

Policy Title: Access to CMCC Clinics

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input checked="" type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	September 2, 2021	Effective date:	September 2, 2021
Policy Sponsor:	Dean, Clinics	Date last reviewed:	September 2, 2021
Date of Mandatory Review (expiry date):	September 2026	Date of last revision of Procedures:	September 2, 2021

1. POLICY

CMCC Clinics are teaching clinics, with access restricted to those involved with patient treatment and intern education or otherwise specifically authorized by Clinic Management or in accordance with Federal, Provincial or Municipal requirements.

1. CMCC is committed to providing chiropractic healthcare in its clinics without discrimination to the community at large and in a safe environment.
2. CMCC restricts access to its clinics to patients, students, faculty, and employees subject to approved conditions.
3. CMCC operates a number of community-based teaching clinics throughout the Greater Toronto Area. Access to these facilities is first governed by any agreement entered into by CMCC and the home institution; then by the home institutions' own policies and procedures, and then by CMCC's policies and procedures.
4. Access to all equipment used in the clinics for patient care is limited to interns under the direction or supervision of clinical faculty during posted hours of operation. Access to this equipment for all other individuals is to be granted only by a member of the Clinic Management Team. Personal equipment may only be brought into a CMCC clinic if authorized in writing by the Clinic Management Team.
5. Access to a clinic may be denied to individuals who do not comply with Patient's Rights and Responsibilities, patients whose care has been terminated, or faculty or students who no longer have a relationship with CMCC.

6. Faculty requesting access to Clinics or to the Electronic Health Record for the purpose of conducting research must follow Access to Clinics process as documented in the Research Policy Manual.
7. CMCC interns who are working in the office of a field practitioner on an externship are excluded from this policy. If an intern is posted to both an internal CMCC clinic placement as well as an external placement, this Policy must govern their internal placement access.
8. Any unauthorized access to a CMCC clinic or a breach of this policy is to be immediately reported to Clinic Management.
9. Any person given access to CMCC clinics and who is delinquent in accounts with any CMCC clinic may be denied access, and the matter may be referred to appropriate authorities.

2. PURPOSE

To restrict and regulate access to CMCC clinics

3. SCOPE

All CMCC employees, students and patients.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards

5. RELATED POLICIES (not a comprehensive list)

- Access to CMCC
- Discipline – Employees
- Discipline – Students
- Interns' Manual
- Research Policy Manual

6. DEFINITIONS

N/A

New Policy Approved (date):	September 21, 2001
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Policy Revision History (dates):	August 31, 2017 September 2, 2021
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7. PROCEDURES

1. CMCC's patient clinics will be accessible to patients for the purpose of patient care; interns and students for the purpose of fulfilling educational requirements, or for patient care; faculty for the purpose of teaching, providing patient care, or for patient care; researchers for the purpose of obtaining research data for approved research projects.
2. Patients are provided with appointments to a clinic or may on some occasions be admitted to a clinic without an appointment when required care is urgent.
3. Interns are assigned to clinical Patient Management Teams (PMT) and are permitted to be in the clinic environment during the times when their PMT is operational. Interns are also permitted in the Campus Clinic to either fulfil their Diagnostic Imaging laboratory requirements, or to conduct work in the Intern Writing Room.
4. Access to a CMCC clinic for the purpose of conducting research requires approval from the Research Ethics Board, as well as approval from the Custodian, Health Records in advance of any research-related activity.
5. At the time of building closures all occupants of any clinic must vacate the premises. Persons refusing to vacate or delaying in vacating a clinic may face disciplinary action or be removed from the premises by security and/or local police.

New Procedure Approved (date):	September 2, 2021
Procedure Revision History (dates):	

8. ATTACHMENTS

Patient Rights and Responsibilities

Patient Rights and Responsibilities

Canadian Memorial Chiropractic College Clinics

The Division of Clinical Education is committed to excellence by providing chiropractic clinical education, with the purpose of developing a primary contact health care professional through exemplary patient care, community service, fostering of research and leadership in innovative educational methods.

Your Rights

In order to achieve these goals, we make the following pledge to you – the patient.

- To be treated in a considerate and respectful manner regarding your privacy and your right to confidentiality
- To receive relevant information and education concerning your diagnosis, treatment and prognosis in a manner which is understandable to you
- To make decisions about your plan of chiropractic health care prior to and at any time during the course of treatment
- To expect that members of your chiropractic health care team will communicate with one another to ensure continuity of care
- To know who is treating you at all times and who is the chiropractic clinical supervisor in charge of your treatment
- To express your concerns and receive a response to your questions

Your Responsibilities

Your rights carry with them certain responsibilities. We ask you to respect the following:

- To provide relevant information to the members of your chiropractic health care team to help them in the process of caring for you
- To follow the chiropractic treatment plan created for you to the best of your ability
- To accept responsibility for the decisions you make about your treatment
- To be courteous and respectful to other patients, staff and members of the chiropractic health care team
- To recognize that the chiropractic health care team will only provide chiropractic treatment that is ethically appropriate
- To immediately advise us of any concerns that you may have
- To understand the role of teaching and research and co-operate with health care professionals in that regard
- To respect the clinic's property and comply with CMCC/clinic regulations and policies
- To be responsible for the payment of all fees incurred at our clinics