

Establishing or Working Within a Group Practice

The information provided in this Practice Support checklist is intended to provide general guidance to assist registrants in identifying issues and options that should be considered, and implementing strategies to address issues, resolve problems and improve practice, with respect to a particular aspect of psychology practice. No checklist can anticipate all variables that might be relevant to a specific professional decision or circumstance, but the checklist can provide general guidance to registrants dealing with the identified practice issue. Registrants are also invited to contact the Practice Support Service with any questions.

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This checklist does not establish standards, limits or conditions for registrants' practice for the purposes of the Health Professions Act, and it is not intended to impose mandatory requirements to the extent that such requirements are not established under the Code of Conduct. In the case of any inconsistency between this checklist and any Code standard, the Code standard governs. The final decision on the course of action to be taken in any practice situation is made by the registrant, and checklists are not intended as a substitute for the professional judgment and responsibility of the registrant. Exclusive reliance on checklists is imprudent, as every practice decision depends on its own particular circumstances.

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This document is intended to assist registrants in considering relevant issues when contemplating establishing or joining a group practice. Relevant Code standards are indicated in brackets following the checklist items.

- As a founder or principal of a joint practice, I have carefully considered who I will include as associates, including whether my associates will be completely independent practitioners, will be supervised by me, or will have some other clearly specified relationship with me and my joint practice. **(3.1, 8.4, 8.5, 8.6)**
- If I am using a restricted title in my business name, I will remain compliant with all College requirements to do so. **(10.19)**
- As the principal of my group practice, I will exercise care to ensure that no individual in my practice is misrepresented as a registrant if that individual is not registered with the College, and will take steps to correct any misrepresentation or misunderstanding regarding the status of any non-registrant in my group practice. **(9.5, 9.6)**
- If my practice will include service providers who are supervised by me, my supervision will be appropriate and sufficient to ensure competent service delivery and will be based on each supervisee's education, training, experience, and needs. **(5.21, 5.22, 5.23)**
- If my practice will include supervised service providers, clients and third party payers will be clearly informed regarding who is delivering the service and who is the responsible supervisor, and their informed consent will be obtained for this arrangement prior to the initiation of services. **(4.7, 8.6, 12.15)**
- A supervisory relationship will not be asserted solely for billing purposes, and will be claimed only when appropriate and sufficient supervision is being provided. **(12.16)**

- Regardless of whether my associates are my supervisees or independent practitioners, a written agreement will be established that sets out various practice issues, including but not limited to: file ownership; file storage practices; what happens to client files in the event a provider leaves the practice; financial arrangements, as appropriate; who has access to client information; access to shared resources (e.g., testing materials, clerical support, office space, etc.), as appropriate; responsibility for equipment maintenance, as appropriate; etc. **(3.1, 6.5, 8.4, 11.13, 11.16, 13.5, 13.10, 14.1, 14.2, 14.3, 14.4, 14.8)**
- In the event that research will be conducted within the group practice, a written agreement will be established regarding file ownership, publication credit, etc. **(14.13, 17.2, 17.3, 17.4, 17.5, 17.6)**
- In the event that I undertake to offer training as part of my group practice, I will ensure that the training is competently designed, accurately described and advertised, provides the necessary and proper experiences to appropriate trainees, and meets the stated goals of the training programme. **(11.13, 11.16, 15.1, 15.2, 15.3, 15.4, 15.5, 15.8, 15.9, 15.10)**
- I will provide appropriate and sufficient feedback to each of my trainees and supervisees, and will maintain appropriate records detailing my supervision and trainee evaluation activities. **(13.8, 13.9, 15.6, 15.7)**
- Clients will be fully informed regarding who has access to their information and for what purposes, and must specifically consent to each service and to use of their information for any purpose other than their own service, including for research purposes. **(4.1, 4.2, 4.7, 4.13, 4.14, 4.19, 6.1, 6.5, 6.14, 6.15, 14.10)**
- In the event that I decide to join a group practice as an associate, I will seek written clarification regarding: the nature of my relationship to the practice and its principals; file ownership; file storage practices; what happens to client files in the event I leave the practice; financial arrangements, as appropriate; who has access to client information; access to shared resources (e.g., testing materials, clerical support, office space, etc.), as appropriate; responsibility for equipment maintenance, as appropriate; etc. **(3.1, 6.5, 8.4, 11.13, 11.16, 13.5, 13.10, 14.1, 14.2, 14.3, 14.4, 14.8)**
- I recognize that as an associate I am responsible for addressing any perceived conflicts between the expectations or requirements of the group practice and my obligations under the Code of Conduct. **(5.24, 8.8)**
- I recognize that regardless of whether I am practicing as a principal or an associate of a group practice, I am responsible for all of my professional decisions and actions, including ensuring informed consent of clients, and that my conduct must meet all relevant Code of Conduct standards. **(2.1, 3.1, 4.1)**
- Regardless of whether I am practicing as a principal or an associate of a group practice, I have sought legal consultation if necessary to clarify my rights and obligations in working within a group practice. **(3.1, 18.1)**