Collecting Information

Unit: Programming Pilates Matwork
Learning outcomes & assessment criteria

Learning outcome: The learner will:

LO1: Understand the principles of collecting information to plan a Pilates matwork programme

Assessment criteria: The learner can:

1.1 Explain the principles of informed consent
1.2 Explain why informed consent should be obtained before collecting information for a Pilates matwork programme
1.3 Summarise the client information that should be collected when designing a Pilates matwork
1.4 Explain how to select the most appropriate methods of collecting client information
1.5. Explain the legal and ethical implications of collecting client information, including confidentiality
Reasons for collecting information

• Professionalism

• Ethical practice

• To find out anything about the person that may affect the safety and effectiveness of their participation

• To be able to respond, plan and adapt to meet their needs OR refer to another professional (as appropriate)

• Legalities: Commission and negligence
Client information

Thought storm

What information would you need to gather from a client prior to planning a Pilates Matwork programme for them?

Record all answers
Client Information

• Personal goals – what they would like to achieve
• Lifestyle, e.g. Sedentary work, hobbies, habits
• Health status, e.g. medical conditions that may affect participation
• Physical activity history, especially last 6 months
• Physical activity likes and dislikes
• Motivation and barriers to participation
• Current fitness and skill level
• Posture and alignment
• Functional ability
Methods of gathering information

Thought storm

How can you gather information from clients?

What methods would you use?
Collecting information

Primary methods:

Written: Questionnaires, e.g. A PAR-Q form and informed consent

Verbal: Client Interview or verbal screening – things you need to ask and be told verbally

Visual: Observation: visual checks, gender, age, body type, shape and size, posture type, gait
Methods of gathering information

Pair / Group task

What information can you gather using each method?
AND
What are the advantages and disadvantages of each method?
## Collecting information

<table>
<thead>
<tr>
<th></th>
<th>Questionnaire</th>
<th>Interview</th>
<th>Observe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal goals</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Lifestyle, e.g. habits, work</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Hobbies</td>
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<tr>
<td>Medical conditions</td>
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<td>Activity history</td>
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<tr>
<td>Likes and dislikes</td>
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<td>Yes</td>
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<tr>
<td>Motivation</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Barriers to participation</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Current fitness</td>
<td>Yes</td>
<td>Yes</td>
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<td>Posture and alignment</td>
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<td>Yes</td>
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<tr>
<td>Functional ability</td>
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<td>Yes</td>
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</table>
Written questionnaires

Advantages
• Can be given to more than one person at a time
• Permanent record
• A concise overview provided, if closed questions used, e.g. PAR-Q

Disadvantages
• Circumstances change and records need to be updated
• Time-consuming to both write and read
• Need to be stored securely
• Information gathered needs to be acted on, e.g. Check with GP if a ‘Yes’ response to PAR-Q
• Would need to ask a lot of questions to gather some information
Verbal – interview

Advantages
• Can gather lots of information by asking open questions and listening
• Immediate response
• More personal – build rapport (one-to-one)
• Can clarify information (client and instructor)

Disadvantages
• Participants may be unwilling to disclose some information – may affect honesty
• There may be no written record of what has been discussed
• Need interview and communication skills, e.g. Listening, empathy and open questions
• Need time for consultations
Verbal - pre-class screen

Advantages
• Immediate check at start of class
• Typical checks would be:
  – New people
  – Injuries or health issues
  – Pregnancy

Disadvantages
• Needs to be managed sensitively
• People unlikely to disclose information if called out in front of group
• Dishonest or partial information
• It takes time to speak to more than one person – arrive early
• Appropriate action if people issues identified
• Need to prioritise information
Observation

Advantages

- Some things are clearly visible – gender, body type, size and shape
- Reduces question time
- Can provide a focus for questions, e.g. someone wearing a knee strap
- Can scan and check posture and exercise technique/skill

Disadvantages

- Limited information can be gathered visually, e.g. cannot see fitness or health
- Not all medical ailments can be identified visually
- Posture assessments can take time
- Functional assessments take time
Physical activity readiness questionnaire (PAR-Q)

A self-screening and referral tool

Answer ‘yes’ = seek medical advice

Answer no = ready to participate

Currently under review by ukactive (previously FIA)

Client information

Question and answer

Why do you need this information?

Record all answers and discuss
Purpose of Information

• **Safety**
  – Identify reasons for exclusion, e.g. heart condition
  – Identify reasons for temporary deferral
  – Identify needs to be referred to another health professional
  – Identify any specific needs and adaptations, e.g. partially sighted, Injury or medication
  – Identify postural needs and posture type, muscle imbalances and gait

• **Effectiveness**
  – Identify their likes and dislikes
  – Identify their goals and what they would like to achieve
  – Identify motivation and commitment
  – Identify barriers to achieving goals
Special considerations

Participants may:

• Be apparently healthy and able to take part
• Able to take part but require special considerations and adaptations
• Requires temporary deferral, e.g. cold or flu or need to gain consent
• New to Pilates
• New to the specific class or teacher
• Have injuries
• Have medical conditions that require GP referral
• Belong to special population groups (e.g. older adult, ante/post natal, young adults, disabled

*Each of these will affect the exercises and activities planned*
Reasons for temporary deferral

- They have given blood in the last 24 hours
- They have cold or flu symptoms
- They have had a stomach upset within the last 48 hours
- Wherever there are doubts, medical advice should be sought.
New participants

Consider:

- New to class?
- New to Pilates?
- New to exercise?

How to manage:

- Verbal screen
- Approach individually and sensitively
- Introduce self
- Discuss class format

Some newcomers may hide and not identify themselves for fear of becoming the centre of everyone's attention.
Special population groups

- Older adults
- Ante natal
- Post natal
- Young people (14-16)
- Disabled
- Partial sighted or blind
- Partial hearing or deaf
- Physical disabilities

- Specific adaptations will need to be made for many exercises
- Need to gain further qualifications to work with on a regular basis
Principles of informed consent

Key information to include on an informed consent record:

- Benefits of activity
- Risks and how these will be managed
- Client responsibilities, e.g. to disclose information and changes
- A record of any questions asked and answers provided
- Names, dates and signatures – client and instructor
- Statement declaring they are free to consent or not consent to participating

To give their ‘informed’ consent, clients have to be fully informed
Legal and ethical considerations

Ethical reasons for collecting information:
• Stated on the professional code of ethical practice
• Part of job or role description

Legal issues:
• Information governance and data collection legislation
• Collect essential information
• Explain reasons for collection, e.g. why it is needed
• Record information appropriately
• Treat records and information confidentially
• Store securely with limited access
• Maintain for appropriate duration

Commission and negligence:
– Negligence = not collecting the information needed
– Commission = not responding and acting on the information you know
Learning review

Assessment criteria: Can you now:

1.1 Explain the principles of informed consent

1.2 Explain why informed consent should be obtained before collecting information for a Pilates matwork programme

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