

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

Policy Revision History (dates):

August 31, 2017

September 2, 2021

-----**END OF POLICY**-----

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