

## Player Welfare Service: Therapist Agreement

Thank you for choosing to work with Physio Science.

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, Physio Science stipulate basic professionalism and courtesy from all therapists.

Please find below a list of key points relating to working with Physio Science.

### **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 Physio Science any updated relevant documents. Please see the list of documents below that we require to ensure we can continue to offer work opportunities with Physio Science.

- Relevant university certificates
- Relevant professional body certificates and personal professional indemnity insurance certificates, eg HCPC, CSP, BASRaT, SST, STA
- DBS certificate in the last 2 years. Please let us know if you are part of the DBS update service.
- Child protection training certificate within the last 3 years
- First aid/Sports trauma certification 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. Physio Science work principles

- Please ensure you text your main point of contact for each fixture 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 schedule for each team.
- Therapists are expected to provide their own kit bags complete with contents. On our website you will find a document labelled '[Pitch Side Field Bag Contents](#)', which provides a guide on pitch side bag contents. Please ensure you feel confident to use any items you hold in your kit bag. We can assist with purchasing kit bags if required, please advise us if you would like assistance with this. Please ensure you also hold a stock of PPE as per government guidance.
- Please ensure that your kit bag is stocked appropriately in relation to the event you are booked to cover.
- Therapists are expected to complete twice weekly lateral flow tests, as per standard healthcare guidelines. If your lateral flow test is positive, please let us know as soon as possible so alternative arrangements can be made.

- You must follow the current government guidance for healthcare professionals regarding COVID-19.
- Physio Science will reimburse for the consumables listed below, provided that you list the relevant supplies on each injury log, and then total and include these on your monthly invoice. Please ensure you add specific details e.g. tape type and 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 Physio Science products. All other consumables must be replaced independently.
- Replaceable consumables:
  - 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, and on your team schedules.
- All clinical notes and forms (including [adult](#) or [child](#) SCAT6) should be completed on the specific documents provided and emailed back to Physio Science 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](mailto: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 ensure you are aware of all dates that you have confirmed yourself for.
- 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 Physio Science by the 28th of every month. Payment will be made 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 as soon as possible.
- During fixtures or clinics, please ensure that notes are taken for **all injuries or incidents** you attend to.
- Fill in the 'Injury Record' document, ensuring you take all relevant details, including full name, DOB, and relevant team. Please then email securely to Physio Science on the same day as the fixture.
- Please ensure your injury reports/notes are clear and concise and follow SOAP note format and would uphold from a medico-legal perspective. Ensure you clearly document the following:
  - a. The mechanism of the injury
  - b. Your objective assessment in bullet point
  - c. A clear diagnosis, with obvious clinical reasoning from your assessment as to how you have come to this conclusion
  - d. Your treatment/advice
  - e. Which member of staff you verbally handed the injured player over to
- For anyone working with Eastbourne College please also provide the house name of each pupil.
- Email all injury logs to [injuryrecords@physioscienceuk.com](mailto:injuryrecords@physioscienceuk.com) using Egress, on the same 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 and deleted appropriately from your own IT systems.
- Those with access to the Physio Science online notes system should also ensure all notes are completed on the same day as the fixture.
- If an individual is 'admitted' to hospital following a rugby fixture, please fill in the '[RFU Reportable Injury Form](#)' and email to the RFU and Physio Science on the same day as the fixture. Please see the RFU website for further guidance on this.
- Any incidents of suspected concussion should be managed appropriately using the [Pocket CRT](#) and [adult](#) or [child](#) SCAT6 as appropriate. Unless the player in question is sent to A&E, the therapist will be expected to complete the SCAT6 assessment and advise the player and guardian of the short-term management. An appropriate advice sheet should be given, such as the Headway information sheets. Please ensure you have copies of appropriate advice sheets or website links to hand out or can direct individuals to the correct websites.
- Please ensure you are familiar with all governing body ([RFU](#), [FA](#), [ECB](#), etc) concussion policies, return to play guidelines, documentation on concussion, and utilise their website resources.
- The SCAT6 should be scanned and emailed along with the completed injury record to Physio Science on the same day as the fixture.
- 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 your phone to document and send injury reports.

## Data Protection and Security of IT System

### 1. Sharing information

All injury records emailed to Physio Science will be stored on our secure medical notes system. This system is only accessible to Physio Science authorised personnel. There should be no sharing of data with any practitioner or coach that is not listed on the Physio Science 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 Physio Science 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 Physio Science 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 Physio Science.

### 3. Physiotherapists and Coaches responsibilities to protect data

Physio Science 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)