

General Compliance Checklist

For mobile massage services

		Yes	No
General			
Do you have a document for each client outlining	The Code of Conduct for unregistered health practitioners. Your complaints policy and procedure Your infection control Policy and Procedure Your Privacy Policy and Procedure Your Scope of Practice		
Do you have the following documents available to a client if requested?	Qualifications Association membership Business registration Insurance		
Are official receipts written for all monies received?			
Privacy			
Do you have a client intake form?			
How is this intake form stored?	Hard Copy		
	Soft Copy		
If hard copy, do you have a locked file cabinet for your records?			
Are all electronic devices that may have client information password protected?			
Hygiene			
Do you have sufficient hand hygiene equipment?			
Is your linen in an appropriate bag?			
Is there a bag for soiled linen?			
Is the antibacterial wipes available to wipe down all surfaces between clients?			
Is there an appropriate first aid box available?			
Are there latex free gloves available?			
Do you have appropriate containers for massage mediums?			
Safety			
Do you have a safety policy to ensure your whereabouts are known			
Do you switch your phone to "do not disturb"			
Do you check car-parking availability prior to committing to a job?			
Do you check for access prior to committing to a job?			
Do you check the stability of your treatment table prior to each client?			
Do you know the working weight of your treatment table?			
Advertising			
Does your advertising comply with the Code of Conduct requirements?			
Do you have a clear refunds/cancellation policy?			



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