

STARTING A NEW JOB CHECKLIST

Before agreeing to take on a job as a physical therapist, it is essential that you make sure that the employer/clinic owner allows you to meet your regulatory obligations. This checklist captures a number of regulatory obligations you should consider before signing a new employment contract.

Fees and Billing

You are responsible for all billing under your registration number and for identifying and correcting any errors in a timely manner.

- Be certain that the employer understands that your name and registration number can only be used for billing when you or someone under your supervision has provided physical therapy services.
- Ensure that you have access to billings that include your name, professional title and registration number.
- Ensure that a written fee schedule exists that includes transparent and accurate information for clients about billing policies and all potential charges (e.g., assessments, reports, cancellations, equipment, any additional fees).

Record Keeping and Privacy

- Ensure that you understand the requirements of the Privacy and Record Retention Standard for clinical and financial records.
- Understand the procedures in place at the clinic for collection, use, disclosure and storage of personal health information of clients in accordance with the [Personal Information Protection Act](#) (PIPA). The College has a Privacy Toolkit to help explain your obligations under PIPA.
- Be aware of where clinical and financial records of clients will be kept and ensure that they are secured.
- Be certain that clients will be able to access their clinical and financial records upon request within the record retention period.

Working with Physical Therapist Support Workers (PTSWs)

- Talk with your employer about your obligations when supervising and assigning care to PSTWs as described in the Supervision Standard and Supervision Guide. As the supervising physical therapist,

you are always responsible for the care delivered by a PTSW under your supervision.

- Ensure that you understand your responsibilities as a supervisor, which include actively monitoring the competency and service delivery of PTSWs under your supervision and establishing an ongoing communication plan.
- Be certain that there is another physical therapist that PTSWs under your supervision can contact if you cannot be reached.
- Ensure that the billing system in place allows for the name and job title of a PTSW who delivered physical therapy services to appear on client invoices and receipts.

Infection Control and Equipment Maintenance

- Talk with the employer about the infection prevention and control measures of the clinic and ensure that you can meet the expectations of the Infection Control Standard. The College has an Infection Prevention and Control Guide that provides more detail.
- Review the process in place to ensure that equipment used in the clinic is maintained, inspected, and calibrated on a regular basis, according to manufacturers' recommendations.

Advertising

- Review the advertisements of the workplace and ensure that all advertisements about physical therapy services meet the requirements of the Marketing and Advertising Standard and the College's Marketing and Advertising Bylaw. If they do not, discuss the changes required to meet the expectations with the employer.

College Registration Requirements

- Obtain liability insurance that meets the requirements of the College. Bylaw 82 requires all full, interim, student and temporary registrants to hold professional liability insurance in an amount of at least \$3,000,000 per occurrence.
- Before using dry needling in your physical therapy practice be certain to apply to, and receive confirmation from, the College.
- Once you have accepted the job, update your information in the College [Registrant Portal](#)
- If you are unable to make the changes in the Portal contact registration@chcpbc.org.

Additional Considerations

- Do your research on the employer/clinic to make sure that they are reputable. Working for disreputable employers may impact your relationship with insurance providers. Be sure to do an internet search of any employer you are considering working for as well.
- Know your employment status and its implications—Are you an employee or self-employed? Review the advice from [Canada Revenue Agency](#) or the [Canadian Physiotherapy Association](#).
- Understand that you can negotiate clauses in a contract and seek professional advice from a lawyer on verbal and written agreements or contracts between you and the employer.
- Apply caution and ask clarifying questions if an employer directs how you should practice (e.g. selling products, making referrals, assigning physical therapy services).

If you need additional information or have specific questions about starting a new job, contact the Professional Practice Advisor at practicesupport@chcpbc.org.

Acknowledgement: This checklist was adapted with permission from the College of Physiotherapists of Ontario.