



Harley Academy



Level 7 Injectables For Aesthetic Medicine

Student Handbook

KELETON

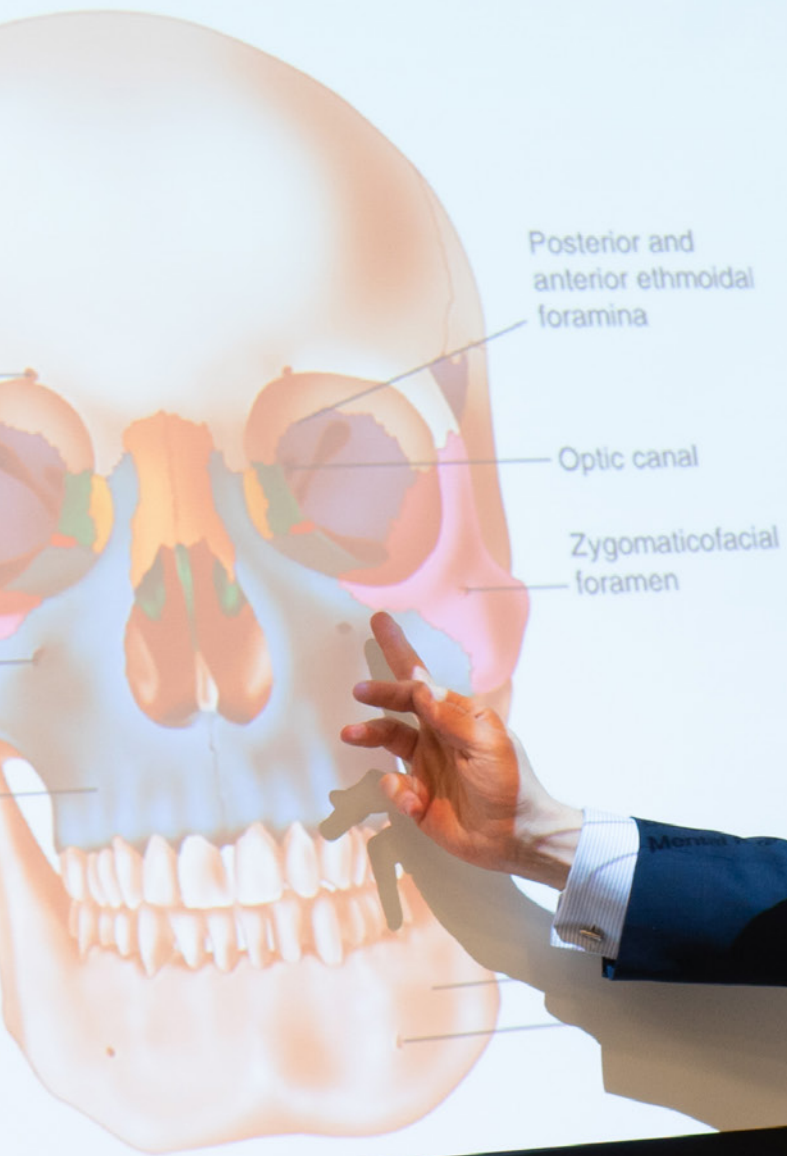


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Welcome to our course

Founded in 2015, Harley Academy aims to revolutionise training in Aesthetic Medicine. By June 2016, we had created and launched the UK's first Level 7 course in the delivery of Botulinum toxins and Dermal fillers under the OfQual framework. We are now the largest training centre for Aesthetic Medicine in the UK and we have launched even more courses for our students!

Harley Academy's Level 7 Qualification in Injectables represents the cutting edge of Aesthetics training worldwide. We ensure our qualification is regulated by the highest authorities, ensuring that the course that we provide emphasises excellence in both safety and treatment outcomes for patients, through a nationally-recognised certification. This handbook will explain everything you need to know to complete the course and achieve rigorous clinical standards.

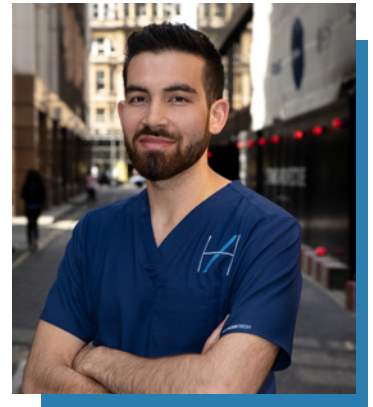
We ensure that our team of leading doctors, nurses, educationalists and dentists deliver scientifically up to date and clinically relevant information. All of our practitioners, be it new or experienced, meet the latest Health Education England (HEE), Joint Council of Cosmetic Practitioners (JCCP) and General Medical Council (GMC) guidelines.

In this handbook you will find an outline of the structure of your Level 7 course, all contact details for student support and a clear step-by-step guide to the key elements of your education with us. Once you have completed your Foundation Day, you will be certified to administer Botulinum toxin and Dermal filler treatments to patients, provided that you obtain the appropriate insurance.

This course is designed to go above and beyond the current legal minimum standards, not only to abide with the HEE guidelines, but

also to provide a service for your patients that represents the best aesthetic medicine has to offer.

We look forward to seeing your skills grow with us, as you move forward on your journey to excellence in this rapidly growing field.



Tristan Mehta
Founder of Harley Academy

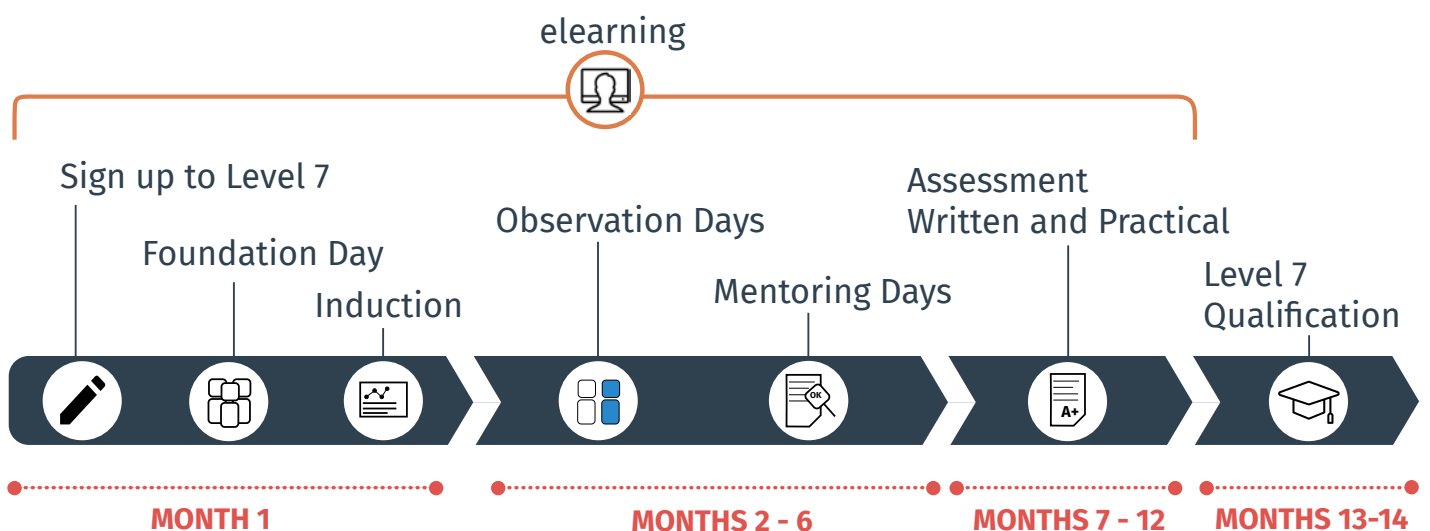
A handwritten signature in black ink, which appears to be 'Tristan Mehta'. The signature is fluid and cursive, written on a white background.

Welcome to our course

Our Level 7 qualification in Injectables for Aesthetic Medicine allows current clinical practitioners in botulinum toxins and dermal fillers to meet the Health Education England 2016 Qualification requirements for Delivery of Cosmetic Procedures. The full course specification can be found [HERE](#) for your reference.

Completing the Level 7 qualification awards you with a postgraduate certificate in injectables for aesthetic medicine. In terms of accreditation, our course is taught at the level of a Master's degree, but is not equivalent. The Level 7 is a practical qualification with a strong theoretical component that will focus specifically on two treatment modalities; dermal fillers and botulinum toxins.

This course is designed to ensure that you receive comprehensive practical training in basic treatments, as well as achieving an academic understanding of the sub-speciality of Aesthetic Medicine.





**Section 1:
Code of Conduct**



Section 1: Code of Conduct

Harley Academy is committed to a policy and practice which requires that our students conform to professional and academic standards of behaviour when attending Harley Academy events, including training days and other public or academic events affiliated with Harley Academy.

This covers the Foundation Days, hands-on mentoring in the clinical procedures being studied at all Harley Academy and Harley Academy affiliate sites, events hosted by Harley Academy or Harley Academy affiliate centres and examination days.

Our Purpose

Harley Academy's purpose is to provide specialist training in the use, application and maintenance of the product(s) practitioners are using in aesthetic medicine. Safety and professionalism are at the heart of all practices that surround this aim.

Professional conduct

Health Education England has rejected the need for a new regulated medical aesthetics profession on the basis that many practitioners are already 'members of professional registers and therefore already subject to professional regulation.' accordingly, all Harley Academy students must be professionally registered throughout their time at the academy and therefore adhere to the rules that their own regulatory body specifies for them at all times.

All students must maintain patient confidentiality on all training days in line with GMC guidelines.

Confidentiality guidelines found [HERE](#).

Professional conduct also extends to the way in which Harley Academy students treat each other and members of Harley Academy staff.

Patient contact (Training Days and Clinical Mentoring)

As representatives of Harley Academy, students must act professionally with patients at all points of contact.

All Harley Academy students are expected to act with probity, as per General Medical Council guidelines.

Academic conduct (exam days)

Harley Academy does not tolerate plagiarism of any kind. Specific malpractice conduct that relates to exam days include:

- ✓ Talking to other students during written or verbal examinations;
- ✓ Assisting others with any aspect of their assessment;
- ✓ Selling or making available assessment materials online or via email or social media;
- ✓ Disrupting others in the examination room;
- ✓ Bringing notes or unauthorised materials including mobile devices to the exam;

Students are expected to refer to our comprehensive malpractice policy for full details of unacceptable examination conduct.

Policies and Resources

All students can refer to Harley Academy's policies [HERE](#).

This includes policies about health and safety, equality and diversity, malpractice, appeals and complaints policies and other policies relating to your time at Harley Academy.

If you have any questions in relation to any advice, please do not hesitate to get in touch.





Section 2: The Foundation Day

/Section 2:

The Foundation Day

Our foundation day covers the theory and practice of the two most widely-requested non-surgical cosmetic treatments; injectables in botulinum toxin and dermal fillers. If you are yet to book your foundation day then please email studentsupport@harleyacademy.com as soon as possible. Once your foundation day is completed, you will then be eligible to acquire the relevant insurance and start practicing independently. At the end of your foundation day, you will receive a starter pack of essential consumables, our best practice guide and finally, a certificate of completion which will be considered sufficient proof for insurance providers that you are qualified to practice.

What Will Be Covered on the Foundation Day:

- / Facial anatomy
- / Dermatology
- / Botulinum toxins and dermal fillers
- / Psychology
- / Skin ageing
- / Treatment choices
- / Dosages and dilutions
- / Injection sites
- / The cosmetic consultation and examination
- / Practicing injection techniques on high fidelity manikins
- / Observe live toxin and filler demonstrations by our trainers
- / Small groups: 1 trainer to 4 students

Where are they held?

Our foundation day takes place in London and is delivered by our talented team of trainers. A list of our trainers can be viewed on the Harley Academy website [HERE](#).

Foundation Day Pre-Learning

To ensure that you are fully prepared for the training day, it is mandatory that you complete the foundation pre-learning. This pre-learning will cover topics such as regulations and training, skin anatomy and case studies.

Once you have booked onto a specific foundation day date, you will be able to access your pre-learning by firstly going onto the Harley Academy website [HERE](#). You will then need to login and click on the dashboard button on the left-hand side of the screen. As a result, you will be able to click on the 'injectables foundation day pre-learning' button (as displayed below).

Foundation eLearning Injectables



Harley Academy Best Practice Guide

Once you have completed the foundation programme, you will then receive a downloadable copy of our 'Harley Academy Best Practice Guide'. This guide covers all of the key information you would need to consider when getting started in your own practice.

The Best Practice Guide specifically covers:

- / Professional indemnity insurance
- / Facilities
- / Data protection
- / Sourcing stock
- / Advertising
- / Prescribing
- / Consent

/Section 2:

The Foundation Day

Practical Training on Foundation days

As part of our continuous efforts to improve safety within the industry, we do ask our students to complete injection exercises on high fidelity facial manikins.

You will have ample opportunity to practice on live models during your mentoring sessions. Please see Section 3 of this handbook for more information on this. You will have the opportunity to observe a live demonstration. This observation is a key tool to allow you to understand the fundamentals of injections before you perform treatments yourself, and is a key part of the HEE recommendations to which our course proudly abides by.



Courses | Olha Lucky | Harley X
https://uat.harleyacademy.com/members/olhaturyanska/dashboard/

Harley Academy Customize 18 110 + New Theme Options Edit with WPBakery Page Builder

LEARN TO BE OUTSTANDING

- Courses
- Bookings & Orders
- Activity
- Messages
- Notifications
- Friends
- Forums
- Profile
- Settings
- Logout

Courses



Cosmetic Dermatology
Foundation Day
Pre-learning

Cosmetic Dermatology Foundation Day Pre-learning
7%

Resume



Foundation
eLearning
Cosmetic
Dermatology

Foundation eLearning - Cosmetic Dermatology
0%

Start Course



Injectables
Foundation Day
Pre-learning

Injectables Foundation Day Pre-learning
0%

Start Course

A blue-tinted background image showing a person's hand pointing towards the right. A name tag is visible on the person's chest, with the name "Antonia Perry" partially legible. The overall scene suggests a professional or educational setting.

Section 3: eLearning

Section 3: eLearning

Harley Academy's online learning system offers students a detailed, thorough and flexible approach to learning the content for the Level 7 qualification. All of your content is online and accessible from the moment you join the course.

Your elearning Portal

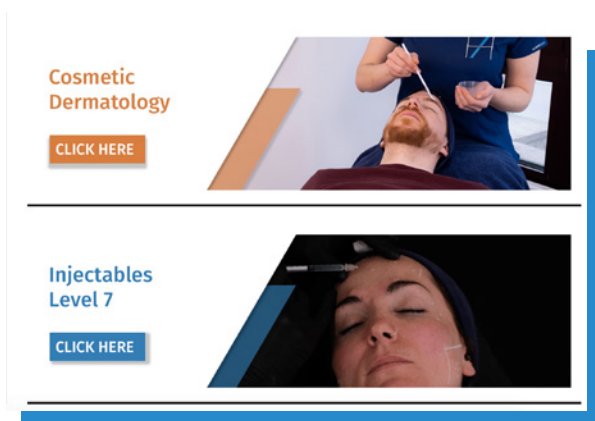
All of your learning content can be found in one easy to browse location by logging on to Harley Academy's elearning portal. The portal can be accessed on any computer with an internet connection. Please be aware that mobile devices are not supported and may cause bugs.

Logging in

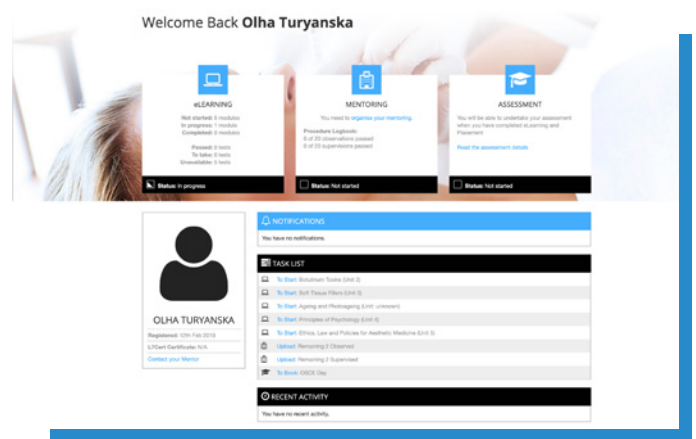
In order to access your eLearning, you can follow [this video guide](#). Alternatively, you can follow the steps written below.

Access a web browser and go to www.harleyacademy.com. Click the 'My Account' logo in the top right corner. Click "Dashboard" and from there, under the 'Courses' heading, click the icon for your Injectables Level 7. We suggest using Google Chrome as your browser for accessing the eLearning.

See the image below to use as a reference on how to access your Level 7 Injectables or click [HERE](#) to be directed to a video on how to login.



This will then take you to the eLearning portal which will look like the image below:



You can then access the e-learning by clicking on the eLearning tab.

How long does my eLearning take?

The elearning is a an accessible resource throughout the entirety of your course and is estimated to take 142 hours to complete. Primarily, you can expect to use it prior to training sessions, and to support the writing of your Short Answer Questions during your Assessments. You can expect to complete the content in the eLearning within approximately six months.

Your Learning Modules

The content of your eLearning is divided into 5 modules; Dermatology and Skin Ageing, Botulinum Toxin, Soft Tissue Fillers, Cosmetic Psychology and Ethics, Law and Policy.

A close-up photograph of a person's hand holding a pen over a document. The person is wearing a name tag that reads "Armanda P..." and a watch. The background is a blurred office setting. The entire image is overlaid with a semi-transparent red filter.

Section 4: Observation Days

Section 4: Observation Days

As part of the level 7, you will attend 2 different types of practical training; Observation Days and Mentoring Sessions. Both will include both botulinum toxin and dermal filler treatments. We also offer [advanced masterclasses](#) to level 7 students in non-surgical rhinoplasty.

Observation Days will have up to 10 students observing one of Harley Academy's trainers delivering a wide range of facial aesthetic treatments throughout the course of an 8 hour training day.

Observation days must be attended before mentoring sessions

Key Facts:

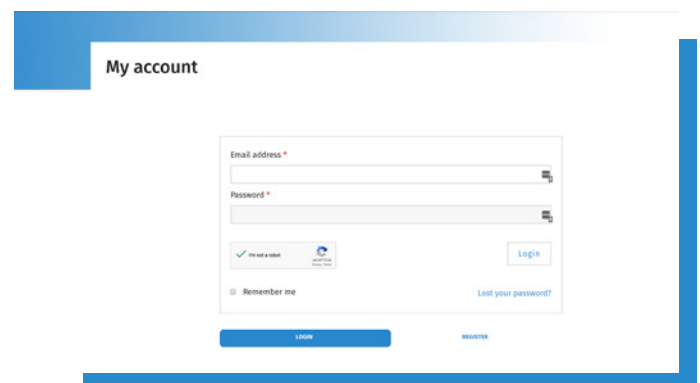
- ✓ Up to 10 Students.
- ✓ 8 hours.
- ✓ Required before attending 1:1 training.
- ✓ You can book onto 2 observation days.

Observation Days are an integral step on the Level 7 qualification, offering students an opportunity to observe a Harley Academy trainer treat patients. Please note that you will not be injecting patients at this stage, merely observing the full patient journey from consultation to treatment and aftercare advice. There are interactive elements throughout the day to ensure your learning is supported.

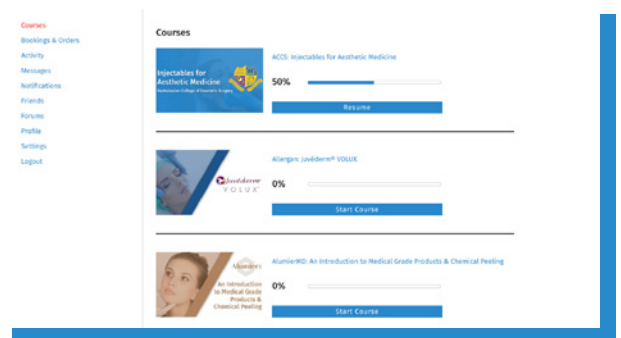
How do I book?

Observation Days are bookable through the Harley Academy website. You are eligible to book onto two observation days as part of the Level 7 in Injectables.

Go to <http://harleyacademy.com/> and click the 'Login' button at the top right of the page:



This will then take you to the e-learning portal which will look like the image below:



Available to Book – Injectables

BOOKING TYPE	DAYS HOSTED	DAYS REMAINING	
Foundation Day: BOTOX® and Dermal Fillers	1	1	Book now
Mentoring Session - Injectables	4	4	Book now
Observation Day - Injectables	2	2	Book now

Select a date from the list of available training days and click book.

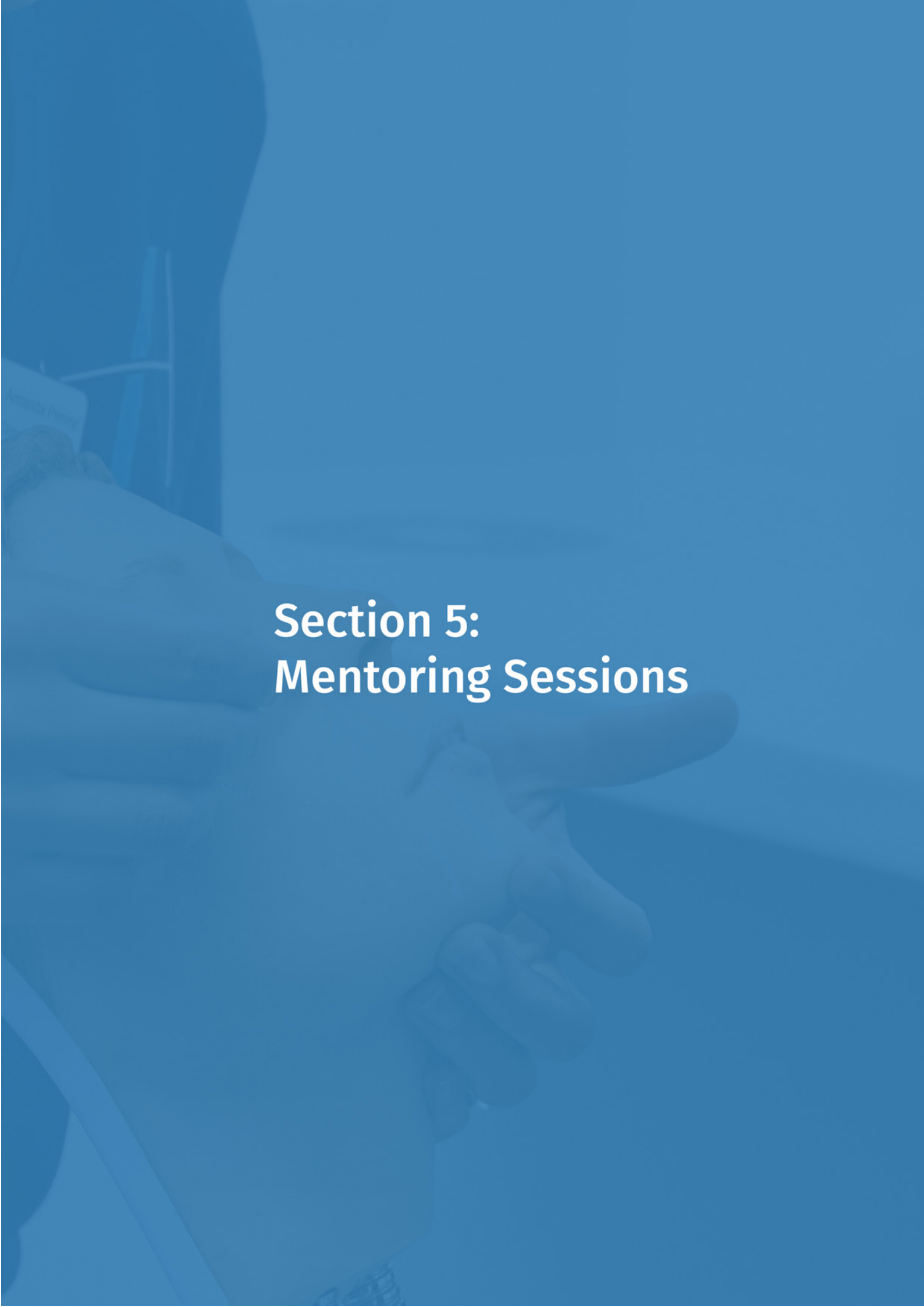
Please click [HERE](#) to be directed to a video showing you how to book an observation day.

/ Section 4: Observation Days

How to prepare for your Observation Days

- / Recap the learning objectives from your Foundation Day
- / Complete e-learning modules on Botulinum Toxin and Dermal Filler
- / Dress appropriately - business casual. No trainers or sportswear
- / Read the confirmation email you received as part of your booking - there is a lot of useful information!
- / Plan your journey, and arrive early. The clinic will start promptly at the indicated start time. Unfortunately late arrivals cannot be accommodated.





Section 5: Mentoring Sessions

Section 5: Mentoring Sessions

Mentoring Sessions are essential to developing your skills as an injector. Working 1:1 with a Harley Academy Trainer in a clinical environment, you can hone your knowledge, consultation skills and injection technique under expert guidance. Please note that these sessions run as a half day (4 hours). You are welcome to book 2 sessions back to back to have a full day of mentoring.

Mentoring Sessions are 1:1 training sessions with you and a Harley Academy Trainer. You will be supervised by the trainer whilst you treat real patients in a live clinic environment.

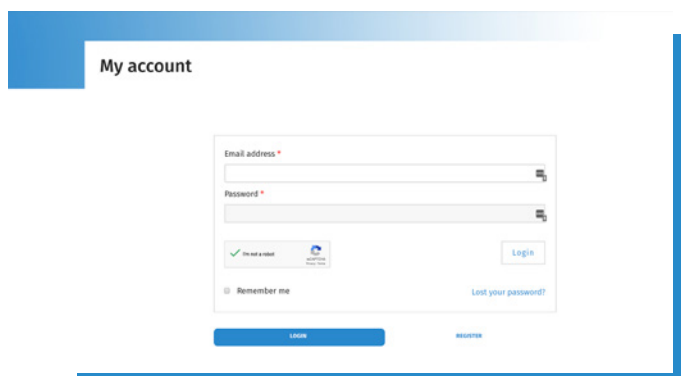
Key Facts:

- / 1 Student.
- / 4 hour sessions.
- / Must be done following observation days.
- / You can book onto 4 mentoring sessions.

How do I book?

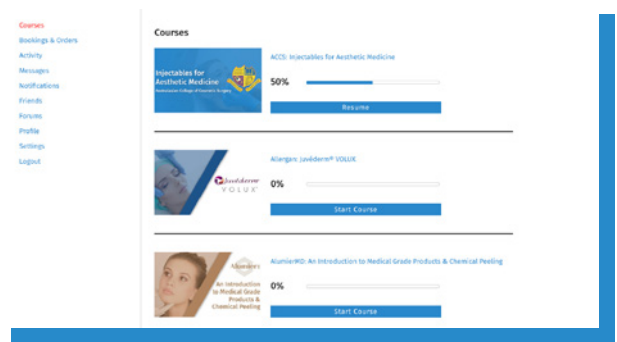
Mentoring Sessions are bookable through the Harley Academy website. You can book onto four mentoring sessions with the Level 7 Injectables.

Go to <http://harleyacademy.com/> and click the 'Login' button at the top right of the page.



Enter your details, and click log in.

From your Dashboard please click the 'Bookings' button on the left hand side, and click '**Book Now**' Next to Mentoring Sessions



Available to Book – Injectables

BOOKING TYPE	DAYS HOSTED	DAYS REMAINING	
Foundation Day: BOTOX® and Dermal Fillers	1	1	Book now
Mentoring Session - Injectables	4	4	Book now
Observation Day - Injectables	2	2	Book now

Select a date from the list of available training days and click book.

Please click [HERE](#) to be directed to a video showing you how to book an Mentoring Session.

How to prepare for your Mentoring Sessions

Please review the learning objectives from your Foundation Day and complete your e-learning prior to attending.

When you attend your mentoring sessions you will carry out a full consultation which includes taking a medical history. You should also understand the theory behind the following topics:

/Section 5: Mentoring Sessions

- / How to perform a facial assessment
- / Relative and absolute contraindications to having facial injectable treatments
- / Side effects and complications of having Botulinum Toxin injections or Soft Tissue Dermal Filler
- / Relevant anatomy for Botulinum Toxin injections - muscles of the upper 3rd of the face and their actions
- / How to reconstitute Botulinum Toxin
The advised standard Botulinum Toxin dose for treating the Glabella complex, Frontalis and Orbicularis Oculi.
- / Relevant anatomy for Soft Tissue Dermal Filler treatments - layers of the face, bony landmarks, superficial and deep fat pad compartments, ligaments and their attachments and most importantly the route of the external carotid artery.
- / Plan your journey, and arrive early. The clinic will start promptly at the indicated start time. Unfortunately late arrivals cannot be accommodated, and if you are late, you may miss out on cases.

Treatment Logbook

Your Harley Academy Logbook is where you document the cases you complete on mentoring and observation days. To complete your Level 7 you will need to have 40 cases divided as follows:

- / 10 observed* cases of botulinum toxin
- / 10 supervised** cases of botulinum toxin
- / 10 observed* cases of dermal fillers
- / 10 supervised** cases of dermal fillers

* You will observe a medical professional performing the treatment
** You will perform the treatment under supervision.

Your logbook is accessible through the same location as your E-learning. A video guide on how to access your logbook and upload a case is available [HERE](#).

What is a case?

For your Level 7, the term 'case' has a specific, important definition. One case includes the consultation, injection and post-treatment care of a single patient, in a single modality, from start to finish.

As such, even if you inject multiple areas of toxin, or multiple areas of filler in one sitting, you cannot count these injections as individual cases in your logbook. **The rule of thumb is that you can only record one case for your logbook per patient.**

There is one exception to this rule however: If a patient receives both botulinum toxin and dermal fillers in one sitting, this can count as two cases, as two modalities are being examined.

Treatment Photography

During each training session, you must document every single case with standardised pre- and post-treatment photography. This involves taking at least one portrait photograph of the patient before and immediately after injection. **All of these photos must be timestamped.**

It is essential that you take photos yourself at every single mentoring session - Some of our mentors will also take photos, but even at these sessions, you must still take your own photos, or your logbook may be rejected by our exam board.

/Section 5: Mentoring Sessions

For the purposes of taking your clinical photography, you can use any smartphone, tablet or camera you feel is suitable. Automatic timestamping photography apps are widely available.

For each treatment you perform or observe, please ensure at least two photographs are taken. You will need at least one pre-treatment and one post-treatment photograph. For your logbook you should upload each photo in portrait, with the patient face on, in full view of the camera, and with a neutral background, such as the images below:



-BEFORE-



-AFTER-

/Section 5: Mentoring Sessions

It is essential that all your photography is consistently easy to view, with legible timestamps, appropriate lighting and no use of screenshots or other low-quality images.

Case Status

Once submitted your Case Status will read 'Uploaded'. Case's can have a number of assigned status, please find their meanings below:

Uploaded - Your case has been submitted and is pending sign off by the assigned supervisor

Rejected - Your case has been rejected due to an error, and requires amendment

Case Complete/Passed - Your case has been signed off and accepted in your logbook.

If you require any support with your logbook please contact :
studentsupport@harleyacademy.com

How to upload a case

You can review this video for a [guide](#) on how to alternatively follow the steps below.

- / Log on to your account and access your logbook.
- / Make sure you have your notes that you took during your training day easily accessible.
- / Add your 'Supervisor' (The trainer you worked with on the day). If you need their details, contact studentsupport@harleyacademy.com
- / Click if it's Observed, or if you were Supervised.
- / Input the 'Date of Procedure' - this should match the date on the photos.
- / Write your 'Description' - this should be 2-3 sentences describing the treatment. Specific information can be included here, such as needle type, dilution of product and treatment areas.
- / Write your 'Reflection' - This should be 3-4 sentences of analysis. What went well? What could have been done better? What did you learn?
- / Upload your pre and post treatment photography. The two photos should be on a neutral background, with the patients full face in view. A date and time stamp must be present.
- / Please see the attached photos as an example of suitable pre and post treatment photography.
- / Select the supervisor you added.
- / Click upload!



BONE REDUCTION OVER TIME

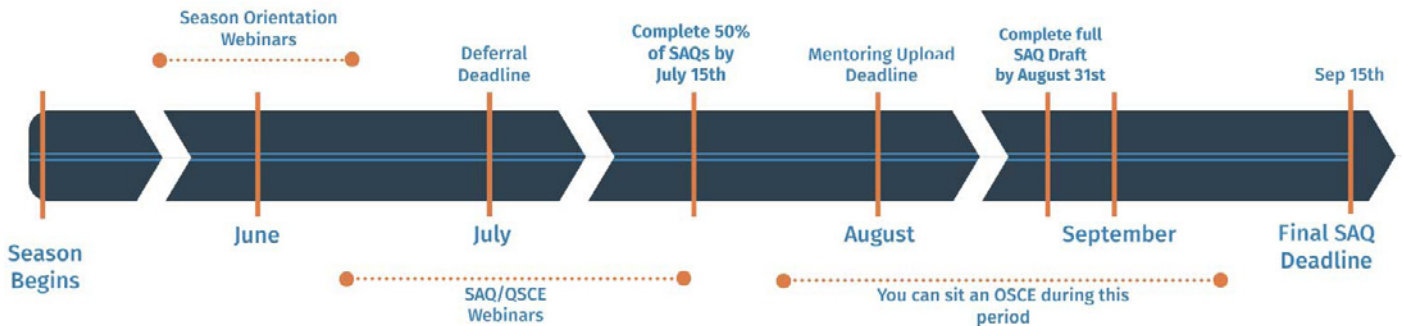




Section 6: Assessments

Section 6: Assessment

Exam Season Timeline



Introduction

When you are ready to complete your course, your learning will be reviewed by a series of assessments, made up of three elements.

- ✓ A review of your completed Mentoring Logbook.
- ✓ A set of Short Answered Questions (SAQs).
- ✓ An Observed Structured Clinical Examination (OSCE).

Your assessments are accredited and quality checked by Industry Qualifications; a professional examinations accreditor, overseen by the Government's Office for Qualifications (Ofqual).

These assessments will take place during a four-month examination season, beginning with the release of that season's SAQs and concluding with the final deadline for submitting your completed SAQs and Logbook.

The Exam Season

Your exam season is the final element of your Level 7. You won't need to start it until you're confident that you understand all your e-learning and ideally have completed the majority of your mentoring.

We offer flexibility in your e-learning and mentoring but, due to the timetables of our accrediting body, we offer two fixed exam

seasons each year. The exam seasons begin in May and November each year.

Within these fixed periods however, you will have multiple available dates to book an OSCE to suit your schedule and you'll be free to complete your SAQs over a five month period within the season.

Choosing an Exam Season

Our exam seasons open in May and November, with a new season beginning as the previous one closes. Contact student support if you would like to be enrolled for an exam season. You should complete your e-learning and book in all your mentoring before enrolling.

**Spring 2020 Examination Season
Begins on 11th May 2020
Concludes in September 2020
Results issued in January 2021**

Contact for Assessments:
Studentsupport@harleyacademy.com

Resit Costs

Please note that fees apply for resitting any failed assessments. These fees are necessary to cover the assessing staff, administration and registration costs of booking repeat assessments. These fees are charged depending on the volume of material failed:

Section 6: Assessment

- Failed SAQs incur a resit fee of £50 per unit.
- Failed OSCEs incur a resit fee of £85 per station.
- Logbooks rejected due to student mistakes incur a resubmission fee of £200.

Please Note - The following pages are only relevant once you begin your exam season! You will not need to complete SAQs, submit your completed logbook, or sit an OSCE before this time.

Logbook

The Mentoring section of this handbook covers how to fill in your logbook. For further guidance, when your exam season begins, you will be sent an Assessment Guide. This document will have extremely important information for reviewing your logbook - please do read it thoroughly once received.

Once your exam season begins, you will be issued with a case upload deadline. All remaining mentoring cases must be uploaded before this deadline, to allow us time to ensure there are no errors in your logbook, or correct any errors that do occur.

It is also important that you check your logbook for completeness and accuracy as well - do not rely solely on your mentor(s) to do this for you. You are ultimately responsible for the correctness of your logbook.

Mentoring During an Exam Season

If you have not finished your logbook by the beginning of your exam season, you must book any outstanding training to be completed within the exam season you have registered for.

You must complete your entire mentoring logbook before the upload deadline, which is 6 weeks before your final hand-in deadline.

If you will not be able to finish your logbook by this time, please contact us. It is not guaranteed that we can offer you short-notice training sessions therefore you may be required to defer to the following exam season if you cannot finish your logbook on time.

Contact:
studentsupport@harleyacademy.com

Short Answer Questions (SAQs)

SAQs are mini-essays that are completed by you, at home, at your own pace. Each answer is up to 800 words in length. You don't have to write them all at once; all SAQ topics are covered in your e-learning materials. The deadline for your SAQs will be outlined via email when your exam season begins. The questions themselves will be released to you in the same email.

These are open book questions, so you're allowed to refer to any materials while you complete your SAQs.

Submitting your SAQs

Finished SAQs should be emailed to submissions@harleyacademy.com.

Include your student number in the subject line of the email - if your student number has not been emailed to you, please let us know. All SAQs should be submitted as a single ".doc" or ".docx" file. It is important to thoroughly read the [Assessment Guide](#) before you submit your SAQs.

/ Section 6: Assessment

Pay attention to the following checklist, before you submit your work

Your SAQ document must contain:

- / Your candidate number on each page e.g. In the header/footer - This will be emailed to you.
- / Numbering of assignment's questions (Question 1a etc.)
- / Numbered pages
- / A word count following each SAQ answer
- / A bibliography for any included references
- / A cover sheet, and a declaration sheet on the final page. These are included in the question document. Print them, fill them out and scan them, then add the pages into your document.

To verify that you wrote your SAQs yourself, you must sign a declaration that states that the work is your own work, that you are aware of the nature of plagiarism and that you have not plagiarised anything. This will form the final page of your document.

You should aim to complete all of your SAQs at least two weeks before the deadline.

Please note that in most circumstances, submitted SAQs cannot be altered after submission. If you have extenuating circumstances that require the resubmission of your work, please contact us as soon as possible

Objective Structured Clinical Examination (OSCE):

Your OSCE is a practical exam consisting of eight fifteen-minute stations, completed under exam conditions on a set day. OSCEs examine your skills as a clinician, your ability to talk to patients in a professional manner and your

ability to practice safely.

The entire exam is administered under exam conditions, timed and will take about two and a half hours. You will not be able to talk to other students, or refer to any revision materials during this time.

/Section 6: Assessment

Booking an OSCE

OSCE dates are distributed at the start of each exam season alongside your SAQs, with new dates distributed on an ad-hoc basis if demand is high. You will be sent a link to book when the season begins.

Booking is on a first-come, first-served basis, so if you have a busy schedule, please book your OSCE as early as possible.

What if I miss my OSCE?

If you are unable to attend your OSCE, or arrive late, you will be required to pay a substantial resit fee.

If you need to cancel your OSCE in advance, we reserve the right to charge you for a resit if your space cannot be filled by another student, as at the time of your booking, we commit to pay the venue and assessor costs associated with your examination.

How an OSCE works

For many of our students, their Level 7 Injectables Qualification will be the first time they have undertaken an OSCE. If you do not know what to expect, this section will help you understand their simple structure.

What is an OSCE?

An OSCE is an Observed Structured Clinical Examination. This practical exam is designed to test your clinical aptitude through a number of “stations” via simulated scenarios. These are scenario-based questions in which you will demonstrate your practical skills, as well as your knowledge base. Your OSCE consists of eight stations.

Each station lasts fifteen minutes.

Each station is arranged in its own room, with any necessary equipment or props you will need to complete the station laid out.

At each station, there will be a printed question, and an examiner. There may also be an actor, and/or a mannequin to aid the simulation. You will not treat real patients during an OSCE.

What should I bring with me?

All you need to bring is a form of photo identification. Any government issued ID that includes a photo of you is fine, including a passport, photocard driver’s licence or residency card. Please note that university/college issued, bank card, or other membership cards are not acceptable forms of identification.

All other materials will be provided.

When should I arrive?

Please arrive thirty minutes in advance of your booked OSCE time slot. Late arrivals will not be able to join the exam.

How will the day be organised?

As there are eight OSCE stations, there will be no more than eight students at each exam. When you arrive, there will be a reception room, where you are welcome to revise.

When the exam begins, you will be shown into the central hallway between the OSCE station rooms. **From this point onwards until you are told otherwise, you must not communicate with any other student.**

Taking an OSCE

This section will explain how you should complete the tasks presented to you in an OSCE, how you should conduct yourself on the day, and how the marking scheme will affect you.

Section 6: Assessment

How is the OSCE structured?

The OSCE has eight stations, and the general topics are outlined below:

Unit Examined	Number of Stations
Principles of Dermatology in Aesthetic Medicine	1
Principles of Dermal Filler in Aesthetic Medicine	1
Practice of Dermal Filler Use in Aesthetic Medicine	3
Practice of Botulinum Toxin Use in Aesthetic Medicine	3

Contact: studentsupport@harleyacademy.com

How will I answer the questions?

You will not need to provide any written answers. Instead, each question will specify that you should give either a verbal response, or a verbal response plus a practical demonstration through simulation.

Even if you are demonstrating on a model, **direct your verbal responses to the examiner.**

Whenever you are performing a practical demonstration, you should “think aloud”. This means you should verbalise what you are doing during the procedures, demonstrating your thought process and understanding. For example, when performing a filler treatment, state what you are doing.

“With each entry to the skin I am aspiring to minimise risk of vascular occlusion. Here I am using a linear thread technique to add structure to the vermilion border...”

Additionally, each question includes a “Mapping to Specification” box. This box breaks down each of the tasks you should complete within a given station. **Take particular note of this box, as some tasks, such as hyaluronidase dilution and hygienic preparation of the skin, must be completed to pass the station.**

How should I behave in the OSCE?

As you are aware, patient safety is of utmost importance at all times. You must demonstrate this in your OSCE. Show good hygiene, safe handling of sharps and always utilise safe injection technique. Furthermore, be vigilant for patient mental health concerns and always perform an oral medical history in consultation stations.

Also, remember that you are demonstrating your clinical practice. Act in a manner appropriate for a medical professional. Be polite and offer your examiner additional information if you believe a patient in their scenario would benefit from it (if you believe the ‘patient’ would benefit from a leaflet or other written material, tell the examiner that you would provide them with one

Section 6: Assessment

and give the examiner a brief outline of what the leaflet would contain).

Refer to the code of conduct in the appendix if you have further queries on how to conduct yourself on the day.

How will the OSCE be marked?

Marks will be awarded for each of the sections in the 'Mapping to Specification' box. Certain tasks such as demonstrating proper hygiene and discussing post-treatment plans with your 'patient', are critical to your success and omitting them may result in an instant fail for that station. Paying attention to the 'Mapping to Specification' will help you avoid these mistakes.

The pass mark for each station is 55%.
All stations must be passed to complete your qualification.




How do I prepare for the OSCE?

All of the academic knowledge you will need for the OSCE is covered in your e-learning materials, so you should revise these on the e-learning portal. The practical skills you need will have been developed in your mentoring.

If you wish to revise your practical skills, please refer to your Harley Academy foundation day notes, which cover the key elements of clinical aesthetic medicine.

If you did not attend the foundation day with us, we can provide you with notes to assist your revision. Get in touch if you would like to know more at studentsupport@harleyacademy.com.

What questions are likely to come up?

-  The dermatology module is examined, so students will be asked a question relating to patient dermatology.
-  Students will almost certainly be asked to perform consultations, with the examiner or an actor playing the role of a prospective patient.
-  Students will almost certainly be asked to perform consultations, with the examiner or an actor playing the role of a prospective patient.



A person's hand is shown holding a pen over a document. A name tag is visible on the person's chest, with the name "Amanda Perry" partially legible. The background is a solid orange color.

Frequently Asked Questions

Frequently Asked Questions

Foundation Day FAQs

What time does the course start?

Unless specified otherwise the foundation day will start promptly at 10:00 in London. To ensure that there is a smooth start and all students are registered, we do ask that all students arrive no later than 09:45.

Will we be practicing on live models?

On the foundation training day specifically, you will not practice any treatments on live models. We believe that a student's first injection should be in a 1:1 setting with an experienced trainer. Instead you will have ample opportunities to inject live models during your mentoring sessions. On the foundation training day itself, you will practice both treatments on high fidelity manikins.

Do I need to do anything before attending the foundation day?

Prior to attending it is essential that you complete your foundation day pre-learning. This learning will cover regulations and training, skin anatomy, toxin, fillers and case studies. To access this, you will need to log into your Harley Academy account at www.harleyacademy.com and select 'injectables foundation day pre-learning' on the dashboard.

Do we receive any resources on the day?

Once you have completed the foundation day, you will receive your certificate of completion, a starter pack of consumables, our 'Harley Academy Best Practice Guide' and a tote bag of learning materials from our partner organisations.

What is the foundation programme? Will I receive a 1:1 training session?

Our foundation programme teaches Harley Academy's approach to facial aesthetics. Beginner injectors will learn how to safely

administer BOTOX® and soft tissue fillers. During the programme, students have the opportunity to inject a patient in a 1:1 training setting on a separate date.

As a Level 7 student, you will not receive a 1:1 training session which forms part of the foundation programme. Instead, you will complete the foundation training day and practice your injection technique during mentoring sessions.

Observation and Mentoring Sessions FAQs

How many Mentoring and Observation days can I book?

As part of the Level 7 you can book 2 Observation Days, and 4 Mentoring Sessions.

Do I have to complete the training with the same trainer?

No, you are welcome to book in whatever dates, times and trainers suit you. Some of our students like focussing their learning by keeping to one mentor, but others prefer seeing a range of different trainers to pick up different experiences.

I can't find dates that suit me?

We are continuously working to offer increasing amounts of training and new dates will be uploaded to the website on a monthly basis. Keep an eye on the website and book in when suits you best.

What do I do with the photos?

Observation Day photos will be sent out following the training. In Mentoring Sessions you are encouraged to take your own photography to allow for the quick upload of your cases.

Frequently Asked Questions

Throughout my training I seem to be getting more of one treatment than the other, what happens if I finish my training but don't finish enough cases for my logbook?

Please let us know if this happens by contacting studentsupport@harleyacademy.com.

We can organise additional sessions, at no additional cost, to ensure you complete your logbook.

What happens if I'm late?

Our training sessions operate like a real clinic, and the patients and trainers can not be kept waiting otherwise it will cause unnecessary stress on the rest of the training day. If you are late the clinic will commence without you, so please ensure a prompt arrival to avoid this happening.

How much of my logbook should I complete before joining an exam season?

We advise having completed a minimum of 75% of your logbook before joining an exam season.

What treatments will I see in my mentoring?

Observation days and Mentoring sessions see a range of different treatments, however we principally book in patients for the standard 3 area toxin and dermal filler treatments for lips, cheeks, nasolabial folds and marionette lines.

Can I use my own trainer?

If you would like to work with a trainer outside of Harley Academy then you must tell us. In order for any of the training to be usable as part of the Level 7 then you're nominated trainer must be registered to our exam board before any training begins. Please contact studentsupport@harleyacademy.com for more information.

Assessment FAQs

When do I need to sign up for an exam season?

You can sign up well in advance of starting an exam season, we advise that you sign up to an exam season no later than one year after starting the course. Consider the pace at which you will be able to complete your e-learning, with an aim to start your season once you have a good grasp of all the online learning materials, so that you're well prepared for your assessments.

How do I sign up?

When an exam season is approaching, we will email you to give you a chance to get signed up in good time. This email will include all the instructions you need to sign up.

What if I forgot to sign up for an exam season in time?

It is possible to sign up for one of our exam seasons after it has already begun in some circumstances. Please contact us on studentsupport@harleyacademy.com to arrange.

We reserve the right to refuse admission to an exam season after it has begun, depending on the availability of mentoring and OSCE spaces.

How do I write and complete my SAQs?

Guidance on how to write your SAQs is provided when your exam season begins. Your SAQs are short by design, as they are intended to examine your clinical knowledge, rather than your academic prowess. That being said, some of the questions do call for critical responses - the SAQs are not something you should rush, be sure to make the most of the five months you have to complete them.

How do I revise for SAQs

All the academic knowledge you will require for your SAQs can be found in your e-learning materials and taught in your practical training. Feel free to refer to these as you complete your SAQs, whenever you require them.

What referencing system do I use for the SAQs

Select SAQs, particularly those which ask you to “critically compare” or “critically analyse” call for further research and reading beyond your e-learning. When you use information from external sources, you must reference them. To do so, we recommend you use the Vancouver system, which is explained [HERE](#) Harvard style is also acceptable.

Wherever you wish to cite specific figures and studies in your answers to the SAQs, you must ensure that you provide citations to support these.

Finally, include a bibliography of all your used sources in your submission. This should be entered after your answers.

Thank you for choosing Harley Academy for your Level 7 in Non Surgical Injectables. We are committed to your journey in becoming an outstanding aesthetic professional.

Should you have any further enquiries, we are happy to help!

Email: studentsupport@harleyacademy.com.

Learn to be
Outstanding

A neon sign with the text "Learn to be Outstanding" in a cursive font, set against a dark blue background. The sign is composed of glowing white neon tubes. The word "Learn" is on the top line, "to be" is on the second line, and "Outstanding" is on the third line. The sign is mounted on a dark blue wall with visible screws and wiring.



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