PHYSIOTHERAPY WORKPLACE ASSESSMENT

1. WALK THROUGH

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

1.	A policies and procedures manual (14)	YES	NO	N/A
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)			

PHYSIOTHERAPY WORKPLACE ASSESSMENT 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 physiotherapist on staff (should be in clinic binder and/or in Member's Portfolio)	or each □	n 	