

**BAND 3 PHYSIOTHERAPY  
TECHNICIAN  
COMPETENCIES IN PHYSIOTHERAPY  
TECHNIQUES**

**MENTAL HEALTH**

## Instructions for Band 3 Physiotherapy Technician

### Competencies in Physiotherapy Techniques for the Mental Health Team

Name of Band 3.....

Names & grades of assessors

.....

.....

Date started.....

Date complete.....

- Competencies must be signed off before starting NVQ qualifications, or within 12 months of starting competencies.
- To be signed off as ‘competent’, the Physiotherapy Technician must demonstrate their understanding of the element and be observed on THREE separate occasions.
- It is the responsibility of the Physiotherapy Technician initiate completion of their competencies.
- The competencies are a guideline for standards of practice. The Physiotherapy Technician may be asked to demonstrate their competence of an element again if this is highlighted as an area of improvement at appraisal or supervision.
- *It is only as competencies are signed off that Physiotherapy Technician’s will be allowed to work independently i.e. work unsupervised, out of the presence of a qualified member of staff.*
- The National CSP guidelines state that assistants are the responsibility of the qualified member of staff. Physiotherapy Technician will work under guidance and instruction but are in a position to progress treatment intervention themselves.

<b>MOBILITY AND TRANSFERS</b>		
<b>Competence 1: The Band 3 Technician is aware of various types of walking aids and is able to adjust the height correctly</b>	<b>Signed off by</b>	<b>Date</b>
<b>1.1</b> Is familiar with different types of walking aids * and their storage <b>1.2</b> Can measure the correct height of walking aids for patients <b>1.3</b> Can adjust walking aids for the correct height <b>1.4</b> Is familiar with safety instruction sheets for patients <b>1.5</b> Issues patient information sheet with walking aids		
<b>Competence 2: Band 3 Technician is able to carry out mobility practise using the appropriate aid and gait pattern as instructed by the therapist</b>	<b>Signed off by</b>	<b>Date</b>
<b>2.1</b> Demonstrates safe instruction of using walking aids * <b>2.2</b> Demonstrate different types of gait: - Partial weight bearing - PWB - Full weight bearing - FWB - Non-weight bearing - NWB - Toe touch weight bearing - TTWB <b>2.3</b> Perform safe indoor practise, with appropriate technique. <b>2.4</b> Perform safe outdoor mobility practice, with appropriate technique on different surfaces: - outdoors - ramps - uneven surfaces		

<b>Competence 3: Band 3 Technician is aware of safety issues surrounding mobility assessment &amp; practise</b>	<b>Signed off by</b>	<b>Date</b>
<b>3.1</b> Demonstrate that walking aids are in good condition for use by clients: - ferrules - stability - handles - breaks <b>3.2</b> Demonstrate risk assessment for individual clients: - environmental - physical - psychological / cognitive		
<b>Competence 4: Band 3 Technician is able to carry out stair practise with patients safely, using the correct technique</b>	<b>Signed off by</b>	<b>Date</b>
<b>4.1</b> Has knowledge of the correct techniques for ascending & descending stairs <b>4.2</b> Can demonstrate safe use of elbow crutches on stairs <b>4.3</b> Can demonstrate safe use of sticks on stairs		
<b>Competence 5: Band 3 is able to carry out transfer practice with patients using safe technique and equipment as appropriate.</b>		
<b>5.1</b> Has completed Level 2 Manual Handling training. <b>5.2</b> Is able to demonstrate safe transfer technique with equipment (other than mobility aids as covered above): - Hoist - Stand aid		

<ul style="list-style-type: none"> <li>- Stedy</li> <li>- Rotunda</li> <li>- Other regularly used transfer aids as identified.</li> </ul> <p>5.3 Is able to identify issues with transfers and suggest minor adaptations following discussion with senior staff (e.g. chair raises, toilet raise).</p> <p>5.4 Is able to demonstrate safe technique when supporting patients with transfers:</p> <ul style="list-style-type: none"> <li>- sit to stand</li> <li>- transfers between 2 surfaces</li> <li>- lying to sitting</li> <li>- sitting to lying</li> </ul> <p>5.5 Is able to understand the principles of Physiotherapy Therapeutic handling and adapt handling strategies for rehab as delegated by qualified staff.</p>		
--	--	--

<b>*Walking Aids</b>	<b>location</b>	<b>measure</b>	<b>safety</b>	<b>use</b>
Wooden walking sticks				
Metal adjustable walking sticks				
Quadripods				
Fischer sticks				
Elbow crutches				
Zimmer frame				
3 wheeled rollator				
4 wheeled rollator				

**All elements complete.....**

## EXERCISE THEORY

Competence 6: The Band 3 Technician has an understanding of the theory underpinning exercise	Signed off by	Date
<p><b>6.1</b> Understands different types of exercise;</p> <ul style="list-style-type: none"> <li>- strengthening</li> <li>- stretching</li> <li>- balance</li> <li>- cardio-vascular</li> <li>- endurance</li> </ul> <p><b>6.2</b> Understands different ways of exercising:</p> <ul style="list-style-type: none"> <li>- Active</li> <li>- Passive</li> <li>- Active assisted</li> <li>- Active resisted</li> <li>- Isometric</li> </ul> <p><b>6.3</b> Demonstrates a range of exercises from each category**</p> <p><b>6.4</b> Demonstrates how to progress different types of exercises;</p> <ul style="list-style-type: none"> <li>- strengthening</li> <li>- stretching</li> <li>- balance</li> <li>- cardio-vascular</li> <li>- endurance</li> </ul> <p><b>6.5</b> Has a knowledge of benefits of exercise</p>		

<b>6.6</b> Is able to recognize correct and incorrect performance of the designed exercise		
--	--	--

<b>**Muscle group</b>	<b>Passive</b>	<b>Isometric</b>	<b>Active-assisted</b>	<b>Active</b>	<b>Resisted</b>
Gluteals					
Quadriceps					
Hamstring					
Dorsi flexors					
Plantar flexors					
Shoulder flexors					
Shoulder abductors					
Elbow flexors					
Elbow extensors					

**All elements complete.....**

**All elements complete.....**

<b>FALLS MANAGEMENT</b>		
<b>Competency 7: Band 3 has an understanding of falls risk assessment and management</b>	<b>Signed off by</b>	<b>Date</b>
7.1 Has completed the relevant falls management training (Preventing falls in hospital or local training)  Is able to identify the main risk factors for increased falls: - Footwear and foot health - Impaired gait and balance		

<ul style="list-style-type: none"> <li>- Impaired muscle power</li> <li>- Medication</li> <li>- Confusion and mental state</li> <li>- Incontinence</li> <li>- Visual impairment</li> </ul> <p><b>7.2</b> Is able to provide basic falls management advice* and refer on to other MDT members as appropriate.</p> <p>*</p> <ul style="list-style-type: none"> <li>- Footwear</li> <li>- Glasses</li> <li>- Walking aids</li> </ul>		
---	--	--

**All elements complete.....**

<b>CONFIDENTUALITY, COMMUNICAITION AND RECORD KEEPING</b>		
<b>Competence 9: Band 3 Technician can complete relevant documentation with minimal guidance.</b>	<b>Signed off by</b>	<b>Date</b>



<p><b>9.1</b> Understands the principles of good record keeping in line with service line requirements and the need to comply with record keeping standards.</p> <p>Knows how to access, enter and store information in relevant systems (electronic and paper)</p> <p>All clinical contacts are completed at the earliest opportunity or within 24 hours.</p> <p><b>9.2</b> Is able to complete documentation using a SOAP note format.</p> <p>9.3 Uses concise, unambiguous and non-judgmental wording in both written and verbal communication.</p> <p>9.4 Limits the use of abbreviations (only use if fully explained in previous text).</p> <p>9.5 Signs, dates and enters time for each entry (Manual Records).</p> <p>Clinical records are kept up to date at all times and accurately reflect the 'current' situation.</p> <p>Seeks to obtain informed consent where appropriate and clearly documents this at each intervention.</p> <p>Is able to demonstrate an understanding of the Mental Capacity Act and the principles of capacity</p>		
---	--	--

<p>assessment and best interest decisions in relation to physiotherapy intervention.</p> <p>Is able to refer back to senior staff members when there are issues or changes in a persons capacity to consent to intervention.</p> <p>Can complete appropriate sections of:</p> <ul style="list-style-type: none"> <li>- General assessment form</li> <li>- Outcome measures</li> <li>- Discharge summary</li> </ul> <p>Is familiar with Physio Care Plans and is able to implement delegated physiotherapy interventions.</p> <p>Is able to Interpret information from previous entries correctly and responds appropriately</p> <p>Is able to complete Physio Mental Health Teams referrals:</p> <ul style="list-style-type: none"> <li>- Record referrals in</li> <li>- Add and update allocations</li> <li>- End referrals</li> </ul>		
---	--	--

<p>Adheres to an understanding of 'Permission to Share' principles and can demonstrate having a complex discussion where there is no consent to share</p> <p>Is able to accurately report any incident using the correct system in a timely manner</p>		
<b>Competence 10: Band 3 Technician is able to apply the principles of data protection.</b>	<b>Signed off by</b>	<b>Date</b>
<p><b>10.1</b> Has completed Information Governance training and is able to demonstrate an awareness of General Data Protection Requirements.</p> <p>Demonstrates an awareness of how to manage emails including use of signature blocks and out of office tool.</p> <p>Transfers stores and disposes of personally identifiable (PID) records according to organisational policy (email, post, SystmOne, shredding, scanning, locking brief case etc.)</p>		

**MDT WORKING**

<b>Competence 8: Band 3 Technician has an understanding of and is able to work as effective member of the MDT</b>	<b>Signed off by</b>	<b>Date</b>
<p>Has an understanding of the roles of the members of the local MDT.</p> <p>Communicates with all members of the MDT in a consistently professional and respectful manner.</p> <p><b>8.2</b> Is able to identify patient's that require onwards referrals or referral to other members of the MDT.</p> <p><b>8.3</b> Is aware of how to refer patients to:</p> <ul style="list-style-type: none"> <li>- Falls Prevention Classes</li> <li>- Community Physiotherapy</li> <li>- Voluntary Organizations: Age UK, Befriending service</li> </ul> <p>Is able to provide feedback to the MDT and senior Physiotherapists on the progress for patients within their caseload.</p>		

Is able to attend MDTs and handover physiotherapy specific information as delegated by Qualified Physiotherapists and feedback relevant information.		
--	--	--

**All elements complete.....**

<b>ORGANISATION OF CASELOAD</b>		
<b>Competence 6: Band 3 Technician can demonstrate effective &amp; efficient management of their caseload</b>	<b>Signed off by</b>	<b>Date</b>
<b>6.1</b> Can plan a daily and weekly schedule <b>6.2</b> Can prioritise routine daily caseload with discussion with PT if needed. <b>6.3</b> Demonstrate efficient time keeping		

<b>ANATOMY, MOVEMENT &amp; PATHOLOGY</b>		
<b>Competence 10 : Band 3 Technician has an understanding of basic musculoskeletal structures.</b>	<b>Signed off by</b>	<b>Date</b>
<b>10.1</b> Can name and locate the main structures of the - skeletal system: - skull		

<ul style="list-style-type: none"> <li>- vertebra</li> <li>- ribs</li> <li>- clavicles &amp; scapulae</li> <li>- humerus</li> <li>- ulna &amp; radius</li> <li>- metacarpals &amp; phalanges</li> <li>- pelvis</li> <li>- femur</li> <li>- tibia</li> <li>- fibula</li> <li>- metatarsals &amp; phalanges</li> </ul> <p><b>10.2</b> Can name, locate and demonstrate knowledge of function of the major muscle groups:</p> <ul style="list-style-type: none"> <li>- quadriceps</li> <li>- hamstrings</li> <li>- gluteals</li> <li>- hip abductors &amp; adductors</li> <li>- hip flexors</li> <li>- triceps &amp; biceps</li> <li>- deltoid</li> <li>- abdominals</li> <li>- back extensors</li> </ul>		
--	--	--

-side flexors - trunk rotators		
<b>Competence 11: Band 3 Technician has an understanding of basic normal movement patterns.</b>	<b>Signed off by</b>	<b>Date</b>
<b>11.1</b> Has knowledge of terminology & can demonstrate understanding of general movement: - flexion - extension - abduction - adduction - circumduction (rotation) & elevation - supination & pronation - dorsiflexion & plantar flexion <b>11.2</b> Is able to demonstrate normal ROM in main joints of body using appropriate terminology <b>11.3</b> Has knowledge of terminology & can demonstrate understanding of the gait cycle: - step & stride & cadence - swing & stance - heel strike (initial contact) - foot flat - midstance - heel rise		



<ul style="list-style-type: none"> <li>- toe off (terminal stance)</li> <li>- initial swing (acceleration)</li> <li>- mid-swing</li> <li>- terminal swing (deceleration)</li> </ul> <p><b>11.4</b> Has an understanding of major gait abnormalities</p> <ul style="list-style-type: none"> <li>- Parkinsonian gait</li> <li>- Ataxic gait</li> <li>- Antalgic gait</li> </ul>		
---	--	--

**All elements complete.....**

<b>Mental Health and Psychological needs</b>		
<b>Competency 12: The Band 3 has an understanding of the relevant Mental Health legislation and policies</b>	<b>Signed off by</b>	<b>Date</b>
<p><b>12.1</b> Has knowledge of admissions under the Mental Health Act.</p> <ul style="list-style-type: none"> <li>- Informal</li> <li>- Section 2</li> <li>- Section 3</li> </ul>		

<p>- Section 17 leave</p> <p><b>12.2</b> Has knowledge of potential ligature risks.</p> <p><b>12.3</b> Has knowledge of how to assess for and document capacity to treatment.</p> <p><b>12.4</b> Is able to risk assess patients appropriate for treatment and escalate concerns or changes to risks to senior staff.</p> <p>12.5 Is able to complete Leave risk assessments (5Cs) where appropriate or seek support depending on the ward protocol.</p> <p>Is able to demonstrate an understanding of Therapeutic Observations</p> <ul style="list-style-type: none"> <li>- Purpose of therapeutic observations</li> <li>- Four levels of therapeutic observations</li> <li>- When it would be appropriate for Therapeutic Observations to be temporarily delegated to a member of the AHP team and the actions required during and after this e.g. documentation, observation and handover.</li> </ul>		
<p><b>Competence 13: Band 3 Technician has an understanding of mental health conditions, terminology and medication.</b></p>	<p><b>Signed off by</b></p>	<p><b>Date</b></p>

<p><b>13.1</b> Is able to demonstrate an understanding of the presentation of common mental health disorders:</p> <ul style="list-style-type: none"> <li>* Depression</li> <li>* Psychosis- drug induced and first episode</li> <li>* Mild Learning Disability/ Asperger's</li> <li>* Schizophrenia ( including paranoia)</li> <li>* Dementia</li> <li>* Bipolar Disorder</li> <li>* Personality Disorder</li> <li>* Post-Traumatic Stress Disorder (PTSD)</li> <li>* Anxiety</li> <li>* Eating Disorders</li> </ul> <p><b>13.2</b> Is able to modify communication strategies and treatment programmes to optimise engagement and treatment outcomes in relation to the above disorders.</p> <p>Has an understanding of common medication types used to treat mental health conditions and side effects.</p> <p>Understands the need to report any medication concerns to the registered professional</p> <p>Demonstrates an understanding of 'Recovery Focused' care and is able to describe recovery focused principles.</p>		
---	--	--

All elements complete.....

Assessment and management of risk		
Competence.....: Able to recognise and act on risks	Signed off by	Date
<p>Demonstrates an understanding of the concept of risks related to service user incidents, service user health and well-being, staff and self.</p> <p>Has an understanding of the environmental risk assessment and how to escalate issues as appropriate.</p> <p><b>14.1</b> Is able to risk assess each patient for suitability for treatment.</p> <p>Actively seeks guidance from more senior staff when dealing with situations that indicate higher levels of risk e.g. falls, self harm, ligature risks.</p> <p><b>14.2</b> Is aware of the emergency systems and personal alarms.</p> <p><b>14.3</b> Is able to understand and comply with the locked door policy.</p>		

<p>Understands and complies with Lone Working policy and procedures. * Understands the risk reporting hierarchy process and who they should report to e.g. senior nurse/ police.</p> <p>Is able to identify a crisis situation and how to respond appropriately</p>		
<b>Competence .... Prevention and management of violence and aggression</b>	<b>Signed off by</b>	<b>Date</b>
<p>Has completed training appropriate to job role (Breakaway or PMVA)</p> <p>Understands the principles of least restrictive option.(Code of Practice 2015)</p> <p>Understands the rationale and is able to contribute to post incident debriefs.</p>		
Competence 15: Band 3 Technician is able to demonstrate an understanding of adult and children's safeguarding.	<b>Signed off by</b>	<b>Date</b>
<p>Has completed adult and children's safeguarding training relevant appropriate to job role (Leve 2 or 3)</p> <p>Demonstrates an understanding of Safeguarding Adults and Children policies and procedures</p> <p>Is able to recognise signs of abuse / abuse situations and raise concerns appropriately.</p>		

Escalates any safeguarding concerns to senior members of staff.		
---	--	--

Outcome Measures		
Competency 15: Band 3 Technician is able to complete outcome measures as requested by the Physiotherapist	Signed off by	Date
<p><b>15.1</b> Is able to complete outcome measures for gait, balance and functional strength:</p> <ul style="list-style-type: none"> <li>- TUSS</li> <li>- 180deg turn</li> <li>- Functional Reach</li> <li>- 30 sec sit to stand</li> <li>- 6m walk</li> <li>- Berg</li> </ul> <p><b>15.2</b> Is able to demonstrate appropriate risk assessment for completing the outcome measures.</p> <p><b>15.3</b> Has knowledge of the results of the outcome measures and their implications.</p> <p><b>15.4</b> Is able to complete the appropriate documentation for each outcome measure.</p>		

15.5 Liaises with the physiotherapist as indicated by the results of the measures.		
--	--	--

**All elements complete.....**

<b>Management and Leadership</b>		
11.1	Signed off by	Date
11.2 Recognises and works within the limits of their own knowledge, skills and accountability within their role		
11.3 Actively engages in individual and/or group supervision meeting the minimum standards required.		
11.4 Demonstrates a recognition of all people as individuals and respects others' views and right to dignity		
11.5 Maintains compliancy with all training requirements and escalates concern or challenge through appropriate routes		
11.6 Can demonstrate where and how to access all policies and procedures		
11.7 Is aware of and demonstrates compliance to: Sickness reporting and management processes Complaints procedures Incident reporting processes		

<b>Activities of daily living</b>		
	<b>Signed off by</b>	<b>Date</b>
<p>Acknowledges and respects the patient's preferences at all times.</p> <p>Is able to support patients manage all aspects of daily living including personal care with a focus on maintaining independence through maintaining or developing skills.</p> <p>Is able to contribute to the assessment of individuals daily living skills e.g. observation, MDT discussion</p> <p>Recognises where there are areas that the patient requires additional support and signpost</p> <p>Understands the importance of the patients social circumstances and the impact this may have on their recovery</p> <p>Understand the role of the carer, the impact this may have on the patient and considers the needs of the carer at all times</p> <p>Is able to identify signs of carer stress and refer to the relevant member of the MDT.</p> <p>Can demonstrate an awareness of others' who may be involved /need to be involved in supporting the patient</p>		



--	--	--

<b>Physical Health</b>		
Competence....: Band 3 Technician is able to demonstrate and understanding of the importance of nutrition and hydration	Signed off by	Date
<p>Understands the importance of adequate food and fluid intake in relation to</p> <ul style="list-style-type: none"> <li>- basic principles of a balanced diet</li> <li>- continence</li> <li>- bowel habits</li> </ul> <p>Has an understating of the symptoms of swallowing difficulties and how to escalate concerns.</p> <p>Has an awareness of modifications to diet and fluid for patients with swallowing difficulties and is able to seek support to provide these when appropriate.</p> <p>Demonstrates an understanding of the principles of diets for patients with diabetes</p> <p>Recognises a sudden onset or change in a service users appetite and how to report this.</p>		

Competence.....: Band 3 Technician is able to demonstrate the principles of continence care.		
<p>Understands the causes and symptoms of constipation and know when to escalate concerns</p> <p>Understands the need for privacy and dignity in relation to continence issues</p> <p>Recognises a sudden onset or change in a service users continence and how to report this (including bowel habit)</p> <p>Understands and uses Bristol Stool Scale correctly Is aware of the range of continence aids and can demonstrate correct use of:</p> <ul style="list-style-type: none"> <li>* commode</li> <li>* urinal</li> <li>* pads</li> </ul>		
Competence ..... : Band 3 Technician is able to demonstrate the principles of skin care and pressure relief.		
<p>Understand the basic principles of skin care and the causes of pressure damage</p> <p>Is able to identify the need for basic pressure relieving equipment</p>		

<p>Is able to use pressure relieving aids appropriately and educate patient to use where relevant</p> <p>Recognises skin abnormalities and pressure area risks including signs of pressure damage and how to report these</p>		
<p>Competence . ...: Band 3 Technician has an awareness of physical observations and emergency life support</p>		
<p>Has completed Basic Life Support Training</p> <p>Is able to identify when a patient is acutely unwell and refer on for further investigation or support.</p> <p>Is able to summon support in an emergency situation.</p> <p>Inpatients</p> <p>Is able to take physical observations using the appropriate equipment and record these using a NEWS-2 chart.</p> <p>BP</p> <p>Pulse</p> <p>SaO2</p> <p>Temperature</p> <p>Respiratory Rate</p> <p>Is able to identify when a patient presents as acutely unwell and escalate concerns to the relevant staff member e.g. senior clinician, nursing staff or medical team</p>		

--	--	--