



## Standard of Practice Practice Environment

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Standards of Practice of Medicine set out the requirements related to specific aspects for the quality of the practice of medicine. Standards of Practice of Medicine provide more detailed information than contained in the *Regulated Health Professions Act*, Regulations, and Bylaws. All members must comply with Standards of Practice of Medicine, per section 86 of the *Regulated Health Professions Act*.

This Standard of Practice of Medicine is made under the authority of section 82 of the *Regulated Health Professions Act* and section 15 of the CPSM Standards of Practice Regulation.

### Additional Requirements for Practice Environment

This Part sets out the requirements for a practice environment, in addition to those described in Sections 4, 6 and 8 of the Regulation which are as follows:

- 4(1) *A member may engage only in medical care that, in the member's reasonable and professional judgment, is safe, appropriate and sanitary.*
- 4(2) *A member must take reasonable steps to ensure that a system is in place for the proper maintenance, cleaning and calibration of equipment used in the medical care he or she provides.*
- 6 *A member must comply with any policy about the performance of any reserved act or the provision of collaborative care that is in place in the practice setting where the member is involved in the health care of a patient if*
  - (a) *the member has been made aware of the policy; and*
  - (b) *the policy is not inconsistent with the Act or CPSM's regulations, standards of practice, by-laws, practice directions or code of ethics.*
- 8 *Notice of billing for uninsured service. Before medical care that is not an insured medical service under The Health Services Insurance Act is provided to or for a patient by a member, the member must notify the patient or third party of any fee or charge the patient will be required to pay, except in the case of emergency care where it is impossible or impractical to inform the patient.*

## 1. Medical Practice in Non-Institutional Settings

- 1.1. If a member establishes a medical practice in a non-institutional setting, the premises in which the medical care is provided must be safe, appropriate and sanitary.
- 1.2. If a member engages in medical care in a non-institutional setting, the member must maintain full direction and control of his or her medical practice, including:
  - 1.2.1. The medical care provided to or for a patient;
  - 1.2.2. The safety quality of the premises in which the member practises and of the equipment and the supplies used, including proper maintenance, cleaning and calibration of equipment used in the medical care her or she provides;
  - 1.2.3. documentation in, access to and security of patient records, including documenting medical care provided to a patient, patient appointment schedules, patient billing and payment records for the medical care of a patient;
  - 1.2.4. any advertising of or for the medical practice;
  - 1.2.5. billing for any medical care that is not an insured service under *The Health Services Insurance Act*; and
  - 1.2.6. the qualifications and performance of each staff member supervised by the member.
- 1.3. A member is not required to own any supplies, equipment or premises used by the member in a medical practice.
- 1.4. A member who practices in a non-institutional setting and who does not own the supplies, equipment or premises used in that practice must:
  - 1.4.1. promptly notify the owner if one or more of the supplies, the equipment or the premises impede the member in providing safe medical care;
  - 1.4.2. not provide any specific medical care which cannot be safely provided with the available supplies, equipment or premises.
- 1.5. A member who removes tissue from a patient in a non-institutional setting, must forward the tissue to an accredited laboratory for examination applying the same standards as required for tissues removed in hospitals.

### Home as Practice Location

- 1.6. In the event of an on-site audit of a member who has designated his or her home address as his or her primary practice location, that member shall be responsible to demonstrate to CPSM that the member has access to equipment appropriate to the practice of medicine and to clinical records reflecting the patient care provided by that member.

## 2. Non-Institutional Setting: Medical Director

- 2.1. A member must not practice in any non-institutional setting where two or more physicians practice together, irrespective of the ownership of the non-institutional setting unless the non-institutional setting has a duly qualified medical practitioner in good standing designated as "Medical Director".
- 2.2. The Medical Director must:
  - 2.2.1. ensure that only qualified members provide medical care in the non-institutional setting;
  - 2.2.2. ensure that, regardless of the name of the non-institutional setting, the name(s) of all the physician(s) and medical corporations are clearly posted, either on the exterior of the non-institutional setting or in the reception area;
  - 2.2.3. ensure that the non-institutional setting complies with the Code of Ethics;
  - 2.2.4. ensure that all communication about the patient is through or on behalf of the appropriate attending member;
  - 2.2.5. be responsible for and have authority over all aspects of non-institutional setting operation which can affect the quality of patient care.