**PHYSIOTHERAPY WORKPLACE ASSESSMENT**

1. **WALK THROUGH**

**A WALK-THROUGH OF THE WORKPLACE SHALL FIND THE FOLLOWING:**

 YES NO N/A

1. A policies and procedures manual (14) 🞏 🞏 🞏

2. Emergency exits unobstructed and clearly marked (15) 🞏 🞏 🞏

3. Sharp and hazardous waste containers present (15) 🞏 🞏 🞏

4. Fire extinguishers are present and functioning (15) 🞏 🞏 🞏

5. First aid kit present (OH&S regulation) (15) 🞏 🞏 🞏

6. Charting done in non-public area (8) 🞏 🞏 🞏

7. Storage of charts –secure and able to lock (8) 🞏 🞏 🞏

8. Adequate space to meet the workload and allow for safe

 movement about the area (23) 🞏 🞏 🞏

9. Clean and tidy workplace (23) 🞏 🞏 🞏

10. Wheelchair accessible workplace (23) 🞏 🞏 🞏

11. Call bells are present in each treatment area (5) 🞏 🞏 🞏

12. Fee schedule visible at front desk or on intake form (13) 🞏 🞏 🞏

13. If this is a “Health” clinic, are the PT names posted 🞏 🞏 🞏

 with designation as per legislation (20)

14. Client scheduling system present showing # hrs. 🞏 🞏 🞏

 worked and # of pts. seen / week per physiotherapist (14)

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**WorkPlace Assessment CONT’D**

**THE WORKPLACE POLICIES AND PROCEDURES MANUAL SHALL BE**

 **AVAILABLE AND SHALL INCLUDE THE FOLLOWING:**

YES NO N/A

14. Scope and limitations of the physiotherapy service

 (e.g. mission statement or profile of service) (14) 🞏 🞏 🞏

15. Current organizational chart which delineates the

 relationships and formal lines of communication within 🞏 🞏 🞏

 the physiotherapy service (14)

16. Written job descriptions or duties for each position

 for delegation purposes 🞏 🞏 🞏

17. Billing policies re. Billing insurance companies and fee

 schedule (13) 🞏 🞏 🞏

18. Orientation program for all new staff (14) 🞏 🞏 🞏

 19. Electrical equipment functioning properly with documented

 calibration and service done appropriately (5, 23) 🞏 🞏 🞏

20. Grounded outlets with ground fault interrupters where 🞏 🞏 🞏 necessary and documentation done once by electrician (23)

21. Infection control and WHIMIS procedures (15) 🞏 🞏 🞏

22. Fire and emergency plans (15) 🞏 🞏 🞏

 23. Staff development plan; with allowance for continuing 🞏 🞏 🞏 education. (14)

24. Confidentiality policies (use, storage and disclosure for 🞏 🞏 🞏

 personal information; back-up of electronic files, etc) (8)

25. Copy of malpractice insurance and physiotherapy license for each physiotherapist on staff (should be in clinic binder and/or in 🞏 🞏 🞏 Member’s Portfolio)