

NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS

P.O. Box 21351 St. John's, Newfoundland and Labrador, CANADA A1A 5G6
Phone: 709-753-6527 Fax : 709-753-6526 E-mail: collegept@nf.aibn.com

GUIDELINES

PHYSIOTHERAPY CORPORATION, PARTNERSHIP, COMPANY, PROPRIETORSHIP

1 ESTABLISHMENT OF A PHYSIOTHERAPY PRACTICE

- 1.1 A physiotherapy or physical therapy practice or clinic (corporation, partnership, or sole practice) ("Clinic") shall be fully registered with the Newfoundland and Labrador College of Physiotherapists (the "College") prior to opening as a physiotherapy practice.

2 NAME OF PHYSIOTHERAPY CORPORATION, PARTNERSHIP, COMPANY OR PROPRIETORSHIP

- 2.1 The name under which the practice of physiotherapy is carried out by a Clinic shall be approved by the College. (The terms Physiotherapist, Physical Therapist, Physiotherapeute, PT, Pht, Physiotherapy, Physical Therapy, Physiotherapie and Therapie Physique are Official Marks of the Canadian Alliance of Physiotherapy Regulators under the Trade-Marks Act.)
- 2.2 In determining the name of a Clinic, the following guidelines are to be followed. The name
- (i) may carry the designation "physiotherapy" or "physical therapy" if granted permission by the College;
 - (ii) must not be similar or confusing with the name of another health profession service or clinic;
 - (iii) must not contravene advertising standards established by the College;
 - (iv) must not be composed simply of an individual's name;
 - (v) must not include academic or similar qualification denoting expertise;
 - (vi) must not include terms which imply or promote expertise or specialty;
 - (vii) must not include terms which are otherwise prohibited by legislation or regulation.
- 2.3 The use of the protected terms in the name of a clinic as set out in clause 2.1 above shall be determined by the College and shall cease where the practice of physiotherapy is no longer carried on by the Clinic.

3. APPLICATION FOR REGISTRATION OF A CLINIC:

3.1 To register an incorporated clinic:

- (a) file the appropriate application with the Registrar for registration of a clinic with a photocopy of the incorporation documents including: Articles of Incorporation, Notice of Directors and Notice of Registered Office (Articles of Incorporation);
- (b) enclose a Certificate of Good Standing from the Registrar of Companies;
- (c) enclose a signed Statement of Compliance;
- (d) satisfy the Registrar that the name of the Clinic is in accordance with these Guidelines;
- (e) satisfy the Registrar that legal and beneficial ownership of the shares of the Clinic is vested in persons in accordance with these Guidelines;
- (f) satisfy the Registrar that the persons who will carry on the practice of physiotherapy on behalf of the Clinic are members of the College in good standing;
- (g) satisfy the Registrar that appropriate professional liability insurance is in effect.

3.2 To register an unincorporated clinic or partnership:

- (a) File the appropriate application with the Registrar for registration of a physiotherapy practice;
- (b) satisfy the Registrar that the name of the Clinic is in accordance with these Guidelines;
- (c) satisfy the Registrar that legal and beneficial ownership of the Clinic is vested in persons in accordance with these Guidelines;
- (d) satisfy the Registrar that the persons who will carry on the practice of physiotherapy on behalf of the Clinic are members of the College in good standing;
- (e) Enclose a signed Statement of Compliance.

4 CHANGE OF OWNERSHIP OF A CLINIC

4.1 The College shall be informed of any changes in owners, directors, officers, shareholders or the share structure of a Clinic. This information is to be provided in writing within ten (10) days of the change.

4.2 Where a change occurs as described in clause 4.1 above, the Clinic shall provide such changes to the information set out in clauses 3.1 or 3.2 as are relevant including a copy of any document required to be filed with the regulatory authorities.

4.3 In the event that the ownership of a Clinic is intended, the College shall be notified in writing prior to the transfer of ownership in order that the College may determine whether to approve the continued registration of the Clinic upon the transfer of ownership taking place.

4.4 Where a transfer of ownership of a Clinic is intended, the Clinic shall provide to the Registrar such relevant information as is set out in clauses 3.1 or 3.2 concerning the transfer.

5 TERMINATION OF REGISTRATION OF A CLINIC

- 5.1 The initial registration of a Clinic is valid until the end of the calendar year unless renewed or revoked as provided for herein.
- 5.2 The registration of a Clinic ceases:
- (a) if it is revoked by the College;
 - (b) upon the expiration of the term of registration stated;
 - (c) upon transfer of ownership of the Clinic unless such transfer has been first approved by the Registrar;
 - (d) upon the event when no member of the College is employed by or contracted by the Clinic to provide physiotherapy services;
 - (e) at the discretion of the College where in the discretion of the College, the physiotherapy services provided by the Clinic in a manner consistent with the requirement of the College.
- 5.3 In the event that the registration of the Clinic is revoked or not renewed, the Clinic shall cease the provision of all physiotherapy services.

6 RENEWAL OF REGISTRATION

- 6.1 A Clinic, which intends to continue to provide physiotherapy services, must, before registration expires, apply to the College to renew its registration.
- 6.2 A renewal application together with a Statement of Compliance and appropriate renewal fee, must be submitted to the Registrar for approval.

7 CLOSURE OF A CLINIC

- 7.1 The Registrar must be informed in writing of the intent to cease practice as a Clinic. Information required includes:
- the name of the Clinic,
 - the date of the intended closure,
 - the address of the Clinic,
 - the owners' name and
 - the registration number.
- 7.2 Confidentiality of client records and access to records must be assured. Records must be retained for seven (7) years. The Registrar must be advised of the location of the records and the information provided to former clients of the Clinic.