



PHYSIOSCIENCEUK
WORKING TOGETHER

www.physioscienceuk.com

PSUK Physio-Aid Agreement

Thank you for choosing to work with Physio Science UK (PSUK).

We are committed to offering specialised pitch side first aid to our clients. We are also dedicated to finding pitch side first aid work for all sports related physical therapists. In return, PSUK stipulate basic professionalism and courtesy from all therapists.

Please find below a list of key points relating to pitch side first aid with PSUK:

Basic Principles

- All therapists should have a valid and appropriate first aid qualification. We can advise on this matter but we recommend all therapists complete an advanced sports trauma course.
- Personal professional liability insurance is required, which should be covered by your governing bodies, and these details are to be confirmed with us e.g. HCPC, CSP.
- Therapists are expected to provide their own kit bags complete with contents as recommended in our 'Recommended Pitch Side Equipment for Therapists' guidelines.
- The consumables listed below will be replaced by PSUK following receipt of an itemised list of supplies used, which should be documented at the bottom of each injury log. Supplies may not always be replaced following each fixture unless urgently required. All stock will be replaced with PSUK products. All other supplies must be replaced independently, all of which are sold on our website. Consumables we replace are:
 - Strapping/Tape (Not including Kinesiology Tape)
 - Sam Splint
 - Disposable Vent Aid
- All clinical notes and forms (including SCAT3) should be completed on the specific documents provided and emailed back to PSUK within 24 hours.
- If you are unable to attend any event you must inform PSUK as soon as possible.
- Please invoice PSUK by the 28th of every month. Payment will be made by PSUK always at the end of the following month.
- You are required to make your own tax arrangements.

Therapist Checklist

- Please be aware that a confirmation email or text may be sent to therapists the day before a fixture, relating to changes in venue or cancellations. Please respond to these promptly and appropriately.
- Please ensure that your kit bag is stocked appropriately in relation to the event. Please use the PSUK 'Recommended Pitch Side Equipment for Therapists' found on our website in 'Resources'.
- Please ensure every effort is made to attend all fixtures or clinics on time. Times of arrival can be found in the 'Punctuality' section below.
- If you are unable to attend any event due to illness or mitigating circumstances, you must contact us as soon as possible, in order that we can find suitable cover.

- We may send an email or text to the appropriate therapists requesting last minute cover for those who are unable to commit to their shift. Please RSVP appropriately and make yourself available where possible.

Punctuality

Please find below an example of the arrival times expected from every therapist relating to different teams. Please note that these times are guidelines and are subject to change depending on the contract:

- County/Club Teams: 90 minutes before kick-off
- College Teams: 75 minutes before kick-off (Senior/1st team)
30 minutes before kick-off (All other teams)
- Training Clinics: 15 minutes before start of clinic
- Tournaments: Variable dependent on team management/contractor

Injuries/Note Taking

- If an injury occurs, please ensure that the relevant coach, teacher or guardian is informed.
- During fixtures or clinics, please ensure that notes are taken for any injuries or incidents.
- Fill in the appropriate 'Injury Log' form and email to PSUK within 24 hours.
- Those with access to the PSUK online medical log database should also ensure all notes are completed within 24 hours.
- If an individual is admitted to hospital, please fill in the 'RFU Reportable Injury Form' and email to PSUK within 24 hours. This form can be found in the 'Resources' section on our website.
- Any incidents of suspected concussion should be managed appropriately using the initial Maddox questions. Unless the player in question is sent to A&E, the therapist will be expected to complete a SCAT3 (Sports Concussion Assessment Tool – 3rd Edition) and advise the player and guardian of the short term management. This SCAT3 should be scanned and emailed along with the injury log to PSUK within 24 hours.

Data Protection and Security of IT System

Sharing information

All injury logs emailed to PSUK will be stored on a secure external hard drive as well as on the secure Dropbox medical notes system. One of the main purposes for implementing the Dropbox medical notes system is to allow data to be shared easily between medical practitioners and between appropriate coaches. There should be no sharing of data with any practitioner or coach that is not listed on the PSUK register of authorised practitioners and coaches.

It is very important for practitioners and coaches to understand the limitations of data sharing. Apart from personal information (where PSUK rigorously applies the principles of the Data Protection Act 1998), protecting medical information must be considered.

Protecting medical information

All medical practitioners are bound by their professional bodies not to share medical information, except at the appropriate time of referral to another medical practitioner, with the player's or their legal guardian's permission. Normal professional sanctions apply for breach and these are outside the supervision of PSUK.

Physiotherapists and Coaches responsibilities to protect data

PSUK has taken the steps to set up this interactive system for efficient record keeping and to protect data with:

- Policies and procedures
- Access controls, authorisation & passwords, authentication via Dropbox

Nevertheless, practitioners are reminded that no computer system is or can ever be 100% secure. It follows that practitioners must always use their judgement to protect data. This means taking care when exporting data to laptops to either encrypt it or destroy it. And in the extreme (and unlikely) instance that there would be catastrophic consequences from loss, or the data is highly secret for whatever reason; do not store the high risk data in the computer system.

By clicking 'Agree' on our online application you are confirming that:

- You have read and understood this document
- You are a UK registered tax payer
- All information within your application is true to the best of your knowledge
- You have a valid CRB/DBS
- You have evidenced safeguarding awareness training
- You have a valid first aid certificate, including BLS and AED training
- You have full personal indemnity insurance through a valid governing body (e.g. CSP)