



Leaving a Practice Where do I start?

The checklist is helpful for physiotherapists who are in the process of leaving a practice, either temporarily or permanently. Before you retire, take a new job or go on a leave, consider who needs to be told and what steps you need to take before you depart.

This list is meant to get you started, but there may be other legislative and employer requirements that apply to your circumstance and should be taken into account.

When leaving a practice:

You need to determine a closing date or the date you are leaving or closing the practice. You should notify everyone affected by your leaving:



PATIENTS

- Prepare for your departure by providing each patient with treatment options. For example, seeing a PT colleague within the same practice or another practice, arranging treatment with another health care professional or discharging the patient with a home program.
- Visit the Information and Privacy Commissioner of Ontario website to learn what your obligations are for notifying current and past patients about access to their records.



EMPLOYERS

- Remind your employers that your name and registration must not be used for billing purposes after you have left the business.
- Discuss plans for follow-up care for patients who will need to continue treatment.
- Discuss how records will be retained and accessed by you and patients after your last day of employment.
- Remind your employer that care provided by physiotherapist assistants should be stopped unless another physiotherapist is available to assign and supervise the care.
- Check your current employment contract and get legal advice before giving your new employment information to your patients. Work with your current employer to ensure continuity of care.



COLLEAGUES

- Discuss patients who require ongoing care with the care providers who will be taking over for you.
- Ensure that patient records are current and include recommended next steps for care and what your leaving means for them.
- Include assistants in discussions about transfer of care or discontinuing care.
- Contact your referral sources, as a courtesy.



COLLEGE

- Notify the College in writing within 30 days of changing employment or when you stop practising at registration@collegept.org.
- If you are the Health Information Custodian (HIC) and the practice is closing, you need to arrange for storage of the health records. Be certain that confidentiality will be maintained when a third party storage (agent of the HIC) is used. Arrange for the records to be stored for the entire retention period.
- Ensure that your liability insurance meets College requirements. If you are continuing to practice, you need a liability limit of at least \$5 million per incident, minimum coverage of \$5 million for the annual policy period, no deductible, no additional terms, conditions or exclusions and your insurance should cover all practice settings you work in. If you are leaving practice permanently, you need coverage for a minimum of 10 years after you have stopped providing patient care.

Additional Resources

1. [How to Avoid Abandoned Records: Guidelines on the Treatment of Health Information in the Event of a Change in Practice](#)
2. [Checklist for Health Information Custodians in the Event of a Planned or Unforeseen Change in Practice](#)
3. [Standard and Guide: Physiotherapists Working with Physiotherapist Support Personnel](#)
 - [Standard](#)
 - [Guide](#)
4. [Information Bulletin: Professional Liability Insurance](#)
5. For more information about privacy laws that relate to health records please contact the [Office of the Information and Privacy Commissioner of Ontario](#)
6. [Standard and Guide: Record Keeping](#)
 - [Standard](#)
 - [Guide](#)
7. Contact the Registration team at registration@collegept.org.
8. [Frequently Asked Questions: Personal Health Information](#)

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

Practice Advisor

practiceadvice@collegept.org
416-591-3828 ext. 241
1-800-583-5885 ext. 241

