

Pitch-Side Therapy 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 working with PSUK.

Basic Principles

1. Maintaining up to date records

We ask that all therapists maintain up to date records as per the application form and send PSUK any updated relevant documents. Please see the list of documents below that we require to ensure we can continue to offer work opportunities with PSUK.

- Relevant university certificates
- Relevant professional body certificates and personal professional indemnity insurance certificates, eg HCPC, CSP, BASRaT, SST
- DBS certificate in the last 2 years. Please also let us know if you are part of the DBS update service.
- Child protection training certificate within the last 3 years

We carry out annual updates to ensure we hold the most up to date records and certificates for you, please ensure you respond to these emails promptly, so that we can continue to offer you work and prevent duplicate emails being sent.

2. PSUK work principles

- Please ensure you text your main point of contact for each fixture 24-48 hours prior to the start of your fixture, to organise an appropriate meet point and time. Contact details for your main point of contact are within the confirmed schedules.
- Therapists are expected to provide their own kit bags complete with contents as listed in our 'Recommended Pitch Side Equipment for Therapists' guidelines. Complete kit bags or kit bag contents can be purchased on our website.
- Please ensure that your kit bag is stocked appropriately in relation to the event you are booked to cover. Please use the 'PSUK – Pro Kit Physio Kit Bag Contents' resource found within the 'Essential Information pack', as well as in our blog on our website. <https://www.physioscienceuk.com/wp-content/uploads/2017/03/PSUK-Pro-Kit-Physio-Kit-Bag-Contents-2.pdf>

- PSUK will reimburse for the consumables listed below, provided that you list the relevant supplies on each injury log, and then total these and include on your monthly invoice. Please ensure you add specific details eg tape size and the quantities used. Please also provide any specific delivery instructions, should you have any.
- We will endeavour to replace supplies as quickly as possible following receipt of your end of month invoice. However, this may be delayed if the quantities are small eg ½ rolls of tape. All stock will be replaced with PSUK products. All other consumables must be replaced independently, all of which are sold on our website.
- Consumables we replace are:
 - Tape (Not including Kinesiology Tape)
 - Emergency Trauma Equipment:
 - Sam Splint
 - Neck Collar
 - Resuscitation Mask
 - OPA/NPA (Airways)
- Please ensure that every effort is made to attend all fixtures or clinics on time. Times of arrival can be found in the 'Punctuality' section below.
- All clinical notes and forms (including SCAT5) should be completed on the specific documents provided and emailed back to PSUK on the same day as the fixture. All injury reports and injury communication must be sent using Egress, which is a secure server with end to end encryption. PSUK pay an annual licence to Egress via the injuryrecords@physioscienceuk.com email account. This ensures that all users who send and receive to this Egress account will do so free of charge.
- 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.
- Please note that a confirmation email or text may be sent to therapists in the days before a fixture, relating to changes in venue or cancellations. Please respond to these promptly and appropriately.
- Please ensure you are aware of all dates that you have confirmed yourself for, please do not rely solely on confirmation emails or texts.
- 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 due to illness or mitigating circumstances. Please RSVP appropriately and make yourself available where possible.
- Please ensure you invoice PSUK by the 28th of every month. Payment will be made by PSUK at the end of the following month.
- You are responsible for making your own tax arrangements.

3. Punctuality

Please find below an example of the arrival times expected from every therapist relating to various teams. Please note that these times are guidelines and are subject to change depending on the contractor. Specific meet times are detailed on each schedule.

- 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

4. 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 **all injuries or incidents**.
- Fill in the 'Injury Record' document, ensuring you take all relevant details, including full name, DOB, and relevant team, if an away team for example. Please then email securely to PSUK on the same day as the fixture.
- Email all injury logs to injuryrecords@physioscienceuk.com using Egress, on the day of the fixture.
- To ensure that all injury record sheets remain secure, we request that you set up an account with 'Egress'. This is simple and free to use and ensures all emails and attached documents are appropriately secure. It is your responsibility to ensure any documents containing patient information are stored/deleted appropriately from your own IT systems.
- Those with access to the PSUK online medical log database should also ensure all notes are completed on the same day as the fixture.
- If an individual is 'admitted' to hospital, please fill in the 'RFU Reportable Injury Form' and email to the RFU and PSUK on the same day as the fixture. Please see the RFU website for further guidance on this (<https://www.englandrugby.com/participation/playing/player-welfare-rugby-safe/injury-reporting>).
- Any incidents of suspected concussion should be managed appropriately using the Pocket SCAT. Unless the player in question is sent to A&E, the therapist will be expected to complete the SCAT5 assessment and advise the player and guardian of the short-term management. An appropriate advice sheet should be given. There is a tearable section on page 6 of the SCAT5. You can also issue the Headway information sheets. Please ensure you have copies of these available to hand out.
- Please ensure you are familiar with all RFU/FA return to play guidelines and documentation on concussion, and utilise their website resources.
- This SCAT5 should be scanned and emailed along with the completed injury record to PSUK on the same day as the fixture. Email all injury logs to injuryrecords@physioscienceuk.com utilising Egress.
- There are also several helpful apps available including Dropbox, Excel, Word and Egress. If you have all of the listed app's downloaded to your phone/device you can utilise the following services.
 - Access your documents from Dropbox, for example the 'injury record' document.
 - When opening the document in Dropbox you can also edit it using the Word app.

- Once you have completed the injury log you can then choose to 'send a copy' of the file and then choose from several options including sending directly from Egress. This then ensures the document is sent securely as described in the recent email.
- In addition, within Dropbox there is an option to 'scan' items, this acts exactly like a scanner and allows you to upload items but in the same format as taking a photograph. It then saves the file as a PDF which uses considerably less memory. In addition, the scan function appears to provide a clearer document than the simple photograph. Once saved to Dropbox you can then choose to send directly via Egress.
- The use of Excel also allows you to edit the relevant schedules whilst on the move.

Data Protection and Security of IT System

1. Sharing information

All injury records emailed to PSUK will be stored on our secure medical notes system. This system is only accessible to PSUK authorised personnel. 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 and General Data Protection Regulations 2018), protecting medical information must be adhered to, in compliance with the practitioners code of conduct.

Please see the PSUK data protection policy on our website for further information (<https://www.physioscienceuk.com/data-protection-and-privacy-policy/>).

2. 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.

3. 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 online server.

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 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)