



NATIONAL BACK EXCHANGE

Standard Operating Procedure

and

Application for

**Advanced Membership
of National Back Exchange**

NAME: _____

NBE Number: _____

Contact details: _____

I give permission for the details submitted above to be included on the NBE website, in Column and on NBE social media platforms.

Contents

		Page
1.	Background History	3
2.	Introduction	3
3.	Membership Categories	3
4.	Benefits of Advanced Membership	4
5.	Portfolio Standards	4
6.	Portfolio Contents	5
7.	Criteria of Evidence	5
8.	Portfolio Evidence Examples	7
9.	Advanced Member Application Process	8
10.	Successful Applications	9
11.	Unsuccessful Applications	9
12.	Appeals Procedure	10
13.	Renewal of Advanced Membership	10
14.	Audit of Advanced Membership Renewal Applications	10
15.	Lapsed Advanced Membership	10
16.	References	10
Appendix 1. Summary of the Application Process for Advanced Membership		11
Appendix 2. Qualification list and educational level		12
Appendix 3. Criterion and Evidence Submitted		13

Advanced Membership of the National Back Exchange

1. Background History

The Registered Membership category was introduced in 2005 and allowed for Direct entry on completion of a Post graduate qualification based on the Inter professional Curriculum (NBE 1997). This category was renamed in 2011 to Advanced Member.

In order to promote the aims of the Organisation it was recognised that this process needed to be updated and submission of a portfolio of evidence is required rather than a 'stand alone' qualification to demonstrate achievement of the standard required of an Advanced member.

2. Introduction

National Back Exchange recognises that our individual expertise, knowledge and skill sets are gathered from a wide variety of backgrounds, industries and experiences; both as handlers of people and inanimate loads.

As the arena of Moving and Handling continues to evolve it is anticipated that many Members of National Back Exchange (NBE) may be able to progress to Advanced Membership if they so wish.

It is also recognised that Members may require guidance and support in this endeavour and therefore a Mentor (a current NBE Advanced Member) can be provided at any point in the process.

Advanced Members will be vital to the continuance of NBE's role of providing expertise, advice and guidance to inform the evidence base for best practice in Moving and Handling activity - wherever it takes place.

Ongoing research is essential to provide an up to date evidence base for safer Moving and Handling practice.

There is an expectation that those applying for Advanced Membership will embrace research as an integral component to maintaining their current level of competence and to increasing their level of expertise.

Whilst some are involved in formal research projects on a national or international level, many members routinely participate in research activity as an individual practitioner, in their own organisation or local to their geographic location such as that undertaken within their NBE affiliated group.

3. Membership Categories

Currently there are two levels of Membership of National Back Exchange: Ordinary and Advanced.

In order to apply for Advanced Membership you must:

- Join as an Ordinary Member in the first instance
- Submit a Portfolio to evidence that you meet the criteria as outlined in Section 7

4. Benefits of Advanced Membership

4.1 Benefits to the Individual

Advanced Membership of the National Back Exchange demonstrates:

- Achievement of an Advanced standard in the field of Moving and Handling which has been reviewed by peers
- Evidence of continuous professional development
- A criterion benchmark for employment
- An opportunity to:
 - Provide Mentor support to new Moving and Handling Practitioners
 - Review new Advanced Member applications as a Panel member
 - Reduce insurance costs
 - Promote business interests
- Eligibility for reduced cost of NBE Conference attendance

4.2 Benefits to National Back Exchange

Having a cohort of Advanced Members of NBE:

- Elevates the professional standing of NBE
- Confirms the knowledge and skill set of its membership
- Identifies and promotes NBE as the 'go to' Organisation for local and national advice and guidance in the field of Moving and Handling
- Influences standards of practice and Key stakeholder partnerships
- Provides a mentorship framework for less experienced members

4.3 Benefits to Employers

Employment of a National Back Exchange Advanced Member provides:

- Assurance of the provision of competent Moving and Handling Advice
- Compliance with regulatory requirements
- Meets National Workplace standards
- Evidence to meet inspectorate body expectations

5. Portfolio Standards

The standards required in the portfolio submitted are aligned to the ten components in the Inter professional curriculum (IPC 1997) for Back Care Advisors (BCA) which are still current today in the field of Moving and Handling.

- Criterion 1. Behavioural Sciences
- Criterion 2. Biological sciences
- Criterion 3. Biomechanics and Ergonomics
- Criterion 4. Health Policy and Practice Issues
- Criterion 5. Legal and Professional Responsibilities
- Criterion 6. Management of Change
- Criterion 7. Principles of Health Promotion and Education
- Criterion 8. Principles of Research and Evaluation
- Criterion 9. Risk Management
- Criterion 10. Practical Moving and Handling (within the last three years)

6. Portfolio Contents

All application portfolios will need to demonstrate a total of seven of the IPC criterion listed above: Six to be from Criterion 1-9 **plus** evidence of Criterion 10 which is a **Core** criterion for all Advanced Member applications.

The evidence for each criterion must equate with a **minimum** of 30 hours of activity ie 210 hours in total across the seven selected criteria.

All evidence submitted must comply with data protection regulations and must not identify individuals.

All evidence submitted must be dated within the previous three year period. If, however, a qualification was achieved prior to this, it will only be accepted if the qualification is:

a) Subject to a revalidation/ re-registration process and the member remains 'live' on a professional register.

OR

b) Evidence is submitted which shows how the qualification content is integrated into Moving and Handling practice (within the last three years)

All evidence must relate to the Criterion it has been submitted for eg: If a lesson plan is submitted under Criterion 5 this must include reference to Legal and Professional responsibilities.

Each piece of evidence submitted can only be used against one criterion; this is to ensure that sufficient depth and range is included.

Document the time spent undertaking the activity for each piece of evidence, include any preparatory research or background investigation and any subsequent learning. Include how any identified lessons learnt were implemented into practice or identified changes made to the strategic direction of the Organisation / Service.

7. Criteria of Evidence

Criterion 1: Behavioural Sciences

Evidence in this section should provide the important perspective of the psychosocial influences which impact on people at work, both as individuals and as part of an organisational work culture.

A focus on organisational psychology and a perspective of human behaviour under varying work conditions is required.

This should be incorporated into approaches to management of people at work demonstrating an understanding of the differing ability of people to manage their own health and illness at work.

Criterion 2: Biological Sciences

Demonstrate a basic knowledge of the normal anatomy and physiology of the living human body.

Sufficient depth of understanding of the structure and function of the human musculoskeletal system is required to enable the practitioner to recognise potential hazards to musculoskeletal health.

Criterion 3: Biomechanics and Ergonomics

The concepts of biomechanics and ergonomics are central to an understanding of human movement at work and the potential for people to build up musculoskeletal stress from their work activities. Ergonomic intervention is the first consideration in solving moving and handling problems.

Provide evidence demonstrating an awareness of:

- The effects of postural instability and the forces that can act on the musculoskeletal system whilst moving and handling.
- Cognitive load and organisational factors which impact on work activities.
- Analysis of the task with regard to people as central to socio-technical work systems.

Criterion 4: Health Policy and Practice Issues

Knowledge is required of the factors both within and beyond the organisation that influence provision and delivery of health and social care.

An understanding should be demonstrated as to how political and social policies affect practice.

Criterion 5: Legal and Professional Responsibilities

Study of this area should develop knowledge and confidence to facilitate working practice and systems of work which comply with the provisions of the law. An understanding of UK law, the principles of negligence, breach of statutory duty and duty of care, vicarious liability and the framework for claims for compensation is required. Issues of professional accountability and confidentiality in practice and skills of report writing, documentation and record keeping should also be included.

Provide evidence outlining Legal and Professional Frameworks in relation to Moving and Handling whether of people or inanimate loads. This could include elements of a strategic risk system or approach such as audit or service evaluation, adverse event / Incident investigation reports.

Criterion 6: Management of Change

There are numerous change management models in use across all sectors which take into account people at work and the design of working systems.

Change management can occur at many levels with the fundamental principles remaining similar.

Demonstrate use of a change management model to outline how you have instigated change in a field of work related to moving and handling.

Criterion 7: Principles of Health Promotion and Education

Health promotion and health education is required to prevent ill health and encourage healthy behaviours.

There are a number of theories and models of health promotion and health beliefs.

Demonstrate how your practice is involved in prioritising, planning and evaluating health promotion programmes from an organisational and environmental perspective.

Criterion 8: Principles of Research and Evaluation

Theoretical aspects of scientific enquiry and the philosophical and sociological perspectives of quantitative and qualitative research methodology should underpin a working knowledge of a range of methods.

Evidence how you undertake and / or interpret research activity including critical appraisal of the literature to inform best practice.

Criterion 9: Risk Management

Risk Management in this context is concerned with development of a framework to support reduction of moving and handling related risk to a reasonable level. This may include development of documentation, risk assessment strategy, provision of equipment, environmental considerations, education and training inputs etc

Demonstrate how you have developed and implemented aspects of a risk management strategy.

Criterion 10: Practical Moving and Handling

Moving and Handling is a practical skill which should be supported by an understanding of human movement principles and how these can be applied to a range of situations.

Delivery of Moving and Handling teaching and training requires sufficient knowledge of the theoretical and practical skills involved in order to facilitate others' learning.

Provide evidence of moving and handling education / training programmes which include a number of different practical skills. This must include lesson plans with SMART learning outcomes and any additional resources used.

8. Portfolio Evidence Examples

All evidence must relate to the Criterion it has been submitted for eg: If a lesson plan is submitted under Criterion 5 this must include reference to Legal and Professional responsibilities.

Certificates of attendance on formal programmes of study and informal learning activities can be included however additional information should be provided to evidence learning objectives and outcomes achieved and translation of this learning into professional practice.

Informal learning activities can be included however accurate dates and content must be validated to evidence the knowledge and skills attained or confirmed and how these are currently used in practice.

Participation in research activity can be evidenced by tutor feedback from assignments and/or dissertation submissions, from referencing published work, acknowledgement of authorship or participation, presentation of findings, content of speaking engagements etc

Accident investigation reports

Certificate denoting current registered healthcare qualification which includes behavioural sciences as part of the curriculum + evidence of behavioural sciences being incorporated in CPD submitted for revalidation / re-registration

Certificate denoting level 5 qualification which incorporates biological sciences as part of the curriculum

Reports detailing support given to individuals commencing or returning to work following musculoskeletal injury

Risk assessments outlining physical stressors as well as stressors of work and workload

Level 5 qualification in Biomechanics / Ergonomics

Lesson plan for delivery on training which includes content of relevant criterion

Reflection activity related to the learning outcomes following attendance at a programme on relevant criterion

Report on biomechanical analysis of a moving and handling task

Ergonomic assessment of a department / task specific to moving and handling activities

Documented analysis using a validated ergonomic tool

Published research article on a relevant topic

Evidence of contribution to:

- Patient pathway development
- Organisational policy for Moving and Handling
- Cross discipline working

Copy of an Expert Witness report
Root Cause Analysis

Conference presentation: Abstract submitted, copy of presentation and delegate feedback

Reflection activity following attendance at a Conference session or practical workshop which outlines how this knowledge / skill has been applied in your practice.

Assignment or module feedback (Level 5 or above)

Evidence of participation in a research study

Please note – the above are examples and the list is not exhaustive

9. Advanced Member Application Process

9.1 Application

Access the NBE website and download the Advanced Member Operational Procedure which contains the Application form.

Complete your application form and upload documentary evidence for each criterion selected to Appendix 3

Send completed application form to admin@nationalbackexchange.org

An acknowledgement of receipt will be sent by the Administration office within 7 working days.

If you have indicated that you require support of a Mentor during this process the Administration Office will contact you to arrange this.

9.2 Processing of Portfolio

The Administration office will identify and allocate a panel of three suitably qualified reviewers (Advanced level of NBE) and provide access to your portfolio.

Each panel member will independently review your portfolio against set criteria and will seek advice, guidance and clarification from the Membership Secretary and NBE Executive if required.

If Panel Member(s) determine that there is insufficient relevant Portfolio evidence they will contact the Membership Secretary to discuss any additional evidence which could be forwarded for inclusion.

9.3 Governance

The Membership Secretary will act as Internal Moderator and review each portfolio to ensure reliability and validity of the process.

9.4 Completion

The Membership Secretary will report Portfolio review decisions to the subsequent Executive Committee meeting.

9.5 Timeframe

It is anticipated that the timeframe requirement from the point of submission of your portfolio through to ratification and awarding of Advanced Member status will be up to maximum of 3 months.

This time frame makes allowance for life events, holidays and sickness absence and the time table of NBE Executive Committee meetings.

10. Successful Application

Once your Portfolio has been ratified you will be informed and provided with:

- ✓ A Certificate conferring Advanced Member status signed by the current NBE Chair
- ✓ The NBE Advanced Member Logo for that Membership year
(Please refer to the Guidance for Use of the Advanced Member Logo)
- ✓ Inclusion on the Advanced Member list on the NBE website / Column / Social Media platforms (subject to your permission)

11. Unsuccessful Applications

Support mechanisms in the form of access to a Mentor and advice and guidance from the NBE Executive and Membership Secretary throughout the process should result in few unsuccessful applications.

In the event that an Application is unsuccessful the Applicant will be informed by the Administration Office of their right to appeal.

12. Appeals Procedure

An appeal against an unsuccessful application must be made

- Within **30** days of the date of notification of unsuccessful application
- Directly to the Chair of NBE at Chairman@nationalbackexchange.org

The Chair will appoint an Appeals Panel per case. This will consist of the current NBE Chair, and two other Advanced Members, none of who will have been previously involved with the Application.

The Appeals panel will consult with the original Portfolio review panel to investigate the nature of the appeal and agree a decision.

The Chair will inform the appellant of the outcome of the appeal in writing and this decision is final.

A report will be made to the Executive Committee on the result of the Appeal with lessons learned and any recommendations to change in procedure or practice required. This report will be included in the Agenda of the subsequent Executive Committee meeting.

Resubmission of an Advanced Member application will not be accepted until a minimum of six months has elapsed. This is to allow for any development required in order to ensure a successful subsequent application.

13. Renewal of Advanced Membership

Advanced Membership is required to be renewed on an annual basis by completing the relevant membership renewal form and confirming that your portfolio of evidence is up to date.

14. Audit of Advanced Membership Renewal Applications

There will be a random audit of portfolios of Advanced Membership renewals.

If notified that you have been selected to take part in this audit you will be required to submit a full portfolio of evidence within 30 days in line with that required on first application.

Failure to provide within the time frame will return the member to Ordinary member status and a full application will be required to return to Advanced Member.

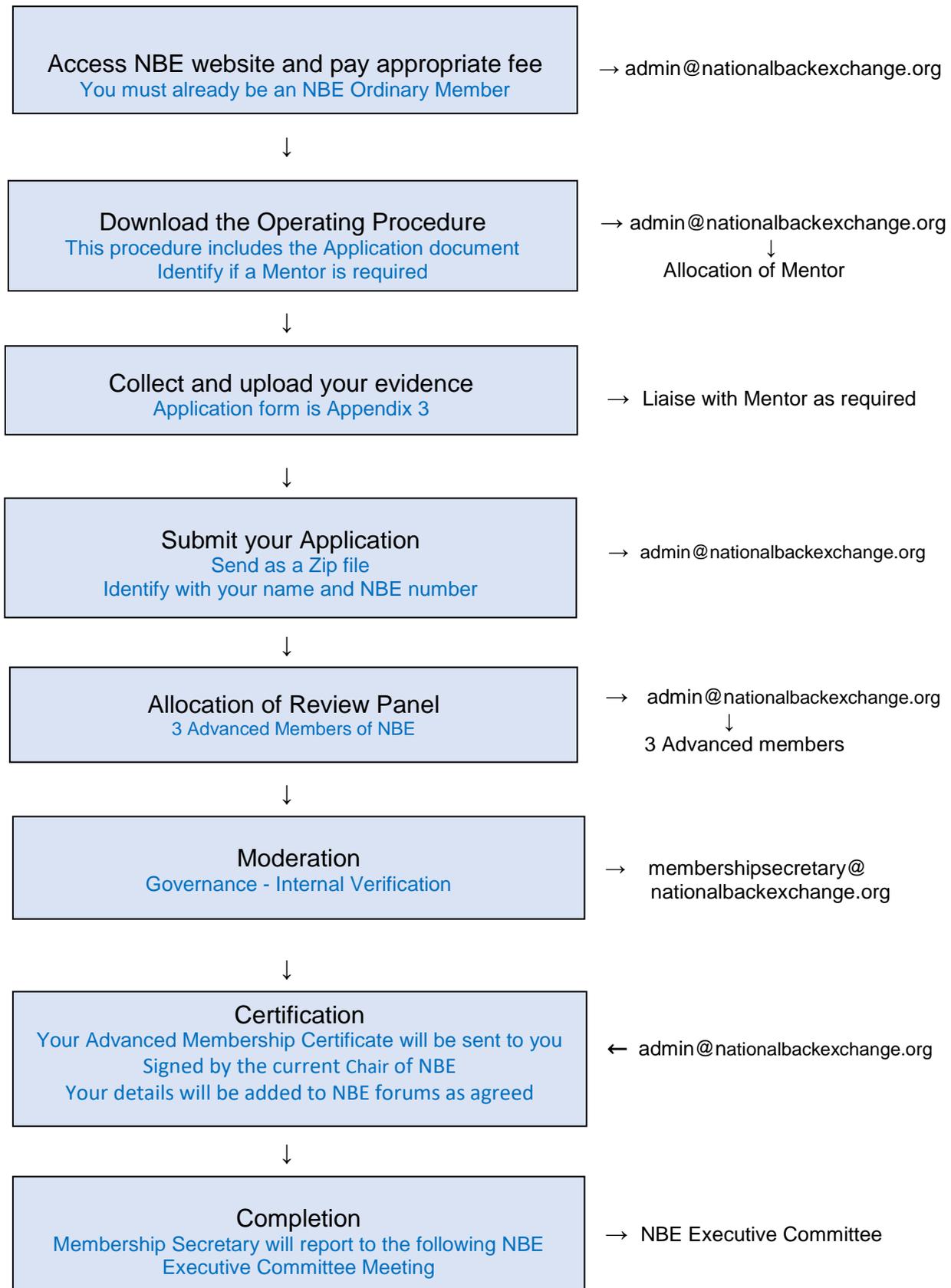
15. Lapsed Advanced Membership

If Membership lapses beyond any grace period in operation at the time then any subsequent application for Advanced Membership will require submission of a full application as previously described.

References

National Back Exchange (1997) *The Inter-Professional Curriculum Framework for Back Care Advisers*, Towcester: National Back Exchange

Appendix 1. Summary of the Application Process to Advanced Membership



Appendix 2. Qualifications and alignment to education level

Level 3	<ul style="list-style-type: none"> • A level • Access to higher education diploma • Advanced apprenticeship • AS level • International Baccalaureate diploma • Level 3 award • Level 3 certificate / Level 3 diploma • Level 3 ESOL • Level 3 national certificate / Level 3 national diploma • Level 3 NVQ • Technician level
Level 4	<ul style="list-style-type: none"> • Certificate of higher education (Cert HE) • Higher apprenticeship • Higher national certificate (HNC) • Level 4 award / Level 4 certificate / Level 4 diploma • Level 4 NVQ
Level 5	<ul style="list-style-type: none"> • Diploma of higher education (Dip HE) • Foundation degree • Higher national diploma (HND) • Level 5 award / Level 5 certificate / Level 5 diploma • Level 5 NVQ
Level 6	<ul style="list-style-type: none"> • Degree apprenticeship • Degree with honours - for example bachelor of science (BSc) honours • Graduate certificate / Graduate diploma • Level 6 award
Level 7	<ul style="list-style-type: none"> • Master's degree, for example master of science Back Care Management (MSc) • Level 7 award • Level 7 certificate / Level 7 diploma • Level 7 NVQ • Postgraduate certificate • Postgraduate certificate in education (PGCE) • Postgraduate diploma
Level 8	<ul style="list-style-type: none"> • Doctorate, for example doctor of philosophy (PhD or DPhil) • Level 8 award • Level 8 certificate • Level 8 diploma

*This list is not exhaustive

Appendix 3. Criterion and Evidence Submitted

Criteria	Embedded Evidence	Days / Hours
Criterion 1 Behavioural Sciences (30 hours)	1. 2. 3.	1. 2. 3.
Criterion 2 Biological Sciences (30 hours)	1. 2. 3.	1. 2. 3.
Criterion 3 Biomechanics and Ergonomics (30 hours)	1. 2. 3.	1. 2. 3.
Criterion 4 Health Policy and Practice Issues (30 hours)	1. 2. 3.	1. 2. 3.
Criterion 5 Legal and Professional Responsibilities (30 hours)	1. 2. 3.	1. 2. 3.
Criterion 6 Management of Change (30 hours)	1. 2. 3.	1. 2. 3.
Criterion 7 Principles of Health Promotion and Education (30 hours)	1. 2. 3.	1. 2. 3.

Criteria	Embedded Evidence	Days / Hours
Criterion 8 Principles of Research and Evaluation (30 hours)	1. 2. 3.	1. 2. 3.
Criterion 9 Risk Management (30 hours)	1. 2. 3.	1. 2. 3.
Criterion 10 Practical Moving and Handling (30 hours)	1. 2. 3.	1. 2. 3.