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**Checklist: Written Communication Plan When Working with Physiotherapist Assistants**

[The Working with Physiotherapist Assistants Standard](https://www.collegept.org/rules-and-resources/working-with-physiotherapist-assistants) requires you have a written communication protocol or plan that includes:

* how and when they will discuss patient care with the physiotherapist assistant
* how to contact the physiotherapist
* how to contact the alternate supervisor if the physiotherapist cannot be reached

**IMPORTANT:** You must have your written protocol or plan along with this along with the completed checklist available for the assessor to review with you at your on-site assessment. The assessor will document if materials were complete and available at the time of assessment.

**Note:** Either hard copy or electronic copies of the checklist and your written protocol are acceptable.

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| **Please fill in all of the sections below.** | |
| Your Name |  |
| Your Registration Number |  |

|  |  |  |
| --- | --- | --- |
| **Does your policy include the following information?** | **Yes/No** | **Not applicable** |
| PT’s name and contact information |  |  |
| Alternate PTs’ names and contact information |  |  |
| How often PT meets with the PTA to discuss each patient receiving care from the PTA |  |  |
| The type of communication used (in-person, telephone, email, text) |  |  |

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| **Provide any additional comments here** |
|  |

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