



CHECKLIST Naturopathic Clinical Office

The following checklists set out basic requirements for naturopathic clinical offices.

- Premises: cleanliness, disposal, and safety
- Office advertising, forms, processes and procedures
- Office medical supplies and equipment, and dispensary (if applicable)
- Emergency Medical Kits (EMK) (see “Checklist – Emergency Medical Kits”)

PREMISES: CLEANLINESS, DISPOSAL, AND SAFETY

Cleanliness	
- Premises, including the following areas, meet at least the minimum sanitary guidelines as per a professional medical office setting.	
Waiting room	
Bathroom	
Consultation / Examination room(s)	
- Examination table	
- No residual blood splatter	
Lab and preparation areas	
Dispensary (if applicable)	

Infection Control, Health Hazard Protocols and Disposal of Biohazard Materials	
- Premises, including the following areas, meet at least the minimum sanitary guidelines as per a professional medical office setting.	
Sink, with running water	
Cleaning products: medical grade antibacterial, antiviral and antifungal (e.g. Caviwipes/ Cavicide)	
Garbage (scheduled disposal)	
Sharps container (for needle disposal, Venipuncture, intravenous, intramuscular, and acupuncture treatments)	
Biohazard disposal: approved container	
Protocols for infection control, health hazards, and disposal of biohazards	

Adverse Events and Emergency Preparedness – Policies and Procedures	
- Health, fire and safety policies and procedures should be in accordance with the local/municipal regulations.	
ACLS / NCLS Qualifications (current credentials)	
Emergency Procedures Manual and Flow chart - defined, printed and available/displayed	
Emergency Evacuation Procedures - defined, printed and available/displayed	
Exit signs	
Fire extinguishers (valid)	

OFFICE ADVERTISING, FORMS, PROCESSES AND PROCEDURES

Advertising and Signage	
- <i>Note:</i> Registrants must retain for one year after the date of publication or broadcast of any advertisement of brochure a copy or recording, and a written record of when and where the publication or broadcast was made (Bylaws, s. 100(9)).	
All promotional items including with respects to diplomas, business license, business cards, clinic, brochures, prescription pads, should be in accordance with the College’s Advertising Policy	
Advertising/brochures	
Business cards	
Prescription pads	
Website – clinic	
Website – personal	
Business license (Clinic proprietor/owner only)	
Diplomas	
Printed fee schedule	

Office Forms – for clinical records	
Health Intake forms	
Consent to Treat forms	
Records Release Request form	
Transfer of Records Request form	

Office Forms – for office records and/or reporting	
Critical incident report form (for internal record keeping purposes)	
Health Canada’s <i>Adverse Drug Reaction Form</i> (for submission to Health Canada) - Available online at: Health Canada -> Drugs & Health Products -> MedEffect Canada	

OFFICE MEDICAL SUPPLIES, EQUIPMENT, AND DISPENSARY (IF APPLICABLE)

Medical Supplies and Equipment	
Blood pressure cuff	
- Small	
- Adult / Standard / Regular	
- Adult XL	
Ophthalmoscope	
Otoscope and specula	
Oximeter	
Reflex hammer	
Stethoscope	
Surgical gloves	
Thermometer and sleeves	
Weight scale	

<i>Dispensary (if applicable)</i>	
All contents of dispensary are:	
- Organized	
- Securely stored	
- Regularly checked to ensure not expired	
Dispensed products must not exceed the expiration date.	
Knowledge of Health Canada Adverse Effects Reporting <ul style="list-style-type: none"> - Clinic must follow Health Canada guidelines for reporting adverse reactions and incidents (i.e. access to Health Canada’s <i>Adverse Drug Reaction Form</i>, see previous page) 	
Prescriptions and dispensing consistent with limitations set out in College’s Scope of Practice for Naturopathic Physicians – Standards, Limits and Conditions for Prescribing, Dispensing and Compounding Drugs	
Approved Pharmacy Prescription Pads (for referral to approved pharmacy)	

EMERGENCY MEDICAL KIT

See “*Checklist – Emergency Medical Kits*” for list of requirements (on [College website](#) and in [Registrant’s Online Self-Service Forms & Resources](#))

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