

Checklist for face to face appointments in Physiotherapy clinics

Before following this checklist, you must be familiar with the detailed CSP guidance document and the face to face flowchart

Please remember to make every decision together with your patient

Pre-planning considerations			
Considerations	Completed Record outstanding issues	Date completed	Next review date
Have you carried out a risk assessment and do you have a plan in place for your premises? appropriately spaced chairs in reception room; allowing adequate time for patients to enter/leave in isolation, hand sanitiser available on entry, contactless payments if possible?			
Have you recorded the details of your risk assessment?			
Have you selected PPE as recommended by NHSE/PHE and trained staff on its use, including donning, doffing and disposal?			
Have you got cleaning materials and PPE in stock at the clinic?			
Have you documented a cleaning plan and implemented it?			
Have you trained all physiotherapists and support staff in new clinic procedures and all procedures provided to them?			
Have you got a plan in place for how appointments will be handled if there is more than one patient to be seen in a session e.g. one patient in / one out, time between appointments or staggered times if there is more than one practitioner working in the clinic? How will social distancing work in practice?			

<p>How are you going to ensure no patient to patient contact? Will patients wait outside clinic and be contacted by phone to come in (i.e. no waiting area for patients)?</p>			
<p>Remember you will need to keep adequate records of who has been in the clinic with current contact details confirmed (including staff members) in case contact tracing is later required. You need to inform, gain consent for contact tracing</p>			

Preparation considerations			
Considerations	Completed Record outstanding issues	Date completed	Next review date
Have you followed the 'triage first' advice?			
Have you clear criteria for when you might choose a face to face option and can you demonstrate clear clinical reasoning for this?			
Have you screened each patient for COVID-19 signs or symptoms by phone or telehealth prior to offering a consultation in the clinic?			
Have you given clear instructions to patients regarding where to come, what to expect when they arrive, and how things may differ from their usual visits?			
Have you ensured appropriate PPE is in place ready to be used (all staff to be trained as above)?			
Have only one physiotherapist using each room during any one session to allow for cleaning between therapists?			
Have you made it clear at the entrances that no walk-in appointments are available?			
Have you considered admin/reception staff safe distancing?			

During clinic visit considerations			
Considerations	Completed	Date completed	Next review date
Have you advised your patient that they need to be wearing a face covering unless they are exempt?			
Have you screened your patient again for any COVID-19 signs or symptoms prior to entering the clinic? You may wish to consider a temperature test (e.g. electronic forehead thermometer)?			
Have you advised your patient, and others, to 'hand sanitise' on arrival and departure from the clinic?			
Have you considered whether the physiotherapists fill out any paperwork and forms for the patient, or they sign with a cleaned pen? You may be able to consider electronic completion prior to appointment?			
Have you adapted your usual consent procedures to include extra measures taken now by your clinic?			
Have you advised that only the patient is to be present in the clinic? A carer or guardian, may be allowed to accompany the patient in appropriate circumstances so long as they are screened first and are free from COVID-19 signs or symptoms?			
Have you confirmed contact details for the patient and each person accompanying the patient and inform them that these details may be used for contact tracing, if required?			
Are you following all hand and hygiene practices throughout?			

Are you able to ventilate the treatment areas adequately?			
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Post clinic visit considerations

Considerations	Completed	Date completed	Next review
Have you carried out the correct steps for safe removal and disposal of PPE appropriate to your clinic type and setting?			
Have you followed your cleaning protocol – wiping down all hard surfaces with detergent and water and then use a disinfectant and considered airflow through open windows, etc?			

After clinic visit considerations

Considerations	Completed	Date completed	Next review
Have you considered clinic uniform or similar which can be laundered effectively after each day at high temperatures? Have you ensured that all uniform worn in the clinic is removed before you leave the clinic?			