




Starting a Practice Checklist


This checklist is helpful for physiotherapists starting a physiotherapy practice.

This list is meant to get you started and does not include everything you should consider.

You will want to consider...	College Resources	Other Resources
<p> PRIVACY:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Understand the difference between and the obligations of a Health Information Custodian (HIC) and an agent of the HIC <input type="checkbox"/> Learn the difference between personal information and personal health information and how this relates to your business <input type="checkbox"/> Determine how you will release personal health information and personal information, when requested <input type="checkbox"/> Ensure that all staff are aware of the confidentiality and privacy policies 	<p>Physiotherapists— Privacy Requirements in Ontario Briefing Note</p> <p>Privacy Checklists</p>	<p>Personal Health Information and Protection Act (PHIPA)</p> <p>Personal Information Protection and Electronic Documents Act (PIPEDA)</p> <p>Information and Privacy Commissioner of Ontario (IPC)</p>

You will want to consider..	College Resources	Other Resources
<p> BUSINESS PRACTICES:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consider the kinds of patients you treat and whether you have the needed competencies <input type="checkbox"/> Set a fee schedule <input type="checkbox"/> Decide what payment systems you will accept and understand your obligations <input type="checkbox"/> Understand how your name, title, and registration number will be used and by whom <input type="checkbox"/> Plan a method to regularly audit the financial records <input type="checkbox"/> Ensure marketing material (advertisements) meet the College Standard <input type="checkbox"/> Avoid business arrangements that are a potential, perceived, or actual conflict of interest (i.e. referral for profit) <input type="checkbox"/> Decide if you plan to incorporate 	<p>Fees & Billing Standard Conflict of Interest Standard Advertising Standard Advertising, Fees & Billing, Conflict of Interest Guides Record Keeping Standard Record Keeping Guide Regulation: Professional Misconduct Professional Incorporation Guide Registration Team registration@collegept.org</p>	<p>Ontario Physiotherapy Association (OPA) Canadian Physiotherapy Association (CPA) Ontario Human Rights Commission (OHRC) Workplace Safety and Insurance Board (WSIB) Financial Services Commission (FSCO) Health Claims for Auto Insurance (HCAI) Insurance Bureau of Canada (IBC) Assistive Devices Program (ADP) Veterans Affairs Canada (VAC) Advertising Standards Canada (ASC) Consult an accountant or lawyer Most Colleges have a “Find a Provider” search on their website</p>
<p> PHYSICAL WORK ENVIRONMENT:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consider patient safety when setting up the workplace <input type="checkbox"/> Consider how will you ensure your facilities are accessible for people with disabilities <input type="checkbox"/> Ensure there are areas that allow privacy for patients (sound and visual) <input type="checkbox"/> Develop a method to track and record equipment maintenance <input type="checkbox"/> Plan for possible emergencies and document protocols for action <input type="checkbox"/> Determine how you will manage hazardous materials in your practice for use or disposal (e.g. soiled linens, sharps) <input type="checkbox"/> Obtain liability Insurance for yourself and the clinic 	<p>Practice Assessment Forms Record Keeping Standard Official College By-Laws Professional Liability Insurance Information Bulletin Risk Resources</p>	<p>Essential Competency Profile for Physiotherapists in Canada Accessibility for Ontarians with Disabilities Act (AODA) Ministry of Community and Social Services, Accessibility for Ontarians with Disabilities Health Canada—Workplace Hazardous Materials Information System (WHMIS) Contact your liability insurance provider</p>

You will want to consider...	College Resources	Other Resources
 <p>INFECTION CONTROL:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Locate and monitor government websites and resources to stay current on infection control practices <input type="checkbox"/> Determine a process to monitor your infection control procedures <input type="checkbox"/> Plan for disposal of garbage and waste materials (e.g., acupuncture needles) 	<p>Infection Control Standard</p> <p>Guide to Implementing Infection Prevention and Control Practices</p>	<p>Public Health Ontario – Provincial Infectious Diseases Advisory Committee</p> <p>Infection Prevention and Control for Clinical Office Practice</p> <p>Ministry of Health and Long-Term Care—Hand Hygiene</p>
 <p>RECORD KEEPING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review and understand College requirements for maintaining patient records, financial records, and equipment maintenance records <input type="checkbox"/> Ensure methods of record keeping (paper or electronic) meet privacy expectations <input type="checkbox"/> Understand how electronic records are made secure <input type="checkbox"/> Decide how you will document for release of information <input type="checkbox"/> Determine how patients will be informed about how their information will be managed on their behalf and how they can access their records <input type="checkbox"/> Review and understand the Privacy Commissioners requirements for collecting, using and disclosing personal health information 	<p>Record Keeping Standard</p> <p>Record Keeping Guide</p> <p>Record Keeping Checklist</p> <p>E-Learning Module—Record Keeping</p> <p>Briefing Note for Physiotherapists— Privacy Requirements in Ontario</p> <p>Professional Misconduct Regulation</p>	<p>Personal Health Information and Protection Act (PHIPA)</p> <p>Personal Information Protection and Electronic Documents Act (PIPEDA)</p> <p>Information and Privacy Commissioner (IPC)</p>
 <p>PHYSIOTHERAPIST ASSISTANTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine how to assign treatment appropriately and to ensure adequate supervision <input type="checkbox"/> Determine how you will evaluate competency of the assistant <input type="checkbox"/> Develop a communication plan 	<p>Physiotherapists Working with Physiotherapist Support Personnel Standard</p> <p>Physiotherapists Working with Physiotherapist Support Personnel Guide</p> <p>E-Learning Module—Support Personnel</p>	<p>Essential Competencies for Physiotherapist Assistants in Canada</p>

You will want to consider...	College Resources	Other Resources
 <p>OTHER CONSIDERATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal Information (employee contracts, leases, purchasing an existing practice) <input type="checkbox"/> Business tax concerns <input type="checkbox"/> Human Resource concerns <input type="checkbox"/> Accounting concerns <input type="checkbox"/> Selecting space for your practice <ul style="list-style-type: none"> • Consider possible referral options for patients with additional needs • Establish collaborative relationships <input type="checkbox"/> Employee or individual extended health benefits packages <input type="checkbox"/> General information about starting a small business in Ontario, e.g. <ul style="list-style-type: none"> • writing a business plan • buying an established business • incorporation 		<p>Law Society of Upper Canada (LSUC) to search for a lawyer by city, postal code or name</p> <p>Ontario Physiotherapy Association website—Business Centre section (OPA)</p> <p>Canadian Physiotherapy Association (CPA)</p> <p>Canadian Revenue Agency (CRA)</p> <p>Ministry of Economic Development, Employment and Infrastructure</p> <p>Check community by-laws</p> <p>Discuss with a real estate agent</p> <p>Consult an accountant</p>

If you need additional information or have unanswered questions, please contact the College's Practice Advisor.

Practice Advisor

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