

# the brightwell

a centre for neurological wellbeing & physical recovery

**Bradbury House** Wheatfield Drive Bradley Stoke Bristol, BS32 9DB

01454 201 686 hello@thebrightwell.org.uk www.thebrightwell.org.uk









At The Brightwell, we are dedicated to enhancing the lives of individuals living with chronic neurological conditions. With 40 years of unwavering commitment, we strive to empower our members by providing access to a warm and friendly, non-clinical environment that fosters independence, symptom management, and overall well-being.

#### OUR GOAL

Is to provide a strong and effective community, devoted to the care and support of people with neurological conditions, their families and carers.

We achieve this by offering therapies, services and support, all designed to improve our members quality of life, in a purpose built, modern therapy centre.

A relaxed, happy and caring space, where people can share their experiences, build friendships and access support when it is needed.

THE BRIGHTWELL IS

An accessible building providing therapies and support services by qualified professionals.

A place where the members, volunteers and staff are the cornerstones of a thriving and vibrant community.

A hub for self-help and positivity.

Chair of Trustees:

Geoff Mayell was elected chair of The West of England MS Therapy Centre in 2023

**Chief Executive** 

Doro Pasantes

The Centre's Oxygen Coordinator and Senior Operator:

Angela Ball and Keith Taylor

The Centre's Hyperbaric Oxygen Advisor:

Petra Kliempt BSc (hons), MPH, PhD

# WHO DO WE SUPPORT

If you have been diagnosed with a neurological condition you can join the charitable side of The Brightwell by paying a small annual subscription. All of the therapies are subsidised, which helps us keep the suggested contributions much lower than they should be.

Our members are never means tested and, regardless of ability to contribute, we have never, nor will we ever, turn away anyone who could benefit from access to our services.

Our partner organisation, The Bristol Therapy Centre Ltd is open to anyone else who feels they would benefit from our therapies. This could be to help you recover from injury (sport or accidental), surgery, certain cancer treatments, long Covid or any other nonneurological health condition.

To access therapies you will be required to purchase a registration with The Brightwell and pay the full cost of your therapies. Any profit made by The Bristol Therapy Centre is used to subsidise our charitable activities.

# There are over 600 types of neurological conditions, which are broadly categorised as:

#### Sudden onset conditions

e.g. Stroke, brain or spinal cord injury

# Intermittent and unpredictable conditions

e.g. Fibromyalgia, ME, migraines, or the early stages of multiple sclerosis

# Progressive conditions

e.g. motor neurone disease, Parkinson's disease, or later stages of multiple sclerosis

# Stable neurological conditions

e.g. post-polio syndrome, or cerebral palsy in adults

WHAT IS A NEUROLOGICAL CONDITION?

A neurological condition occurs when there is damage to the nervous system. This is often caused by an injury or an illness.

This kind of damage can affect the spinal cord, nerves, brain and muscles.

A neurological condition **can affect anyone** of any age and any ethnicity, it can also affect people at any time in their lives.

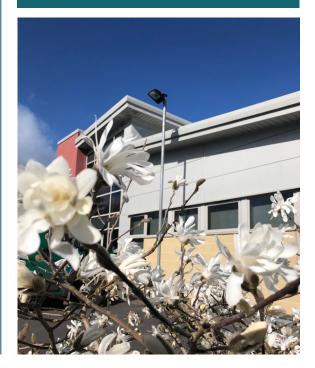
Some conditions are incurable, some last a lifetime whilst others can be life-threatening.

SOURCE: NHS England

"I just can't believe the difference joining the Centre has made to my life!. You get **all the help and support needed**,

both physically and mentally, everyone is so friendly; it makes me feel that I am a part of a very special family."

Valerie



SOURCE: NHS England

# **OXYGEN THERAPY AT THE BRIGHTWELL**

#### WHAT IS OXYGEN THERAPY?

The air you normally breath consists of 21% oxygen, 78% nitrogen and the remaining 1% is comprised of carbon dioxide and noble gases.

Oxygen therapy involves breathing higher dose oxygen, over 90%, inside a pressurised chamber.

You experience atmospheric pressure everyday and the extra pressure you will feel is small, no more than what you feel in a commercial aeroplane.





#### **HOW DOES IT WORK?**

Oxygen is often taken for granted but it has a massive effect on the healing process. The cells in our body use oxygen to transfer the energy stored in food, glucose, to a usable form.

With a neurological condition like Multiple Sclerosis, where your immune system is attacking your own central nervous system, much of that energy is consumed by this struggle leaving other cells lacking the energy needed to heal and regenerate.

Breathing a higher concentration of oxygen can give these cells the extra boost they need. The additional benefit of being at pressure forces your blood to absorb more oxygen.

Recent clinical trials have suggested that oxygen therapy is also of benefit in *reducing inflammation* and *pain perception* (Wahl, Bidstrup, Werner et.al) in the *Journal* of *Pain Research*, showed that just one session of oxygen therapy provided both antiinflammatory and analgesic effects.

#### WHAT HAPPENS DURING AN OXYGEN SESSION?

Oxygen therapy is simple and non-invasive, you are seated in a purpose built chamber with up to six other people, outside the chamber are two trained operators. You will enter the chamber wearing your oxygen mask and once sat you'll attach the supply and exhaust pipes.

Oxygen sessions are conducted in three stages;

#### COMPRESSION

After the chamber door is closed there will be some noise as air is added and the pressure increased. It will get warmer and you will feel a fullness in your ears, similar to when an aeroplane descends. You may need to equalise your ears to avoid any discomfort.

#### **BREATHING OXYGEN**

You'll start breathing higher dose oxygen as soon as the chamber door is closed and you'll receive oxygen for over 1 hour. 45 minutes will be at pressure.

All you need to do is breathe normally.

#### DECOMPRESSION

Your operator will let you know that the session is complete.

The chamber will then be depressurised which may again require you to equalise your ears.

You will continue to wear your mask but you will be breathing normal air.

# HOW TO GET THE MOST FROM YOUR OXYGEN THERAPY



Before you begin oxygen therapy expect to commit to an initial course of between 15 to 20 sessions, this will usually consist of 1 session per day, over the course of 5 days for 3 or 4 weeks.

Your first sessions will start at the lowest pressure, P2, with the potential to go up the pressures up to the highest level at a pace you feel comfortable with.

Occasionally it isn't feasible to attend every day and in those instances we will work with you to organise as many sessions, as close together as possible, to help maximise the potential.

When you are in the chamber wear comfortable, loose fitting clothes. Some of our members find it beneficial to wear layers as the chamber can become quite warm during the course of a session.

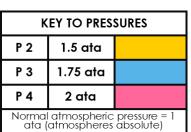
When the pressure increases in the chamber you will need to equalise your ears just as you would do on an aeroplane. There are a number of ways to do this;

- Swallow; this is usually the most effective method.
- Blowing your nose, while holding it and your mouth closed.
- Move your jaw from side to side, then forward and back.
- Try to force a yawn.
- Taking sips of water; you will need to bring a plastic bottle of still water with you.

Don't worry if you can't clear your ears at first, let the operator know straight away and they will slow, or stop, the pressurisation. There will always be an operator available to help.

As you are wearing your mask for the entirety of the session it will be difficult to talk and the noise will make it tricky to hear. Most people, during the session, listen to something through their headphones or read a book to keep themselves entertained.

You can bring your mobile phone, tablet or laptop into the chamber and there is free Wi-Fi, however we do recommend you download any programmes you'd like to watch rather than stream them.



If you have any questions, our oxygen coordinator, or another member of the team will be happy to help.

#### Timetable valid from October 2023, please check for current timings

	09:00	10:30	12:00	13:30	15:00
MONDAY	P 4	P 3	P 4	P 2	P 4
TUESDAY	P 4	P 4	P 3	P 4	P 4
WEDNESDAY	P 4	P 3	P 3	P 4	P 2
THURSDAY	P 4	P 2	P 3	P 4	P 4
FRIDAY	P 2	P 4	P 3	P 3	P 4

Under proper supervision the risks of oxygen therapy are very minimal. The most common side effect is ear pain and users are monitored closely for this. Other side effects may include;

• Otic Barotrauma (pain in the ears or sinuses): Some people may experience pain in their ears or sinuses. If you are not able to equalise your ears or sinuses, the pressurisation will be slowed or halted, and suitable remedies will be advised.

**Please note** - should you be suffering from a cold or other condition affecting your sinuses, you are advised for your own comfort, to avoid coming for oxygen therapy until the condition has cleared up. This will also help to ensure that Centre members with compromised immune systems are not put at risk

- Serous Otitis: Fluid in the ears sometimes accumulates because of breathing high concentrations of oxygen. It may occasionally feel like having a "pillow over the ear." This disappears soon after therapy ceases and can often be eased with decongestants.
- Visual Changes: blurring, worsening of near-sightedness [myopia], temporary improvement in far-sightedness [presbyopia]: After 20 or more oxygen sessions, especially for those over 40 years old, some people may experience a change in their vision. This is usually temporary, and, in most people, vision returns to its pre-therapy level about six weeks after the cessation of therapy. It is not advisable to get a new prescription for glasses or contact lenses until at least eight weeks after your final oxygen session.
- **Cataracts:** Individuals with cataracts have, very occasionally, had a maturing or ripening of the cataract(s).
- Cerebral Air Embolism and Pneumothorax: Whenever there is a rapid change in ambient pressure, there is the possibility of rupture of the lungs with escape of air into the arteries or into the chest cavity outside the lungs. This can only occur if the normal passage of air out of the lungs is blocked during decompression. The rate of decompression in our oxygen sessions is very slow to avoid this possibility. It is important that you breathe normally during treatment and do not hold your breath.
- **Fatigue:** Some people may subjectively feel fatigue following therapy, but this is not a consistent finding.

#### Allergies

Some oxygen masks, hoods or the seals used at the Centre may contain latex or other allergic materials. If you have any allergies please advise a member of the oxygen team and we will source a suitable alternative.

# MORE THERAPIES, CLINICS & SERVICES AT THE BRIGHTWELL

Many members consistently experience physically and mental benefits from our complimentary therapies. Our therapies are subsidised by the Charity, and offer great value.

Each therapist is happy to discuss their methods and your desired outcomes. They are fully trained, and certified in their field, and carry our Risk Assessments before treating any of our members.

# INFECTION CONTROL

Our clinicians/therapists may be wearing PPE during your session and will carry out enhanced cleaning schedules between sessions.

Mask wearing at the Centre is not compulsory but it is welcome.

To ensure appointments don't overrun it would be of great benefit if you could aim to arrive

# **COMPLEMENTARY THERAPIES**

ACUPUNCTURE

REFLEXOLOGY

AROMATHERAPY

**SPORTS MASSAGE** 

FOOT CARE

To make an appointment or to find out more about the therapies please contact reception

# **CLINCS & SUPPORT**

#### BLADDER & BOWEL CONFIDENCE

CAB EMPLOYMENT & BENEFITS ADVICE

To make an appointment or to find out more about these clinics please contact reception

# TALKING THERAPIES

# COUNSELLING PEER TO PEER SUPPORT

To make an appointment or to find out more about the therapy please contact reception



# SOCIAL

You are welcome to meet up with other members and visitors in our new Brightwell Café and enjoy a tea/coffee/refreshment in these comfortable surroundings. Or you can take these out to our wonderful new terrace and enjoy the stunning therapy garden.

The Brightwell community can also be found online where members discuss everything from life to gardening, they share their baking skills or just swap terrible jokes in Brightwell Chat our very own, private, facebook group.



# PHYSIOTHERAPY AT THE BRIGHTWELL



Our physiotherapists are members of the Chartered Society of Physiotherapy and registered with the Health & Care Professions Council, as well as being members of the Association of Physiotherapists with a Special Interest in Neurology. The department also benefits from the support of a brilliant and dedicated team of rehabilitation therapists and physio assistants.

#### TYPES OF PHYSIOTHERAPY

- Individual treatment sessions
  - By appointment
  - \* Can be weekly/fortnightly or as needed
  - With agreed aims and goals

Anyone attending individual treatments can request that the therapist wear a mask during your session. The therapist may choose to do this anyway.

#### • Exercise classes

- Aim to maintain and improve:
  - Normal patterns of movement
  - Balance and co-ordination
  - General fitness
- Encourages group interaction
- Guided relaxation at the end of the session
- Group physiotherapy
  - More individual support from a therapist
  - Exercises tailored to the groups' collective needs: e.g. upper arm strength, balance.

Before undertaking any kind of physiotherapy, whether virtual or physical, all members first have to complete the forms and the subjective assessment in this pack. Once these have been completed one of the team will contact you to arrange a face to face assessment at the Centre.

#### THE AIMS OF PHYSIOTHERAPY

- Prevent or reduce
  - \* Muscle spasms
  - Ataxia
  - \* Secondary problems
- Maintain and Improve
  - \* Joint mobility
  - Muscle power
  - \* Balance and co-ordination
  - \* Normal patterns of movement
  - \* Function
  - \* General Fitness
- Provide general advice and support when individuals need it most

#### SOME OF OUR GYM EQUIPMENT

- Functional Electrical Stimulation (FES)
- Seabo Mas
- Tilt table
- Passive/Active exercise bikes
- Parallel bars
- Standing frames
- Balance master
- Balance trainer
- Cross trainer
- Vibro Gym
- Hoists

In this section you will find the following forms for you to fill out and return.

# NEW MEMBER REGISTRATION PRIVACY STATEMENT SUBJECTIVE ASSESSMENT GP NOTIFICATION MEMBERSHIP AGREEMENT CANCELLATION POLICY YOUR MEMBERSHIP

You only need to fill in any sections that apply to you.

Don't worry if you can't remember exact dates, the purpose of the subjective assessment is for you to describe how you feel, there are no wrong answers.

If you have any questions about these forms please call us, or email, and we will do our best to help.

Bradbury House, Wheatfield Drive Bradley Stoke, Bristol BS32 9DB www.thebrightwell.org.uk hello@thebrightwell.org.uk



thebrightwell.org.uk

Date of birth:

#### **NEW MEMBER DETAILS**

The purpose of this is to ensure we have all the necessary information regarding your condition. This will help us to establish which therapies at the Centre could be the most beneficial for you and what, if any, assistance you may require when you are here.

Please complete this form in block capitals and in black ink. We ask you to complete this form yourself to help keep The Brightwell COVID secure by minimising the amount of in-person contact needed. Thank you for your assistance.

#### **STRICTLY PRIVATE & CONFIDENTIAL**

NHS number												Date of birth	D	D	/	M	Μ	/	Y	Y	Y	Y
Title	Mı	r. /	'M	rs.	/ N	۸iss	/	Ms	5./	/ Dr	./	Other										
First name												Surname										
Address																						
												Postcode										
Mobile No												Landline										
Email																						
Ethnicity												We ask this func										
Emergency contact name and telephone:												Next of kin										
GP name												GP tel.										
GP Surgery																						
Consultant name												Consultant tel.										
Care Agency												Care agency tel.										
How did you	he	ar	al	၁၀	ut 1	[he	в	rigl	ht	we	llṡ											

YES / NO

YES / NO

Where?

Full time / Part time

Are you currently in employment?

Do you volunteer anywhere?

Member Name:

Date of birth:

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### PAST MEDICAL HISTORY

please tick any that apply

Primary Condition					
Date of diagnosis					
Other conditions					
Allergies					
	Epilepsy		Circulatory p	oroblems i.e. DVT	
Diabetes / Hypog	lycemia		Serious ill	ness / operations	
Heart co	onditions		Upper respi	ratory conditions	
COVID - 19			Ear / Sinus issues		
History of cancer			Sudder	n weight change	
Have you been advised not to fly?			- C	ssant medication eroids or Disease difying Therapies	
Smoker (preser	nt / past)				
Arey	you curre	ntly taking	part in any clinical c	or hospital studies	
If yes, please	e specify				
Please list an illnesses / ope co					
lf you	have Mu	•	osis (MS), What type < whichever applies	do you have?	
Relapsing / remit	ting (RR)		Pri	mary progressive	
Secondary progressive				Benign RR	
Static					

# **Privacy Statement**

At The Brightwell we are committed to protecting and respecting your privacy.

#### Why do we need your personal and sensitive health information?

It enables our Centre staff to discuss and assess you so that we can provide you with the most appropriate and suitable therapy options available. Our legal basis for processing your personal and your health information is covered by Legitimate Interest: Article 6(1)(f) and special category (sensitive/health data) Article 9(2)(d) of the General Data Protection Regulation 2018.

#### Who has access to your information?

The information you provide is processed by Centre staff members only, securely stored and retained on the Centre's electronic database and therapy booking system. This database cannot be accessed remotely.

#### How your information be used?

Your information will be used only for the following purposes;

- assessing and reviewing your individual needs and suitability for therapy
- to monitor the effectiveness of any therapy and/or any treatment plan
- evaluating the outcomes of service activities and/or therapy interventions
- for personal identification on our therapy booking system which enables you to book appointments at the Centre
- administration purposes, to keep you updated with schedule changes and/or service developments

Our Privacy Policy is available on request. Please ask for a copy from the main office.

Your consent is required for specific aspects of what we do, please **read and initial** the following statements only if you **agree** to provide your consent.

	Initial here if you consent
<b>Health &amp; Safety:</b> Where and if necessary, I consent to being transferred by a patient transfer hoist or other recognised procedure, which may include being asked to use a wheelchair, as may be required on an emergency basis. I confirm that I am aware that the Centre's policies require that I provide for physical, or any other assistance, I may require under normal circumstances.	
<b>General Practitioner/Consultant Notification:</b> I consent for my GP and/or Consultant to be notified (in writing) that I have approached the Centre for therapy requesting confirmation of my diagnosis/condition/medications and a brief medical history that will be kept on my file at the Brightwell.	
<b>Electronic communication:</b> I consent for my details to be added to the Centre's digital mailing list. <b>Please note</b> ; this is our preferred method of communication and has been a vital tool in helping us stay connected with members, you will also receive newsletters plus details and information on special events and fundraising activities.	
<b>Photography:</b> I consent for my picture/video to be taken and used for the Centre's service reporting purposes and/or in the marketing of services.	
<b>Benefits of Therapies:</b> I fully understand that the benefits of therapies/activities will also depend on my lifestyle choices, on-going medication and general health. I understand that if I have not given the correct details or have failed to provide all relevant and appropriate information the effects of therapy could be nullified or lessened.	

Date of birth:

#### HISTORY OF YOUR CONDITION

please complete this section to the best of your recollection

	DATE	BRIEF DESCRIPTION
When and how did your symptoms begin?		
What event, symptoms or triggers led to your diagnosis?		
How were you diagnosed? (lumbar puncture, MRI)		
How have your symptoms progressed since diagnosis?		

	er Name:	THIS SECTION IN BLUE FOR	OFFICE U	se only			
Date c	ate of birth:						
		SYMPTOMS - please ar	nswer yes	s or no			
1.	FATIGUE	Are you affected by fatigue					
		What affects your fatigue?					
		Heat		Cold			
		Stress		Physical activity			
		Anything else?					
2.	VISION	Do you have any problems	s with, - ple	ease answer yes or	no;		
		Reading		Distance			
		Double vision		Blurred vision			
		Eyeball quivers					
	Other, please specify						

# 3. HEAD / NECK / FACE

	Type of Pain	Frequency	Intensity
	i.e. shock, sharp, electric, bruise etc.	i.e. constant/ intermittent	0 = none 10 = extreme
HEAD			1 2 3 4 5 6 7 8 9 10
NECK			1 2 3 4 5 6 7 8 9 10
FACE			12345678910
	Pins & needles	Frequency	Intensity
HEAD			12345678910
NECK			12345678910
FACE			12345678910
	Numbness	Frequency	Intensity
HEAD			12345678910
NECK			12345678910
FACE			12345678910

Date of birth:

#### 3. HEAD / NECK / FACE continued

			Intensity
	General area	Frequency	0 = none
			10 = extreme
HEADACHES			1 2 3 4 5 6 7 8 9 10
SPASMS			1 2 3 4 5 6 7 8 9 10
WEAKNESS			1 2 3 4 5 6 7 8 9 10

Please note any other issues with your head, face or neck;

#### 4. TRUNK / BACK

$\mathbf{T}, \mathbf{T}, \mathbf{T}$	DACK	1	I.
	Type of Pain	Frequency	Intensity
	i.e. shock, sharp,	i.e. constant/	0 = none
	electric, bruise etc.	intermittent	10 = extreme
CHEST			1 2 3 4 5 6 7 8 9 10
SHOULDERS			1 2 3 4 5 6 7 8 9 10
LOWER BACK			1 2 3 4 5 6 7 8 9 10
ABDOMEN			1 2 3 4 5 6 7 8 9 10
	Pins & needles	Frequency	Intensity
CHEST			1 2 3 4 5 6 7 8 9 10
SHOULDERS			1 2 3 4 5 6 7 8 9 10
LOWER BACK			1 2 3 4 5 6 7 8 9 10
ABDOMEN			1 2 3 4 5 6 7 8 9 10
	Numbness	Frequency	Intensity
CHEST			12345678910
SHOULDERS			1 2 3 4 5 6 7 8 9 10
LOWER BACK			1 2 3 4 5 6 7 8 9 10
ABDOMEN			12345678910

Date of birth:

### 4. TRUNK / BACK continued

	Tightness	Frequency	Intensity
CHEST			1 2 3 4 5 6 7 8 9 10
SHOULDERS			12345678910
LOWER BACK			1 2 3 4 5 6 7 8 9 10
ABDOMEN			1 2 3 4 5 6 7 8 9 10
	Weakness	Frequency	Intensity
CHEST			1 2 3 4 5 6 7 8 9 10
SHOULDERS			1 2 3 4 5 6 7 8 9 10
LOWER BACK			1 2 3 4 5 6 7 8 9 10
ABDOMEN			1 2 3 4 5 6 7 8 9 10
	Spasms	Frequency	Intensity
CHEST			1 2 3 4 5 6 7 8 9 10
SHOULDERS			1 2 3 4 5 6 7 8 9 10
LOWER BACK			1 2 3 4 5 6 7 8 9 10
ABDOMEN			1 2 3 4 5 6 7 8 9 10

Please note any other issues with your trunk / back in the space below?

#### 5. ARMS & HANDS

	Type of Pain	Frequency	Intensity
	i.e. shock, sharp, elec- tric, bruise etc.	i.e. constant/ intermittent	0 = none 10 = extreme
LEFT ARM			1 2 3 4 5 6 7 8 9 10
LEFT HAND			1 2 3 4 5 6 7 8 9 10
<b>RIGHT ARM</b>			1 2 3 4 5 6 7 8 9 10
<b>RIGHT HAND</b>			1 2 3 4 5 6 7 8 9 10

Member Name:

Date of birth:

#### THIS SECTION IN BLUE FOR OFFICE USE ONLY

	Pins & needles	Frequency	Intensity
LEFT ARM			12345678910
LEFT HAND			12345678910
<b>RIGHT ARM</b>			12345678910
<b>RIGHT HAND</b>			12345678910
	Numbness	Frequency	Intensity
LEFT ARM			12345678910
LEFT HAND			12345678910
<b>RIGHT ARM</b>			12345678910
<b>RIGHT HAND</b>			12345678910
	Weakness	Frequency	Intensity
LEFT ARM			12345678910
LEFT HAND			12345678910
<b>RIGHT ARM</b>			12345678910
<b>RIGHT HAND</b>			12345678910
	Spasms	Frequency	Intensity
LEFT ARM			12345678910
LEFT HAND			12345678910
RIGHT ARM			12345678910
RIGHT HAND			12345678910
	Loss of use	Frequency	Intensity
LEFT ARM			12345678910
LEFT HAND			12345678910
RIGHT ARM			12345678910
RIGHT HAND			12345678910

Do you have any swelling or skin issues? - please specify

Date of birth:

# 6. LEGS & FEET

	Type of Pain	Frequency	Intensity
	i.e. shock, sharp, electric, bruise etc.	i.e. constant/ intermittent	0 = none 10 = extreme
LEFT LEG			1 2 3 4 5 6 7 8 9 10
LEFT FOOT			1 2 3 4 5 6 7 8 9 10
<b>RIGHT LEG</b>			12345678910
<b>RIGHT FOOT</b>			1 2 3 4 5 6 7 8 9 10
	Pins & needles	Frequency	Intensity
LEFT LEG			12345678910
LEFT FOOT			1 2 3 4 5 6 7 8 9 10
<b>RIGHT LEG</b>			1 2 3 4 5 6 7 8 9 10
<b>RIGHT FOOT</b>			1 2 3 4 5 6 7 8 9 10
	Numbness	Frequency	Intensity
LEFT LEG			1 2 3 4 5 6 7 8 9 10
LEFT FOOT			1 2 3 4 5 6 7 8 9 10
<b>RIGHT LEG</b>			1 2 3 4 5 6 7 8 9 10
<b>RIGHT FOOT</b>			1 2 3 4 5 6 7 8 9 10
	Weakness	Frequency	Intensity
LEFT LEG			1 2 3 4 5 6 7 8 9 10
LEFT FOOT			1 2 3 4 5 6 7 8 9 10
<b>RIGHT LEG</b>			1 2 3 4 5 6 7 8 9 10
<b>RIGHT FOOT</b>			1 2 3 4 5 6 7 8 9 10
	Spasms	Frequency	Intensity
LEFT LEG			1 2 3 4 5 6 7 8 9 10
LEFT FOOT			1 2 3 4 5 6 7 8 9 10
<b>RIGHT LEG</b>			1 2 3 4 5 6 7 8 9 10
RIGHT FOOT			1 2 3 4 5 6 7 8 9 10

Member Name:

#### THIS SECTION IN BLUE FOR OFFICE USE ONLY

Date of birth:

#### 6. LEGS & FEET continued

	Loss of use	Frequency	Intensity
LEFT LEG			12345678910
LEFT FOOT			12345678910
<b>RIGHT LEG</b>			12345678910
<b>RIGHT FOOT</b>			12345678910
Do you have a	any swelling or skin issues?	?	·

Are there any other issues with your legs or feet? - please specify

7. WALKING						
Are you	able to wal	k unaided?	?	Always / Mostly /	Sometimes	/ Never
Do you ever us	se a wheelc	hair inside?	?	Always / Mostly /	Sometimes	/ Never
Do you ever use	a wheelch	air outside?	?	Always / Mostly /	Sometimes	/ Never
If so what size in	n inches?			Is it a tilt in spa	ce / transit	
Do you use any aids, o	or support, fo	or walking?	? tic	k any that apply		
Su	pervision				Assistance	
Stick or	crutches			Whee	led rollator	
Zimmer / Par	allel bars				None	
How long can you walk before having to stop		p or	n a 'good' day?			
	Is that	t with or wit	hou	It a walking aid?	With /	Without
8. BALANCE						
Do you ho	ave any pro	blems with;	,			
	Dizziness			Uns	steadiness	
Any other issues with	balance, su near fall? - p	-				
Do you hav	Do you have problems with balance, or do you feel light-headed when standing from a sitting position?					
How do you rate your balance when standing?	Poor / Fair			w do you rate you balance when sitting?	Poor / F	air / Good

Member Name:			
Date of birth:	THIS SECTION IN BL	UE FOR OFFICE USE ONLY	
9. CO-ORDINATION	I		
Have you any probler Such as tremor / shaki			
lf yes ple	ase provide a few d	etails.	
10. CONTINENCE			
Do you have any issue	es with your;		
Bladder - tick all that a	apply		
Urgency	Frequency	Incontinence	Retention
Bowel - tick all that ap	pply		
Urgency	Frequency	Incontinence	Retention
Diarrhea	Constipation		
Do you require any as	sistance to use the t	oilet?	
Independent	Supervision	Assistance	
Do you use an applia	<b>nce?</b> Such as a cath	eter or supra pubic, please	e provide details.
Would you like a refer	ral to our bladder &	bowel confidence clinic?	
11. ORAL / RESPIRATO	RY ISSUES		
Do you struggle with ar	ny of the following? -	please provide brief deta	iils
Spaceb and (or fo	routotionaurorda		
Speech and/or fo	rmulaling words		
	Swallowing		
	Breathing		
Do y	ou ever choke?		

Member Name: Date of birth:	s section in blue for office use only			
12. SLEEP				
	Do you have problems getting to sleep?			
	Do you often wake in the night?			
Do you ne	ed to empty your bladder during the night?			
Do you ho	ive pain when you wake up in the morning?			
If you wake in the night, what wak Pain Bla	es you? Idder Other			
13. CIRCULATION				
Do you have, or have you ever ha	d, an embolism or thrombosis?			
If yes, when	and how many			
	Are you taking any medication for this?			
If so, which medication ?				
	Do you have any other circulatory issue?			
If yes please specify				
	Are you susceptible to;			
	Cold hands			
	Cold Feet			
Do you have any area where you	feel unusually hot?			
Where?				
14. PRESSURE SORES				
Do you have any pressure sores a	t the moment?			
Are you cur	rently receiving treatment for them?			
Please specify				

Date of birth:

#### 15. COGNITION

Have you noticed any changes in your;

Short-term memory

Long-term memory

Concentration

Are there any cognitive issues you'd like to share, i.e; attention / problem solving etc...

16. WELL BEING - please remember that this form is strictly confidential

How would you describe your general well being?

Are you feeling low or depressed?

Do you feel anxious / irritable / agitated / stressed or lacking in motivation?

Are you taking any medication to help with this?

Would you like information on talking therapies at the Centre?

Member Name:					
Date of birth:	THIS SEC	TION IN BLUE FOR OFFICE USE ONLY			
17. AT HOME					
In what type of home	do you currently l	ive?			
House	No. of stories	Flat	Floor		
Bungalow		Care home			
If you have to, how d	o you climb stairs?				
Banisters	Stair lift	Through lift	Other		
Do you live with famil	y / partner?				
Do you have a carer	?				
18. Are you a memb your condition?	per of any associat	ions or societies specific to	Y / N		
	If yes, which ones	Ś			
19. How do you inte	19. How do you intend to travel to the Centre				
		INTERESTED IN AT THE CENTRE? n '1' being the one you are most int	erested in		
Acupuncture	Bladder health	Chiropody Ben	efits help		
Counseling	Exercise class	Hypnotherapy Mi	ndfulness		
MS Nurse	Oxygen	Physiotherapy Re	flexology		
Group class					
	ARE YOU RECEIVING SUPPORT FROM ANY OF THE FOLLOWING?				
,	MS Nurse	Approximate date last seen			
	therapist	Approximate date last seen			
,	·				
Occupational	therapist	Approximate date last seen			
Occupational Speech	therapist	Approximate date last seen			



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# STRICTLY CONFIDENTIAL

#### **GENERAL PRACTITIONER INFORMATION FORM**

Your patient would like to access therapy at The Brightwell to help them manage their condition more effectively.

So that we can advise as to which therapy or therapies may be the most suitable for them, we would be grateful if you could confirm their primary diagnosis on the form below and return it to us along with a printed medical history summary and list of current medications. We kindly ask that you do not charge your patient for fulfilling this request. Should you have any questions or concerns please contact us using the details above.

**PATIENT INFORMATION -** please complete using block capitals

Title Address	Full Name	
Address		
D.O.B.	Te	el:

Diagnosis /any other information and comments (please complete using block capitals);

additional space is provided overleaf

I understand that this note is not a referral and does not indicate an endorsement of the treatments available.

Signed (G.P.).....Date ......Date

Name of G.P. (please print).....

Practice Stamp, for verification The Brightwell is a partnership of; The West of England MS Therapy Centre charity no: 801155 and The Bristol Therapy Centre company No 08193674

The Brightwell provides therapies and support for people living with a neurological condition such as multiple sclerosis, fibromyalgia, ME or stroke. If you would like to learn more about what we do please visit our website, <u>thebrightwell.org.uk</u> or contact us.

There are over 50 MS Therapy Centres in the UK and Ireland who all operate as individual charities to offer advice, information and a range of therapies to people with MS or another neurological condition. The first Centre was established in 1982, and since then more than 2 million oxygen sessions have been provided without incident.

This treatment is supported by controlled trials.

For more information visit www.neurotherapynetwork.org.uk

Diagnosis / any other information;



#### What does it mean to be a member of The Brightwell?

- The Brightwell is based on the principle of self-help, we exist to provide the therapies and support that you, the Members, decide are important and needed
- The charity is run by a management team, supported by the trustees for the benefit of the Members and others who can benefit from its services
- The Centre is not a part of, and receives no support from the NHS. We currently receive under 1% of our funding from other statutory sources
- As a member you agree to support the Centre's team and volunteers to help us raise approximately £350,000 per year to provide the services and support we all value
- In the event of The Brightwell being wound up, as a member, you agree to pay a sum not exceeding £1 towards any outstanding debts, in accordance with the our company regulations

#### **Consultation with Members/Centre Users**

The following arrangements exist for consultation with members/users about the operation of the Centre:

- We welcome suggestions and ideas **The Brightwell is your Centre**. Please send an email with your thoughts and ideas to hello@thebrightwell,org.uk or let reception know and they will put you in contact with the relevant team member
- The Centre's trustees (the officers of the Charity and members of the Board of Trustees) are elected annually from the membership by the members at the Annual General Meeting. A number of the trustees are people with a neurological condition or are the partner/carer of a person who attends the Centre so they are in frequent contact with the wider membership. To promote impartiality some of our trustees do not have a neurological condition and their expertise lies in other areas; e.g. business
- A survey is taken from time to time to consult with members and obtain comments on the operation of the Centre. The returned forms are anonymous. A summary of the comments is given to the Chair of Trustees and is reported on at the AGM
- Members have the right to access any of their own personal records held at the Centre in accordance with the Data Protection Act
- Should anyone have the misfortune to collapse while on the premises, staff trained in first aid will assist them until medical assistance arrives. If this does not comply with your wishes, please inform the CEO in writing.

#### Arrangements for dealing with complaints

Written policies are in place to ensure that the privacy and dignity of members is maintained. Private rooms are available for confidential meetings.

The Centre's objective is to resolve any issues promptly and justly, while ensuring that the complaint is thoroughly investigated by a responsible person prior to its resolution.

Any member, member's carer or personal representative that has a complaint about any aspect of the Centre's operations, or staff, should in the first instance refer the complaint informally to a senior member of staff who will try to resolve the problem immediately. If the complaint cannot be resolved this will passed on to the CEO, Doro Pasantes. To contact Doro confidentially you can email; doro.pasantes@thebrightwell.org.uk or call direct on 01454 628 722

If this is not possible, the complaint will be referred to a member of the Management Committee (trustees) who will:

- Within 3 working days of receipt of the complaint acknowledge it in writing
- Advise the Chair of Trustees of the complaint
- Consult with the Chair of Trustees as to the manner in which the complaint should be investigated and resolved. The Management Committee member or the Chair of Trustees, as appropriate, will conduct any necessary investigation and provide the complainant with a full response in writing within 20 working days of receipt of the complaint. If the investigation is still in progress at that time, the complainant will be given a letter explaining the reason for the delay, and a full response in writing will be given within 5 days of a conclusion being reached

If the complainant is dissatisfied with the proposed resolution of the complaint, they may refer the matter in writing to the Management Committee. It will be considered at its next scheduled meeting – or at the discretion of the Chair of Trustees, at an Extraordinary Meeting called for the purpose of considering the complaint.

Such a meeting will include the right to make a personal representation by;

a) the complainant and b) the person/s in respect of the complaint

The resolution by majority vote of the complaint by a properly convened and quorate meeting of the Trustees will be communicated in writing to the complainant within 5 days of the meeting having taken place.

A reference copy of the complaints procedure is kept by the CEO and is available on request.

Where requested, the complainant and/or family members will be given support by a mutually acceptable Centre member in using this procedure.

#### **Cancellation policy**

#### 1. Cancellation or 'No-Show' for therapies, clinics and appointments

We do understand that sometimes you might not be able to attend your appointment at The Brightwell. We know that emergencies, illness and un-foreseen events happen and that they can happen to anyone. However, each late cancellation and 'no-show' denies another member the opportunity to access the services of the Centre.

Sadly, these missed opportunities come at a cost to the Centre and as a charity the loss of revenue can cause further knock-on effects for our members.

To help us try and reduce the impact of missed appointments please follow the guidelines below;

- If you need to cancel an appointment please provide at least two working days' notice(48 hrs).
- To cancel, or rearrange, you should call the Centre on 01454 201 686 or email <u>hello@thebrightwell.org.uk</u> during the hours of 9 am to 4:30 pm, Monday to Friday.
- Cancellations made using any other email address, or via any of our social media channels, will be treated as a 'no-show' as these communication methods are not monitored constantly.
- If an appointment is not cancelled, with at least two working days' notice we will, unfortunately, require the full suggested contribution of the therapy you missed.
- In the event of an actual emergency, when prior notice wasn't possible, we will consider the granting of an exception.

#### 2. Late show policy

You can help us to continue providing the best support we can to each and every member by arriving at the Centre at least 15 minutes before your session/appointment is scheduled.

If you are unable to make your appointment on time the following applies;

- If it is safe to do so please call and let us know, do not call if you are driving.
- Unfortunately, it will not be possible to delay an oxygen therapy session booked for inside the chamber. However we may be able to provide isobaric oxygen outside the chamber so do check when you call.
- We reserve the right to cancel future appointments and request a donation for missed sessions where members are continually or excessively late as this inevitably caused significant complications for our therapists and other Members waiting for an appointment.

#### 3. Repeated Cancellations or 'No-Shows'

Where there is evidence of repeated, short notice cancellations and or 'no-shows' we reserve the right to cancel, change or refuse any bookings for therapies, sessions or clinics.

We appreciate that sometimes this is due to matters beyond your own control and, in those cases, we are more than happy to discuss the situation and how best to rectify it.

We will go through this form with you and ask you to sign it when you become a Member to show that you agree with and accept the cancellation terms:

Signature \_\_\_\_\_

Date:\_\_\_\_\_

Name in BLOCK CAPITALS: \_\_\_\_\_

#### Your membership of The Brightwell

Your annual subscription gives you access to all of the therapies, services and support available at the Centre and, even though we try to keep membership subscription costs down, we cannot guarantee that they will stay at the same rate in future.

Alternatively you could become a lifelong member of The Brightwell, you will receive a copy of our newsletters throughout the year and have peace of mind knowing that you don't have to give membership renewal a second thought. Lifelong membership of The Brightwell is £350.

Please indicate your preferred membership option by ticking the relevant box

Annual Membership	£35		
Lifelong Membership	£350		
Other amount	£		
How would you prefer to p	oay;	•	
Cheque			
Debit card			
Online Bank Transfer		standi you u:	would like to set up a regular donation a ing order form is included with this pack. If se online banking this can be set up as a
		also o	ing payment. Our banking details are n that from, please use your surname as ference.

By signing below you agree to adhere to the policies, procedures and conditions set out in this information pack

Signature	Date	
Print name		

#### Gift Aid and fundraising

If you are currently a UK taxpayer we can claim Gift Aid on all of your donations to the Centre, unfortunately this does not include contributions towards therapies. Gift Aid is a valuable fundraising option for the Centre as for every £1 donated the government will donate an additional 25p. If you can complete the enclosed declaration we would be very grateful.

Would you be willing to assist us in fundraising for The Brightwell? Please let us know if you're happy for us to talk to you about ways you could help.

YES	NO
YES	NO



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In this section you will find the following forms for you to fill out and return.

# GIFT AID DECLARATION STANDING ORDER INSTRUCTION RECOMMENDED CONTRIBUTIONS

You do not have to fil in these forms immediately and, as ever if you have any questions about them please call us, or email, and we will do our best to help.

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thebrightwell.org.uk

# **CHARITY GIFT AID DECLARATION**



#### ALL YOU HAVE TO DO IS #TICKTHEBOX

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year.

Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid this donation and any future donations you may make you must complete your details and tick the statement below:



I agree I want to Gift Aid my donation and any donations I make in the future or have made in the past 4 years to;

#### Registered Name of Charity: The West of England MS Therapy Centre Ltd

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

First Name	Surname	
Home address		
Postcode	Date	
Signature		

#### Please notify us if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

# Standing order form to bank

Please take or send the top half of this form to your bank to set up a standing order, or, if you use online banking, you can easily set it up there.

Name of bank					
Address of bank					
· · · ·					
		Postcode			
I would like to make	a regular donati	on of £		to;	
Account name: The West of England MS Therapy Centre Ltd.					
Account No:	67 21 47 16	Sc	ort Code:	08 - 92 - 99	
Bank:	The Co-operative	e Bank			
To begin on the day of month year and for this to continue every <b>MONTH</b> on the same day until further notice.					
Account holder nan	ne:				
Account No:		Sor	Code:		
Please include the following reference in the S.O: YOUR SURNAME & INITIAL					
Signed			Date		

# Notification of standing order

day

Please return this bottom section to the Centre.

I have arranged a standing order donation to be paid to The West of England MS Therapy Centre for the sum of  $\pounds$ 

To begin on the

	of	
--	----	--

year

and for this to continue every **MONTH** on the same day until further notice.

month

The standing order reference for the donation is:

Your surname & Initial

Name

 $\rightarrow$ 

# **RECOMMENDED CONTRIBUTIONS FOR TREATMENTS**

We fundraise to subsidise the cost of the therapies for our members. We encourage people to contribute towards therapies if they are able to and suggest a minimum contribution for these. The minimum contributions is the amount shown below,

# Once a therapy routine is established we prefer that you create a standing order that your contributions are made, in advance, at the beginning of each month.

Receiving therapy at The Brightwell will never be denied for financial reasons, if you are unable to contribute, please speak to our Centre Manager in complete confidence.

#### **Oxygen Therapy**

Monday to Friday, subject to availability

Each session lasts 1 hour 15 minutes, please remember to arrive 15 minutes before your session starts.

Contributions for members with neurological conditions Initial block 15/20 sessions £30 p/w Individual sessions £15

#### Isobaric Oxygen

Sessions outside the Chamber at normal atmospheric pressure 1 hour –long session £5

#### EWOT

Exercise on a THERA-Trainer bike while breathing isobaric oxygen £10

#### **Exercise Class**

Run by the Neuro-Physiotherapy Team

Wednesdays 9:30 - 10:30 and 12:00 - 13:00

Up to 12 people per class £8

Exercise Class on Zoom 30 minute session £5

#### **Group Physio Sessions**

Up to 6 people per group including equipment use £13

# Musculoskeletal & Neuro-Physiotherapy

For non-neuro clients and carers this can be accessed through the

**Bristol Therapy Centre Ltd** 

Initial Assessment - hr. - £60

Neuro 30 min sessions - £55

Musculoskeletal 30 min sessions - £45

#### Neuro-Physiotherapy

Individual Appointments - 30 minutes

either weekly or fortnightly from Monday to Friday, subject to availability

Lead Physio: Amrik Singh Sidhu £30

Physiotherapist: £25

Physio Assistant: £20

Assessment: required before starting any therapy £30

#### Functional Electrical Stimulation (FES)

Initial Consultation/Assessment £60

Personal pads and electrodes £18

Follow up / Annual review £60

#### **Gym - Self Treatment**

Please ask a member of the team as Use of Gym Equipment must be under supervision. **£5** 

#### Neuro Yoga/Pilates Fridays 10:30 - 11:30

Individual session £8 10 sessions in advance £50

#### Please enquire at reception to make an appointment or call 01454 201686

**RECOMMENDED** CONTRIBUTIONS

The primary costs for the services and clinics shown in the table below are mostly covered directly by the provider. The Centre covers admin support and provision of facilities, which amounts to costs in the region of £35,000 every year.

Anyone who donates to our general 'Treatment Fund' is helping to continue the provision of these services.

<ul> <li>Spasticity Rehabilitation Clinic         <ul> <li>Rehabilitation Consultant:</li> </ul> </li> <li>You will need to be referred by your GP for this clinic.</li> <li>60 minute appointment every six weeks on a Monday for people with a neurological condition</li> <li>This clinic is not currently taking place</li> </ul>	MS Nurse Clinic (North Somerset) MS Nurse 30 minute – 60 minute appointment Only available to clients with MS who live in North Somerset This clinic is not currently taking place
<b>Bladder and Bowel Confidence</b> Continence Nurse: Cath Dixon 30 or 60 minute appointments available one day per month	Benefits Advice Service and Advocacy provided by CAB and the MS Society Advisor: Caroline Langdon (CAB) 60 minute appointments available to those living with MS one day per month

The therapies and services shown below are available to Centre Members at a reduced rate. Payment for these must be made directly to the therapist in line with their procedures.

Acupuncture Therapist: Sam May Friday Initial assessment: £45 40 minute session £30	Sports Massage, Aromatherapy & Reflexology Therapist: Claire Day Monday to Thursday 60 minutes - £40.00	
<b>Foot Health</b> Therapist: <b>Therese Staniland</b> 30 minute session min: £25	Volunteer Drivers We have a volunteer driver who is able to bring people to the Centre if transport is re- quired. Clients must be able to transfer with minimal assistance. Costs based on distance provided by the driver	
<b>Counselling</b> Counsellor: Sasha Leigh 50 minute appointments available weekly on a Thursday: £40 On-line sessions available on other days: £40	Please enquire at reception for availability and bookings on 01454 201686	



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