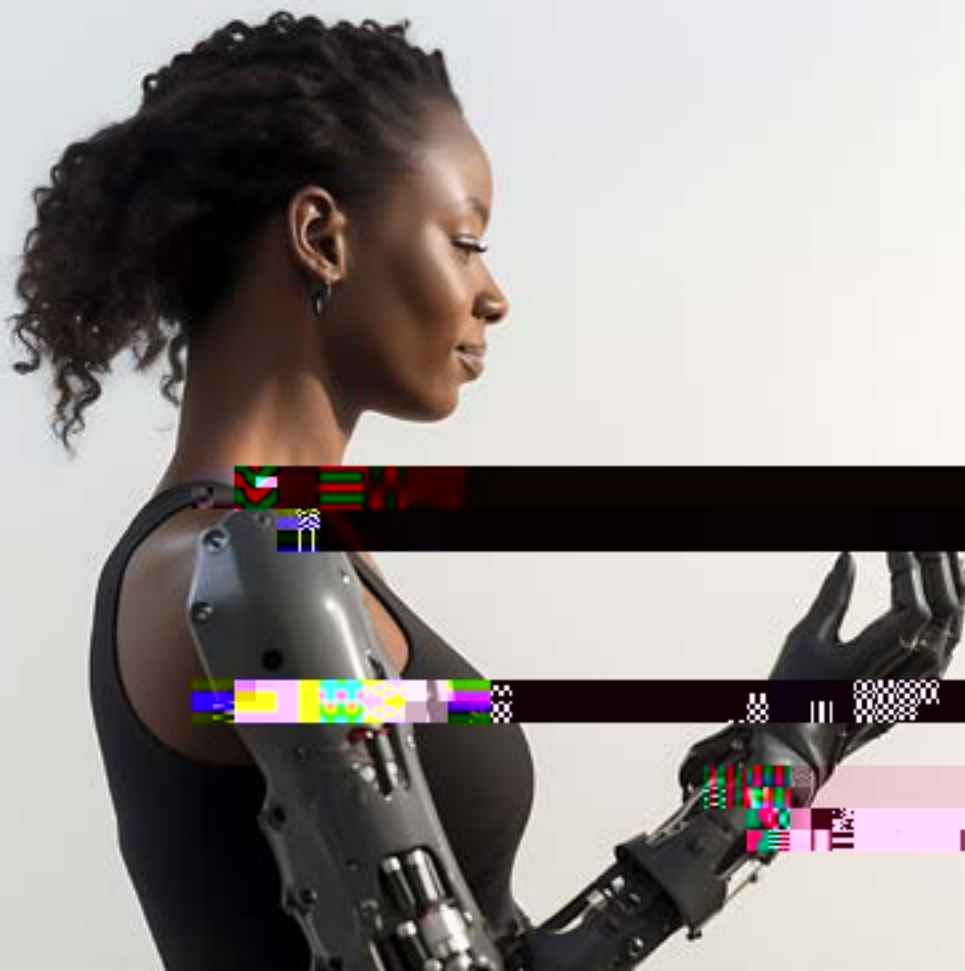
## Welcome to the prosthetics/orthotics service

Congratulations on your new post as a graduate Prosthetist/Orthotist. This welcome pack has been designed to provide

important contacts within the organisation, and about members of your own team. There is a guide on what preceptorship

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.



## Mentoring

Mentorship is a more informal and ongoing process of personal and professional development. It may be less  
for more information.

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## 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

discuss this with:

As an Orthotist you may be able to reclaim course expenses from the Orthotic Education Training Trust (OETT). You can

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## Working Hours

The prosthetics/orthotics service is open from:

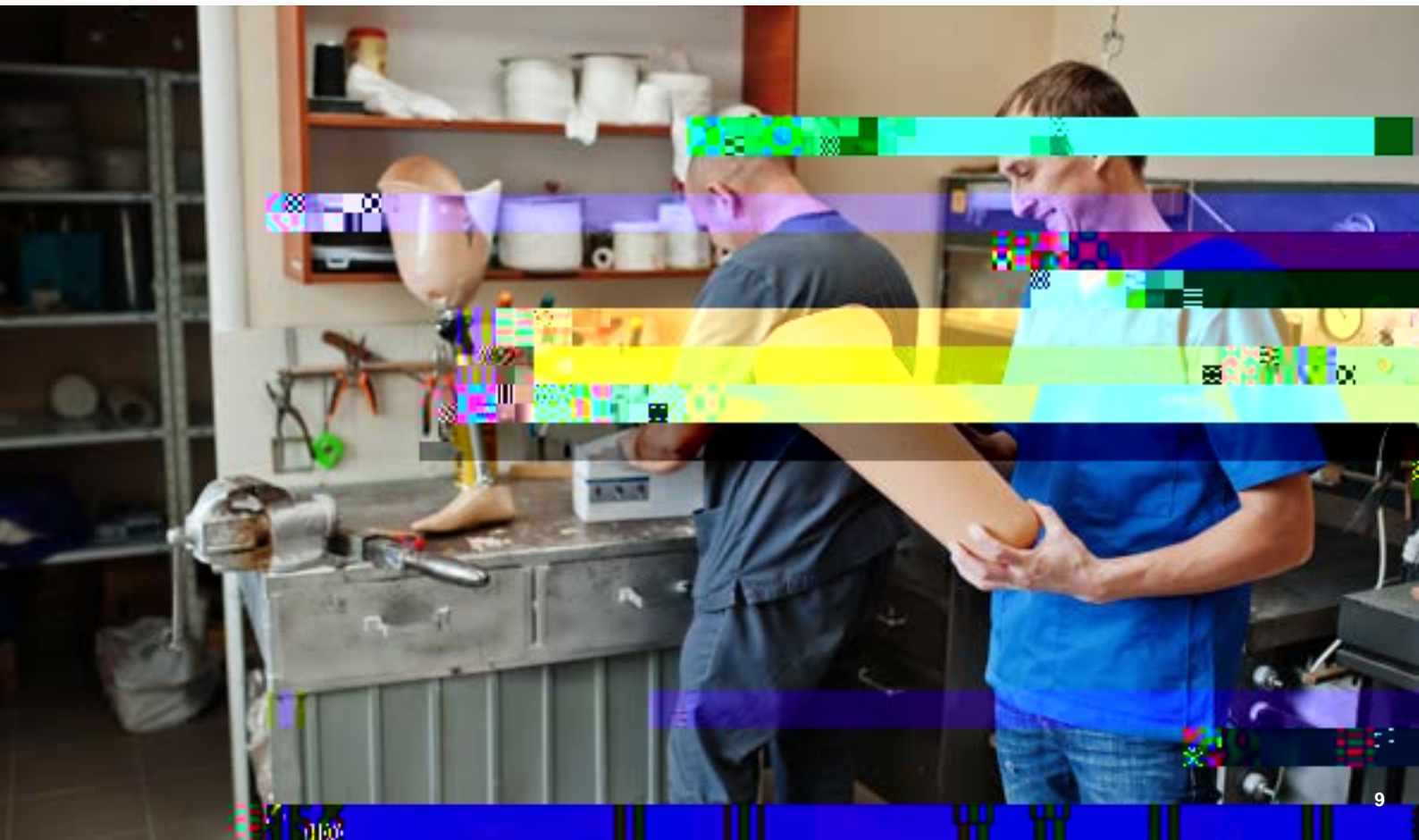
## Regular meetings

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

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

## 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



## 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

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

### 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:

## Useful contact details

### CHIEF

## 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 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.

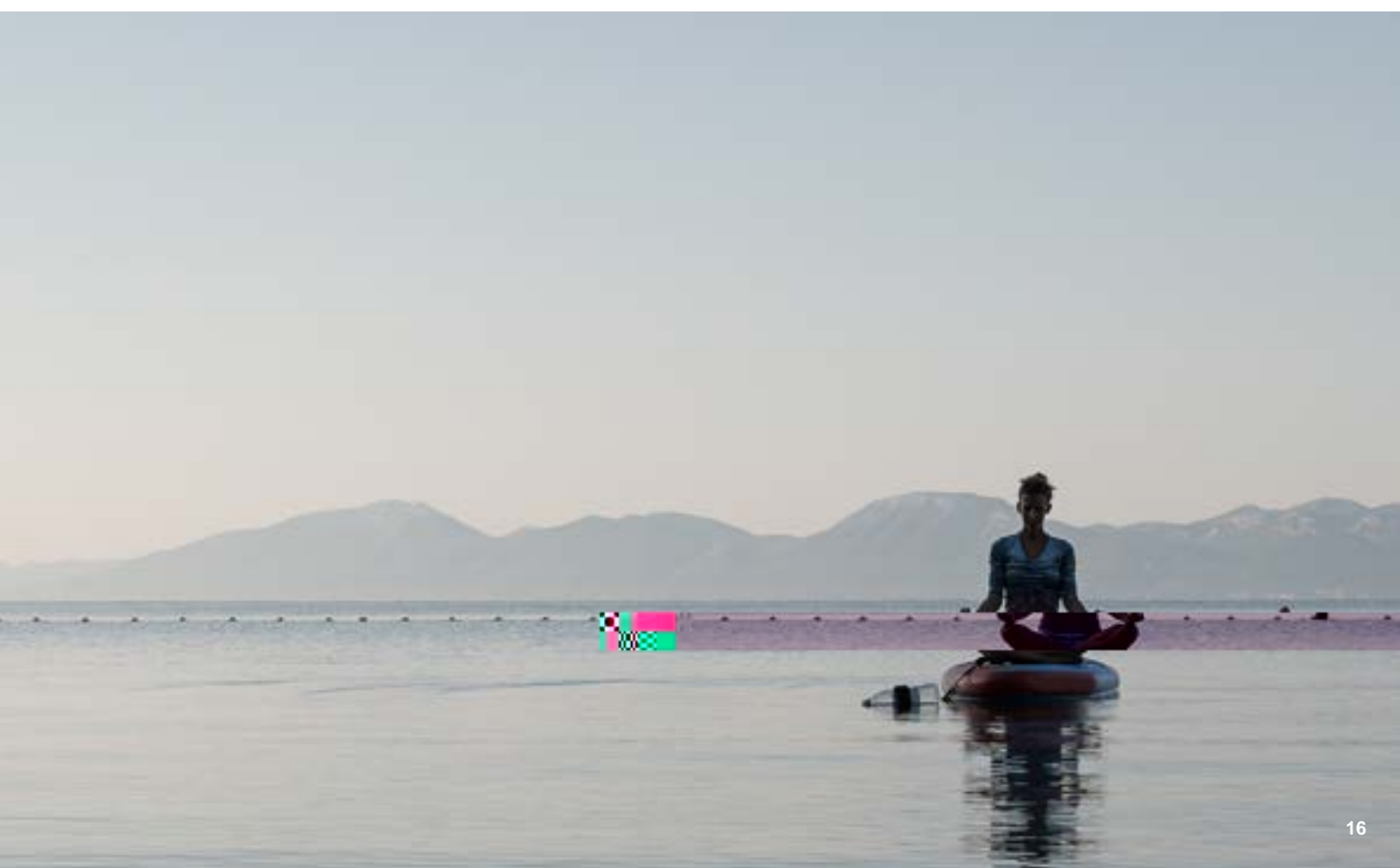
Being held accountable for a clinical workload, in addition to learning new information systems, can contribute to feelings of stress. This is natural during a time of transition and when learning new things. The preceptorship programme is designed to support you through this transition by offering you 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](#)

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.







# 5 Ways to Wellbeing

## Connective

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

## Your time

- To others
- 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
- Voluntary movements during the day can aid stress reduction

## Take notice

- Being aware, mindful and taking notice helps 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

benefits the patients/clients/service users and the organisation.

Gemma Cassidy was appointed as Mental Health Lead in 2020. For more information on this please contact the QR code or email [gemma.cassidy@bapo.com](mailto:gemma.cassidy@bapo.com) for more information.



Scan me



# 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 rate compared to individual practitioners.



## Direct communication

- A full range of information services from the Secretariat team.
- Including best 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 for accessed electronically (outgoing refer) 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 be involved with research projects, as well as contribute to peer reviewed research and public engagement.



## BAPO events

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



- 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.org.uk](http://www.bapo.org.uk) email [enquiries@bapo.com](mailto:enquiries@bapo.com) call 0141 561 7217



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