

PABC Virtual Physiotherapy Guide Implementation Checklist

Workflow Step		Supporting PABC TOOLS	C	I	NA	Notes
Engage your team			C=Complete I=Incomplete			
	Internal meetings as necessary to discuss plans and roles		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Identify and assign roles		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Identify power-users / champions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Select and Test Your Equipment						
	Identify if what you have will do? (webcam, mic, speaker)	Understanding Networks Tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Purchase additional equipment as necessary		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Consider if you need higher quality equipment	Direct links to quality speakerphones, headsets, etc. in guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understand Virtual Funding in BC						
	Review the PABC Virtual Care Funding Chart		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Distribute chart to team as a quick reference	PABC Virtual Funding Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Assign staff to check for funding updates and inform team	PABC funding updates live on website - linked in guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Select Your Virtual Care / Telerehabilitation Tool			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Consider Telehealth and Non-Telehealth Options	PABC Telehealth Vs Non-Telehealth Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Review the features of various tools most often in use by PTs	PABC Virtual Care Tool Comparison Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Develop Your Informed Consent for Virtual Care						
	Review the 4 possible components of virtual care consent and know when they are required		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Integrate the required consent for virtual care delivery. PABC recommends this in written form and as a part of your intake process (EMR Intake form, Emailed Document, Secure Sign)	PABC Patient Information and Consent for Telerehabilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Reinforce with staff still need to get at least verbal consent to treatment within session		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Consider using chart template to gain additional consent as needed for digital recording and/or caregiver/family member participation	PABC Virtual Care Sample Chart Note Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan for Client Safety						
	Create process to collect alternate number, personal emergency contact, and local first responder contact	PABC Virtual Care Sample Chart Note Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	Develop a safety protocol in case of an adverse event that is quickly accessible by clinicians		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Document the steps you are taking to ensure client safety in your policies and procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Make if Private and Secure			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Review your virtual care tool security and make plans for improvements with time if needed	GPSC Doctor's Technology Office Videoconferencing Guide: Privacy and Security Considerations - linked in guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Review your plans for session security		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Review your plans for technology security		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consider Your Liability Insurance						
	If you have CPA BMS insurance you are good, otherwise check your plan	BMS Insurance statement on telerehabilitation - linked in guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Choose Appropriate Patients			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Review clients appropriateness material in guide		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Identify clients who fit criteria in last several weeks of schedule		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan for Setting up and Conducting Visits						
	Develop your email invitation template	Appointment Set-up Email Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Set-up hyperlinks on your website		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Give your patients basic information on connection, etc.	Quick Guide for Patients on Virtual Physiotherapy Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Train your therapists in conducting the visit	Clinician Quick Guide for Virtual Physiotherapy Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Train you staff in trouble shooting common issues	Troubleshooting Common Telerehabilitation Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Improve the Quality of your Virtual Care						
	Research ways to improve the quality of the care you provide	Come back to PABC's website for more in the coming months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	