Procedure · PHY-SOP-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 18.4

At a glance

- Measure progress at set intervals against the goals agreed at assessment.
- Use a measure that suits the condition, recorded on PHY-FRM-003.
- When progress stops, change the plan and record why.
- Review progress at least once a month for each patient in an ongoing course.
- Stop and get help straight away if: a patient is treated for months with no measurement.

1. Purpose

To make sure treatment progress is measured, and the plan changed when progress stops (18.4).

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

A treatment without measured progress cannot be shown to work, and it is easy to continue for months with no benefit. Measuring progress at set intervals tells the team when to change the plan.

5. Responsibilities

Role	Responsibility	Competence
Treating physiotherapist	Measures progress and changes the plan	Clinician

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. Measure.

- Measure progress at the set interval, against the agreed goals.

Key point: Measured.

Step 2. Record.

- Record the measure on PHY-FRM-003.

Key point: Recorded.

Step 3. Change the plan.

- When progress stops, change the plan and record the change.

Key point: Plan changed.

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
Patients with progress measured at the set interval	95%	Monthly	Lead physiotherapist	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
PHY-FRM-003	Progress record	Record

17. Evidence

Reference	Note
E-009	Based on the WCPT Descriptor of physical therapy (2019) and the WHO Rehabilitation in health systems guide (2019).
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

- Rehabilitation and Recovery Programs in Fitness and Wellness (FIT-10)

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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