

## **LOGBOOK AND CASE STUDY GUIDANCE NOTES**

### **The Requirements**

The SMA require that students studying for a Level 4 sports massage therapy qualification complete 100 logged practise hours of massage in addition to the qualification.

Logbook hours are not required for a Level 3 qualification however if you are completing the suite of Level 3, 4 and 5 qualifications progressively then the SMA will accept up to 50 logged hours completed as part of the Level 3 qualification with the balance of 100 hours to be completed as part of the Level 4 qualification.

For students studying for a Level 5 sports massage therapy qualification the SMA require the completion of 25 logged practise hours of case studies. Case studies should involve a minimum of 4 and a maximum of 6 treatments per client. It is likely therefore that a Level 5 student will complete a minimum of 5 and a maximum of 7 case studies.

### **Range of Clients**

Both Logbook hours and Case Studies should ideally be completed over a demographic range that includes :

Adult, male, female. Adolescent (13-18 yrs old). Pre adolescent (under 13 yrs). Special populations (pregnant, elite athlete, elderly, a person with disabilities)

Note. A chaperone must always be in attendance when the client is under the age of 18 years

### **Treatment type and Location**

Your records are expected to demonstrate practise in :

Pre event, inter/intra event, post event/recovery, injury management, maintenance, clinic, event

### **Verification of Hours**

It is preferred that the course tutor verifies practise or casebook hours but, as they are not a specific requirement of the qualifications, it may not be possible for the tutor to do so. If it is not possible then the SMA will accept Case Study and Practise Log hours confirmation direct from the student/recent graduate. In this case you are advised that the SMA will require you to submit your practise hours logbook with a membership application. Case study clients must be also be highlighted as the SMA will also be conducting selective sampling and you could be asked to submit the case study record(s) for verification.

There are three documents associated with both the Logbook and Case Studies :

- SMA Casebook Consultation Form
- SMA Casebook Subsequent Treatments Form
- SMA Practise Hours Log



### **Casebook Consultation Form**

A Record of Consultation is to be completed for every logbook/case study client.

In completing your records anonymity must be preserved by allocating a number to the client rather than naming them. You must also keep a separate record of the clients name and contact records as you may be requested to supply a sample range of client details for an SMA representative to contact them to verify the authenticity of evidence.

The Consultation Form includes, on page 4, a list of techniques that a student/recent graduate of Level 3, 4 and 5 would be expected to employ in conducting a treatment. For clarity please note that we would not expect a student to attempt the use of techniques from a higher level of qualification. We would however expect that a Level 4 student would be employing Level 3 as appropriate to the treatment plan for individual clients. Similarly a Level 5 student will be employing Level 3 and 4 techniques appropriate to the treatment plan.

### **Casebook Subsequent Treatments Form**

The form is a simplified Consultation Form for use for subsequent treatments to the first treatment.

### **Practise Hours Logbook**

The Logbook is to summarise the treatments you have given and to record the number of massage hours contributing to the total logbook hours requirement.

The Logbook document is the cover sheet and summary to be accompanied by your evidence. Your evidence should be in the form of the Consultation Form, Subsequent Treatment forms, witness statements, photographs (face obscured), testimonies etc.

### **Techniques used**

The techniques used must reflect the level of qualification but is not restricted to these techniques however please note that working beyond the level of qualification being studied would be outside your scope of practise :

Level 3 – Effleurage, petrissage, frictions, tapotement, compressions, vibrations, passive stretching.

Level 4 – Soft tissue release, connective tissue, corrective frictions, trigger points, muscle energy techniques (PIR, RI).

Level 5 – Active isolated stretching, PNF – CRAC, Myofascial release, Positional release.



## **Information for your clients**

Before commencement of any practise your client is to be made aware that you are practising sports massage techniques, that you are supervised, that you are not meeting a need. Your client should also be made aware of the limitations of your student insurance in the above respects.

A chaperone must always be in attendance when the client is under the age of 18 years.

Your client must also be made aware that they may, if they wish, speak with your supervising tutor and must if they request it be provided with the contact information for the tutor. An instance where they want to contact the tutor for example could be when they have any questions regarding the practise you propose or would like to discuss any other relevant matter.

## **Case Study format**

This will be evident to a significant degree from the Casebook Consultation Form however the following notes may be helpful as an aide-memoire.

A study must include the stipulated minimum/maximum number of sessions with one client.

### **The subjective examination could/should include reference to:**

Medical history / past injuries.

Past treatments / therapies.

Sport, training regimes, Use FITT principles to describe; Frequency, intensity, time and type.

Lifestyle factors that may impact upon the client, e.g. stress, children, dependents, diet, job, etc.

Reasons for seeking treatment, possible examples :

Pain relief, preventative, corrective, competition.

Any presenting symptoms.

Recording of any contra-indications.

Client expectation :

What does client hope to achieve from sports massage treatments?

Consider if their expectations are realistic?

### **The objective examination could/should include reference to:**

Assessments undertaken & findings which may include:

Muscle tone, size, posture, gait, range of movement, pain assessment.

You may wish to include photographs of client or other evidence to support your study. (Please ensure that faces are obscured to maintain anonymity).

## **Treatment plan**

Discuss plan you have devised from the consultation & physical findings.

State short, medium and long term goals.

Obtain the clients informed consent and ensure you obtain the clients signature.



## **Record of Treatments**

Record each treatment individually as the treatment plan may change to suit your client's needs and response to treatment.

### **Each treatment record should include:**

Techniques used & reasons for choice.

Areas treated.

Note any abnormalities, pain scales, areas of dysfunction, any other factors of relevance

Evaluation of the treatment: client feedback, reassessment of range, pain reduction, increased mobility, effect on client, etc.

Any changes or revisions made to the treatment plan.

Aftercare, preventative care, rehabilitation strategies.

Any contra-actions the client may have experienced.

A conclusion.

Evaluate your case study.

Consider your treatment strategies, effectiveness of the treatments, attitude of client.

What would you change?