



Instructions for Using the HTCC Self-Assessment Tool

Purpose

The Hand Therapy Certification Commission (HTCC) Self-Assessment Tool was developed to be used by Certified Hand Therapists as well as therapists interested in taking the Hand Therapy Certification Examination. The purpose of the tool is to allow individuals to review and reflect on their knowledge of hand therapy in order to determine learning goals and activities.

If you are not already subscribed to the Hand Therapy Resource Center (<http://www.handtherapyresources.com>), you must create an account and purchase a subscription. The self-assessment is included in your subscription to the resource center.

The self-assessment is divided into four areas. Each area may be taken individually and a separate report will be generated based on the results of your self-assessment for each category. The four areas are:

1. Anatomy and Physiology of the Upper Extremity
2. Upper Extremity Diagnoses and Conditions
3. Intervention Techniques and Tools
4. Knowledge Areas of the Upper Extremity

Step 1: Complete the Online Self-Assessment in the Hand Therapy Resource Center

Review each knowledge or skill area and check the level which best describes your clinical skill based on the rating scale provided. Be candid in your responses as this is a self-assessment process with an opportunity for personal learning and insight based on identification of strengths and areas for potential growth.

Step 2: Analyze the Completed Self-Assessment

Once you have completed the self-assessment, the results of your ratings will be displayed. These results are intended for you only and are stored in your Hand Therapy Resource Center (HTRC) account anonymously. Once you have seen the results of your self-assessment you may want to reflect as an individual on the following questions:

- ▶ Which knowledge or skill areas did I consistently score myself at level 3 or 4?
- ▶ Why did I rate myself higher in these knowledge or skill areas? In what way are they my strengths?
- ▶ Which knowledge or skill areas did I consistently score myself at level 1 or 2?
- ▶ Why did I rate myself lower in these knowledge or skill areas?
- ▶ What priorities do I want to establish for learning?

Step 3: Complete the Professional Development Plan

Based on the results of your self-assessment, use the form provided to initiate a professional development plan.

- ▶ Review those areas you have scored as a level 1 or 2 and prioritize those that are most critical for your learning before you begin to write your plan.
- ▶ Access resources and implement ways to gain knowledge in the areas you identified.
- ▶ Conduct periodic re-assessment of your knowledge or skill areas to determine the degree to which your knowledge or skill has improved. The results of your self-assessment will be kept in your HTRC account to view at a later date so that you can compare your current self-assessment to previous assessments.

Directions for Creating a Professional Development Plan

1. Under “Knowledge Area I Wish to Develop” indicate an area that you would like to further develop based on how you rated yourself in the self-assessment. Skills rated as level 1 or level 2 are potential areas which may require further learning.
2. Next, write down your professional development goals based on the areas you indicated that you wish to develop.
3. List the resources available to you to accomplish these goals.
4. Write down at least three action steps that may be needed to accomplish each goal.
5. Finally, write down a target date for the completion of each goal.
6. HTCC recommends that you wait at least a year before completing the assessment a second time, or until you have achieved the goals you established.

A sample plan is included in this packet to help you get started.

Further Reflection

As you complete the professional development plan, also consider the following questions:

1. Do I engage in ongoing professional development activities to enhance my competency in the following areas:
 - ▶ Clinical judgment/clinical reasoning
 - ▶ Scientific knowledge
 - ▶ Technical skills
 - ▶ Interpersonal and communication skills
 - ▶ Professionalism
 - ▶ Resource management
2. Do I educate the public about the nature of and value of hand therapy services?
3. Do I represent hand therapy in a positive way?
4. Do I adhere to high ethical and professional standards in my practice?

How to Receive Credit for Completion of the Self-Assessment

If you are a certified hand therapist, you may enter the hours in CHTs Only to receive credit for the self-assessment. You will receive three contact hours in Category A for completion of the self-assessment. The assessment can be completed for credit twice during a five year cycle but in order to receive recertification credit, there must be at least one year between each submission. You may earn a maximum of 6 contact hours within a 5-year recertification cycle, but you may complete the self-assessment as often as you wish.

1. Complete all four sections of the online self-assessment
2. Log into your account at the Hand Therapy Resource Center (www.handtherapyresources.com). In the left hand navigation bar under your User Name, click on “My Account.” At the top of that page, click on “Self-Assessments.” You will see a list of the assessments performed and the dates completed. Print that page for your verification.
3. Log into CHTs Only on the HTCC website (www.htcc.org). Enter the hours in Category A.
4. Fax the verification to HTCC after you have entered the hours.



Professional Development Plan

Knowledge Area Wish to Develop	Professional Development Goals	Resources Available	Action Plan	Target Date
Iontophoresis	I will be up to date on the latest evidence-based research regarding the use of Iontophoresis.	<ul style="list-style-type: none">Michelle Cameron's latest edition of "Physical Agents in Rehabilitation"Medline at the hospital libraryCo-worker who recently attended an Iontophoresis seminar.	<ul style="list-style-type: none">Read Cameron's chapter on Iontophoresis including her references for possible further reading.Have the Medical Librarian at the hospital run a Medline investigation.Meet with my co-worker to review what she learned at the Iontophoresis seminar.	May 2010



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