

Manual Therapist Progression levels

Name _____

Date started _____

How to use;

To be monitored by MT and date achieved to be signed by Clinic Lead
(CBO/MMT/MDC/PM/MCA)

Promotion authoriser CBO/PM/MMT

| Junior MR requirements (Level 1 paid 38%) | | Date Achieved |
|---|--|--------------------------|
| Signed Service Agreement | | |
| Appropriate registration | | |
| Observe and perfect NP/ ROF/ ROP and reassessment | | |
| Carries out 1 st MT call | | |
| Working closely with DC in clinical sessions | | |
| Basics in myofascial meridians - SBLine, Lat Line, DFLine | | |
| First aid certificate | | |
| Story book – collected 5 patient stories | | |
| Attended 3 spinal screens | | |
| Attend health class | | |
| Learning log/ buddy with intermediate | | |
| Visit times – 30 minute sessions, keeping on time | | |
| Competent SOAP notes and referral notes | | |
| Upholding Core Values, Intention Statement, Purpose, Mission, Vision | | |
| Attends all coaching including New Patient Avalanche | | |
| 10 MT visits a week maintained for 4 consecutive weeks (1=30 min) | | |
| We will help you get from here to wherever you would like to be Reading list: <i>Fred Factor, feel the fear and do it anyway.</i> | | |
| Notes | | |
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| Date achieved | | Promotion authorised Y/N |
| Name of auth | | Auth signature |

| Intermediate MT requirements (Level 2 paid 42%) | | Date Achieved |
|---|--------------------------|---------------|
| Successfully complete trial period | | |
| 12 MT visits a week maintained for 4 consecutive weeks (1=30 min) | | |
| Has successfully transitioned 5 patients to MT DD membership | | |
| You will be excellent at triangling | | |
| Observe the DC perform 10 NP, 10 ROFS, and 100 adjustments | | |
| Active in spinal screen and gaining new contacts for spinal screens | | |
| Help junior MT with learning log | | |
| Collected 10 patient stories | | |
| Mastering recipes | | |
| Mastering SOAP notes | | |
| Attend spinal screens/ identify locations for screens | | |
| Reading list: <i>Raving Fans, Fish, 5 Love Languages,</i> | | |
| Notes | | |
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| Date achieved | Promotion authorised Y/N | |
| Name of auth | Auth signature | |

| Senior MT Requirements (Level 3 paid 45%) | | Date Achieved |
|---|--------------------------|---------------|
| 14 MT visits a week maintained for 4 consecutive weeks (1=30 min) | | |
| Has successfully transitioned 30 patients to MT DD membership | | |
| Involved in leading coaching massage sessions and presenting to whole team | | |
| Identifying locations for spinal screens and leading MT team roles for screening | | |
| Contributing to strategy days | | |
| Teaching learning logs to junior and intermediate | | |
| Cover and manage holidays | | |
| Organising inhouse promotional events | | |
| Growing own and helping other MT's grow story book | | |
| Attend 'Inner Circle' Mastermind | | |
| Cover manager holidays and be familiar with requirements for this | | |
| Work on scheduling Junior and Intermediate MT's | | |
| Reading list: <i>One minute manager, Gung ho!, How to win friends and influence people</i> | | |
| Notes | | |
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| Date achieved | Promotion authorised Y/N | |
| Name of auth | Auth signature | |

| Managing MT Requirements (Level 4 paid 50%) | | Date Achieved |
|--|--------------------------|---------------|
| Timetable RBB, massage and manage, work life balance | | |
| 17 MT visits a week maintained for 4 consecutive weeks (1=30 min) | | |
| Has successfully transitioned 50 patients to MT DD membership | | |
| Organise spinal screens, set up and lead MT team | | |
| Recruiting - following SCC protocol | | |
| Training | | |
| Discipline with love, read one minute manager | | |
| Knowing when to press recruit | | |
| MT technique masterclass | | |
| In charge of organising holiday and cover for MTs | | |
| Organise internal and external promotions with clinical year planner | | |
| Biweekly meetings with CBO/ MCA/ MDC | | |
| Oversee recipes | | |
| Observation of MT team, give feedback | | |
| Appraisals - 6 monthly with MTs | | |
| Checking, reporting and giving feedback on MT KPI | | |
| Being involved with cultural bonuses | | |
| Reading list: <i>One minute manager meets the monkey, 7 habits of highly effective people, Who moved my cheese, The magic of big thinking</i> | | |
| Notes | | |
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| Date achieved | Promotion authorised Y/N | |
| Name of auth | Auth signature | |