

Leaving a Practice Checklist

Before you leave a job, go on a temporary leave (such as maternity leave) or retire, consider who needs to be told and what steps you need to take before you depart. Whenever possible, you should notify everyone affected by your leaving.

The following checklist compiles all of the professional obligations that you should consider before leaving a practice.

If you are looking for additional information or have specific questions about leaving your job, please contact the Practice Advisor at practiceadvice@collegept.org or 647-484-8800 or 1-800-583-5885 ext. 241.

Fees, Billing and Accounts

- Remind your employer that your name and registration number can no longer be used for billing purposes after you leave. Consider sending this reminder by email and saving any responses from your employer.

Continuation of Care for Existing Patients

- Ensure that there is a plan in place for patients who need ongoing care. For example, arrange treatment with another colleague or discharge the patient with a home program.
- Discuss with employers and colleagues how incoming patients will be managed as you prepare to leave the practice.
- Remind your employer that physiotherapy care provided by physiotherapist assistants should be stopped unless another physiotherapist is available to assign and supervise the care.

Record Keeping and Privacy

- Ensure that all patient records are up to date and include recommended next steps for care.
- If you are the Health Information Custodian (HIC), you should take the following steps:
 - If the health facility is closing, you must ensure the secure storage of clinical and financial records for the minimum retention period.
 - If the health facility is NOT closing, you should take steps to ensure that another HIC is designated.
- Discuss with your employer how records will be retained and accessed by you and patients after you leave. Also ensure that your employer is aware of the record retention period.
- Follow the Privacy Commissioner's guidelines for notifying current and past patients about access to their records.

College Membership Requirements

- Ensure that your personal liability insurance meets the requirements of the College. This includes having tail insurance which provides coverage for incidents occurring during your physiotherapy practice as well as coverage for claims made up to 10 years after you stop practicing.
- Once you have left your job, update your information in the [Online Member Portal](#) or notify the College of your leave or job change within 30 days. Contact the Registration Team at registration@collegept.org.

Additional Considerations

- Contact your referral sources as a courtesy.
- Before giving any new employment information to your patients, talk to your employer about what you should tell patients.

Additional Resources

- [Checklist for Health Information Custodians in the Event of a Planned or Unforeseen Change in Practice](#)
- [How to Avoid Abandoned Records: Guidelines on the Treatment of Health Information in the Event of a Change in Practice](#)
- [Information Bulletin: Professional Liability Insurance](#)
- [Frequently Asked Questions: Personal Health Information](#)
- [Information and Privacy Commissioner of Ontario](#)