

CONTRACTOR COMPLIANCE CHECKLIST

If you are engaged as a true contractor, you are responsible for all of your own policies and procedures as well as ensuring you display the appropriate documents in your clinic space.

- The National Code applicable for your state.
- Infection Control Policy and Procedure
- Privacy Policy and Procedure
- Complaints procedure
- Refund/cancellation procedure
- Insurance
- Qualifications
- Association Membership
- A written contractor agreement
- Appropriate clinic facility

If you share a client management system (eg at a multi modality clinic you should also have:

- A written agreement to access client records should you leave
- The written consent of the clients to share information between contactors at the clinic.
- A written agreement to outline who is responsible for maintaining client records should the clinic close.

Even if you are a contractor, it is highly likely the business owner will still be required to pay your superannuation contribution.