

# General Compliance Checklist

## For home based massage therapy practices

		Yes	No
Do you have the following documents on display in your clinic?	Qualifications		
	Association membership		
	Business registration		
	Code of practice for unregistered health practitioner		
	Infection control Policy and Procedure		
	Privacy Policy and Procedure		
	Cancellation Policy and Procedure		
	How to make a complaint?		
Do you require a council permit for your premises?			
Do you have permission to use the facility for a home based clinic? (e.g. for a rental property)			
Do you have insurance? Note- home insurance alone is NOT sufficient.			
Are there suitable hand washing facilities available for the therapists?			
Are all client records stored in a lockable file cabinet			
Are all electronic devices that may have client information password protected?			
Is all electrical equipment tested and tagged if required?			
Do you have a fire extinguisher accessible?			
Are there legible, accessible and current emergency evacuation procedures?			
Is linen stored free from dust and airborne contaminants			
Is there a receptacle (with a lid) for soiled linen			
Is the antibacterial wipes available to wipe down all surfaces between clients?			
Is there an appropriate first aid box available?			
Are all contents of first aid box within expiry guidelines?			
Are there latex free gloves available?			
Is there a separate space for administration and payment processing?			
Is there a chair for client support when dressing and undressing?			
Closable door on clinic room			
Appropriate floor coverings for the nature of the clinical service to be delivered			
Are all cables secured to the floor and covered in an appropriate manner to prevent trip hazard?			
Do you have a rubbish bin with a lid?			
Tissues			
Appropriate containers for massage mediums			
Toilet facilities must be clean and tidy at all times			
No medication must be accessible in the bathroom facility (lockable cabinet or removed)			
Are official receipts written for all monies received?			
Are all monies received stored in a secure manner?			
Do you have procedures to minimise the amount of cash handled?			
Is the entrance to your property well lit and free from obstructions or trip hazards?			

This document has been developed in conjunction with:

The AMT Code of Conduct and all associated Policies and Procedures

The Massage and Myotherapy Australia Position Statement on Clinical Settings