Procedure · FW-SOP-004 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 30.8

At a glance

- Sessions are supervised by staff with a recognised qualification for the activity (FW-REG-001).
- Each member receives instruction on correct technique before using equipment or a group activity.
- Supervisor-to-member ratios are set for each activity.
- Instruction is recorded.
- Stop and get help straight away if: a heavy-lifting class runs with an unqualified supervisor.

1. Purpose

To make sure exercise is supervised by qualified staff and taught correctly (30.8).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

Exercise sessions with no qualified instructor are a common cause of injury. Supervision by people who hold a recognised qualification for the activity keeps the sessions safe.

5. Responsibilities

Role	Responsibility	Competence
Fitness service lead	Owns the supervision rule	Clinician or manager
Qualified instructor	Supervises and instructs	Staff

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Check qualification.

- Check the instructor’s qualification on FW-REG-001 before each session.

Key point: Checked.

Step 2. Instruct.

- Instruct each member on technique before equipment or group use.

Key point: Instructed.

Step 3. Record.

- Record the session and the instruction given.

Key point: Recorded.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Sessions led by a qualified instructor	100%	Monthly	Fitness service lead	Escalate to medical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
FW-REG-001	Staff qualification register	Register
WRK-SOP-001	Annual competency assessment (existing, reused)	Procedure

17. Evidence

Reference	Note
E-009	Based on the WHO guidance on digital health and data protection, the American College of Sports Medicine Guidelines for Exercise Testing and Prescription (11th ed., 2021), and the American Heart Association guidelines for cardiopulmonary resuscitation and emergency cardiovascular care (2020).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- **Exercise Supervision & Instructor Qualification** (FW-02)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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