



Establishing a Physiotherapy Practice Checklist



College of
Physiotherapists
of Manitoba

Current as of April 2018

This chart provides physiotherapists/physical therapists guidance in meeting their professional obligations when starting a physiotherapy/physical therapy practice. While the list does not reflect every consideration it does provide a starting point.

You will want to consider....	College Resources (Reference Guide or CPM website unless otherwise specified)	Other Possible Resources
<p>Privacy:</p> <ul style="list-style-type: none"> ✓ Review the <i>Personal Health Information Act (PHIA)</i> and understand how it will impact your practice. ✓ Know who the trustee¹ of the Health Record is in your business ✓ Learn the difference between personal information and personal health information and how this relates to your business ✓ Determine how you will release personal health information and personal information, when requested ✓ Ensure that all staff are aware of the confidentiality and privacy policies 	<p>PHIA Poster</p> <p>Practice Standards/Directions:</p> <ul style="list-style-type: none"> • 4.9 Approval of Physiotherapy Business Name • 4.15 Private Practice Guidelines • 4.16 Home Based Physiotherapy • 4.19 Retention and Transmission of EHI • 4.20 Transportation of Patient Records 	<p>Access the Government of Manitoba website for the following information:</p> <ul style="list-style-type: none"> • <i>Personal Health Information Act (PHIA)</i> • <i>Personal Information Protection and Electronic Documents Act (PIPEDA) amendment Digital Privacy Act 2015</i> <p>Access the Manitoba Ombudsman website</p> <p>Access the Information and Privacy Commissioner (IPC) website</p>

1 Who falls under PHIA? PHIA applies to trustees who maintain (have custody or control of) personal health information. Trustees are:

- all public bodies that fall under FIPPA
- health professionals licensed or registered to provide health care or health professionals (such as doctors, nurses, physiotherapists, psychologists, etc.);
- health care facilities (such as hospitals, personal care homes, psychiatric facilities, medical clinics, laboratories, the Manitoba Cancer Treatment and Research Foundation, and community health centers or other health care facilities designated in the regulations)
- health services agencies providing health care under an agreement with another trustee (such as the Victorian Order of Nurses and We Care).

www.ombudsman.mb.ca/faqs/phia-frequently-asked-questions.html

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<p>Business Practices:</p> <ul style="list-style-type: none"> ✓ Obtain liability Insurance for self and the clinic ✓ Consider the kinds of patients you treat and whether you have the needed competencies ✓ Avoid business arrangements that are a potential, perceived, or actual conflict of interest (i.e. referral for profit) ✓ Review Practice Standard/Direction on Incorporation <p><u>Financial Considerations:</u></p> <ul style="list-style-type: none"> ✓ Set a fee schedule ✓ Post the fee schedule ✓ Decide what payment systems will be accepted and understand your obligations ✓ Ensure staff understand how their name, title, and registration number will be used and by whom ✓ Ensure staff regularly monitor their billing ✓ Plan a method to regularly audit the financial records <p><u>Social Media and Advertising Considerations:</u></p> <ul style="list-style-type: none"> ✓ Ensure marketing material (advertisements) meet the College Standard ✓ Monitor your social media presence 	<p>Code of Ethics</p> <ul style="list-style-type: none"> • 5.1 Conflict of Interest <p>Core Standards of Practice for Physiotherapists in Canada (2016)</p> <p>Core Code of Ethics (2016)</p> <p>Competency Profile for Physiotherapists in Canada (2017)</p> <p>Practice Standards/Directions:</p> <ul style="list-style-type: none"> • 4.9 Approval of Physiotherapy Business Name • 4.14 Advertising • 4.15 Private Practice Guidelines • 4.17 Record Keeping • 4.19 Retention and Transmission of Electronic Health Information • 4.20 Transportation of Patient Records • 4.21 Working for Non-Physiotherapists • 4.23 Use of Title and Credentials • 4.25 Incorporation • 4.28 Billing for Multiple Dysfunctions • 4.29 Complementary and Alternative Therapies • 5.2 Fee Schedules and Billing Practices <p>Continuing Competence Program Use of Social Media - CPM Guideline</p>	<p>Contact your liability insurance provider</p> <p>Access the Minister of Health, Seniors and Active Living for Manitoba website</p> <p>Manitoba Physiotherapy Association (MPA)</p> <p>Canadian Physiotherapy Association (CPA)</p> <p>Manitoba Human Rights Commission (MHRC)</p> <p>The Workplace Safety and Health Branch of the Manitoba Government</p> <p>Workers Compensation Board of Manitoba (WCB)</p> <p>Insurance Bureau of Canada (IBC)</p> <p>Veterans Affairs Canada (VAC)</p> <p>Advertising Standards Canada (ASC)</p> <p>Consult an accountant or lawyer</p> <p>Most Colleges have a “Find a Provider” search on their website</p>

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<p>Physical Work Environment:</p> <ul style="list-style-type: none"> ✓ Consider patient safety when setting up the work place ✓ Consider how will you ensure your facilities are accessible ✓ Ensure there are areas that allow privacy (sound and visual) ✓ Develop a method to track and record equipment maintenance ✓ Plan for possible emergencies and document protocols ✓ Determine if you will have any hazardous materials in your practice for use or disposal (e.g. soiled linens, sharps) 	<p>Practice Standards/Directions:</p> <ul style="list-style-type: none"> • 4.6 Acupuncture and Intra Muscular Dry Needle Therapy • 4.31 Electrophysical Agents • 4.17 Record Keeping <p>Physiotherapists Regulation, Electrical Equipment (8) Radiation Emitting Devices (9)</p> <p>Physiotherapists Regulation, Liability and Protections Standards, (18) Liability Protection</p> <p>Core Standards of Practice for Physiotherapists in Canada 2016</p> <p>Competency Profile for Physiotherapists in Canada (2017)</p>	<p><i>The Accessibility for Manitobans Act</i></p> <p>Health Canada—Workplace Hazardous Materials Information System (WHMIS)</p> <p>Manitoba Institute for Patient Safety</p>
<p>Infection Control:</p> <ul style="list-style-type: none"> ✓ Locate and monitor government websites and resources to stay current on infection control practices ✓ Determine a process to monitor your infection control procedures ✓ Plan for disposal of garbage and waste materials (e.g. acupuncture needles) 	<p>Practice Standards/Directions:</p> <ul style="list-style-type: none"> • 4.4 Safe, Sanitary and Appropriate Environment • 4.5 Routine Practices • 4.26 Whirlpool Cleaning and Safety 	<p>Access the Government of Manitoba website – Resources</p> <p>Routine Practices and Additional Precautions: Preventing the Transmission of Infection in Health Care.pdf</p>

You will want to consider....	College Resources	Other Possible Resources
<p>Record Keeping</p> <ul style="list-style-type: none"> ✓ Review and understand requirements for maintaining patient records, financial records, and equipment maintenance records (including retention periods) ✓ Ensure methods of record keeping (paper or electronic) meet privacy expectations ✓ Understand how electronic records are made secure ✓ Decide how you will document for release of information ✓ Determine how patients will be informed about how their information will be managed on their behalf and how they can access their record ✓ Review and understand the Manitoba Ombudsman’s requirements for collecting, using and disclosing personal health information 	<p>Practice Standards/Directions:</p> <ul style="list-style-type: none"> • 4.1 Client Records when Closing/Selling a Clinic • 4.17 Record Keeping • 4.19 Retention and Transmission of Electronic Health Information • 4.20 Transportation of Patient Records <p>Record Keeping Checklist 4.17 Record Keeping</p> <p>Physiotherapists Regulation Schedule A (Section 19) 1-13</p>	<p>Manitoba Ombudsman’s Office website</p> <p><i>Personal Health Information Act (PHIA)</i></p> <p><i>Freedom of Information and Protection of Privacy Act (FIPPA)</i></p> <p><i>Personal Information Protection and Electronic Documents Act (PIPEDA) and amendment Digital Privacy Act 2015</i></p>
<p>Physiotherapist Support Personnel:</p> <ul style="list-style-type: none"> ✓ Determine how to assign treatment appropriately and to ensure adequate supervision ✓ Determine how you will evaluate competency of the support personnel ✓ Develop a communication plan 	<p>Practice Standards/Directions:</p> <ul style="list-style-type: none"> • 4.8 Physiotherapists Assigning Physiotherapy Care (Support Personnel) 	<p>Essential Competencies for Physiotherapy Assistants in Canada 2012</p>

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<p>Other Considerations:</p> <ul style="list-style-type: none"> ✓ Legal Information (employee contracts, leases, purchasing an existing practice) ✓ Business tax concerns ✓ Selecting space for your practice ✓ Consider possible referral options for patients with additional needs ✓ Establish collaborative relationships ✓ Employee or Individual extended health benefits packages ✓ General information about starting a small business in Manitoba, e.g. <ul style="list-style-type: none"> • writing a business plan • buying an established business • Incorporation 	<p>Practice Standards/Directions:</p> <ul style="list-style-type: none"> • 4.10 Communication and Consultation with Physicians 	<p><i>The Apology Act</i> (Manitoba)</p> <p>The Law Society of Manitoba to search for a lawyer</p> <p>MPA</p> <p>CPA</p> <p>Consult an Accountant</p> <p>Canadian Revenue Agency (CRA)</p> <p>Check community by-laws</p> <p>Discuss with a real-estate agent</p> <p>Government of Manitoba website: Starting a business</p> <p>Government of Manitoba Employment Standards</p>

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