



Alberta College of
Speech-Language Pathologists
and Audiologists

ACSLPA Perspectives: Private Practice – What Members Need to Know

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Private Practice FAQs

https://www.acslpa.ca/wp-content/uploads/2023/09/2023-09_Private-Practice-Start-Up.pdf

Any special ACSLPA requirements to go into private practice?

- None
 - No specific ACSLPA requirements
 - Any member holding a valid ACSLPA practice permit may engage in private practice
 - No minimum amount of time in practice or clinical experience required
- Make sure your ACSLPA member profile information is up to date
- Ensure your competence is up to date if transitioning to new practice areas, client ages, setting, etc.

Do I need a business license?



- As per the HPA, ACSLPA regulated members are:
 - NOT required obtain a municipal business license to practice their profession
 - NOT required to incorporate a private practice
- Accountant/ lawyer/ municipality will be the best source on information on business licenses and structure

What about insurance?



- All regulated members must have their own professional liability insurance
 - Minimum \$2 million liability coverage
 - Minimum 2-year extended reporting period
- Other types of insurance are available to private practice owners
 - Not required by ACSLPA
 - See your insurer for best options for you and your business.

<https://www.acslpa.ca/professional-liability-insurance-more-information/>

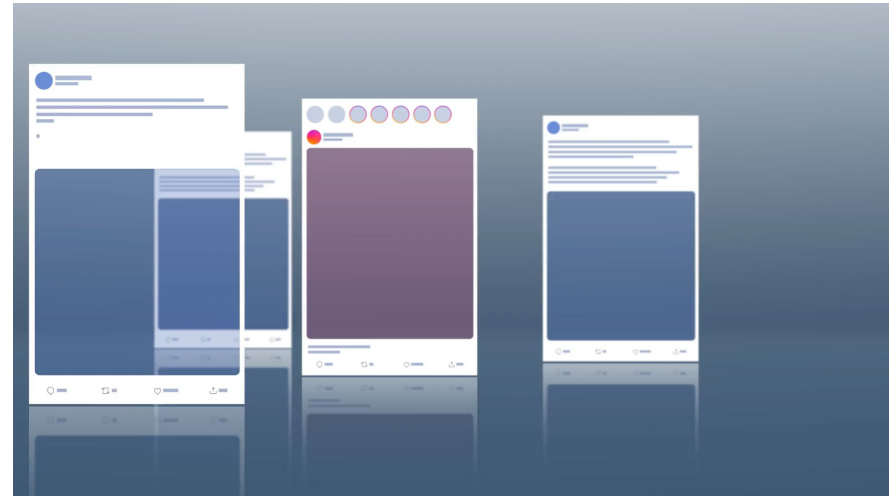
Any thoughts on social media for business?

Regulated members may advertise on social media/use social media for business, provided they:

- Do so in compliance with all relevant standards of practice and the ACSLPA Code of Ethics.
- Maintain professional boundaries, integrity, and client confidentiality **at all times**.

Good idea to:

- Maintain separate business and personal accounts.
- Develop a social media plan/approach
- Review [Standard 4.5 Advertising and Promotional Communications](#)



See ACSLPA's Social Media Professional Predicaments series here:

<https://www.acslpa.ca/members-applicants/practice-resources/professional-predicaments/>

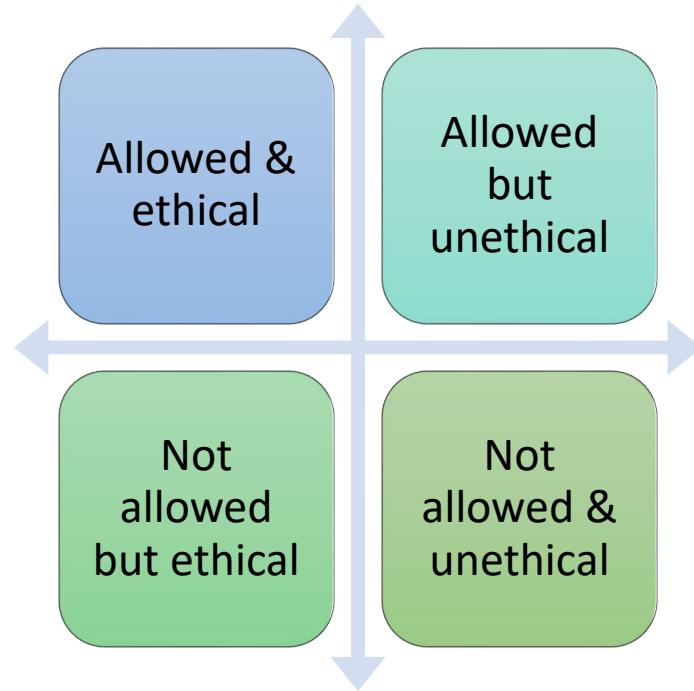


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A large, hand-drawn maze in white chalk on a grey background. The maze is rectangular and contains several paths and dead ends. Two white arrows are drawn: one on the left side pointing into the maze, and one on the right side pointing away from the maze.

Professional Decision Making

Can I? Should I?



Decision making in private practice



No employer policy to rely on

- The buck stops with you!
- You need to know the relevant College requirements, legislative, rules and policies

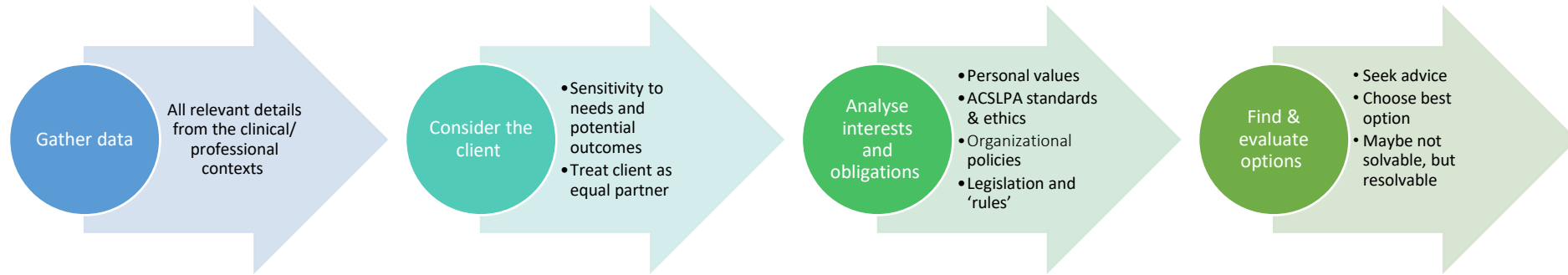
Competing obligations

- Potential for conflict of interest between personal and professional interests

Additional aspects to think about

- Fees and billing, HR, advertising, materials management, etc.

Decision-making



Adapted from Eadie & Charland (2005); Kenny et al. (2010)

Tip – Know Where to Find the Correct Information

- Just because someone said it, doesn't mean it's true!
 - Members are obligated to know current professional and legal requirements
- Be sure to check with ACSLPA for most up to date information on professional requirements
 - Call/email your profession's advisor
 - Check www.acslpa.ca
 - Be mindful of limits of ACSLPA's mandate
- Be sure to keep up to date with legal requirements
 - Research!
 - Have advisors available to help you

Tip – Think About ‘Reasonableness’



There are many ways to accomplish the same task

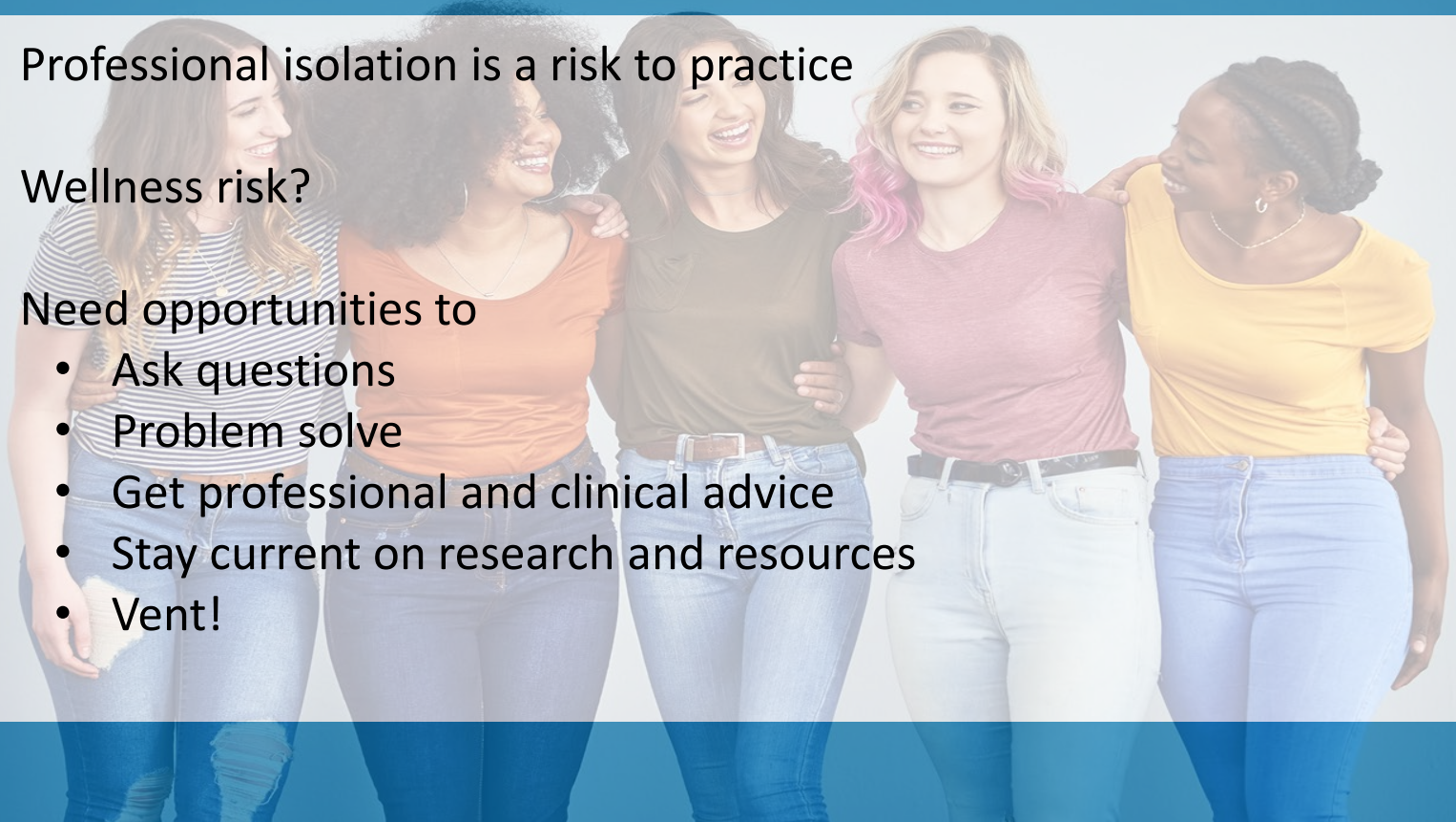


What would a **reasonable** clinician do?

When in doubt, contact the College!

Tip – Find a Network

- Professional isolation is a risk to practice
- Wellness risk?
- Need opportunities to
 - Ask questions
 - Problem solve
 - Get professional and clinical advice
 - Stay current on research and resources
 - Vent!





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Key Practice Areas to Consider

Fees and Billing

- As per ACSLPA Standard of Practice [4.7 Fees and Billing](#), clients can expect:
 - Fees for products/services are transparent
 - Billing is accurate
 - To be informed of fees schedules prior to delivery of services**Be sure to familiarize yourself with this standard!**
- Make sure you know the framework and requirements for billing if contracted by organization to provide services (e.g., FSCD, AADL, DVA, AADL, NIHB)



Termination of Services

- Early, unplanned, or unexpected termination of services may turn into a challenging experience for the professional and the client.
- Service discontinuation ***must be handled ethically***. Think about:
 - Discharge planning (facilitate client participation in post-discharge care, referrals, etc.)
 - E.g., assisting client to find another practitioner (e.g., ACSLPA 'Find an Aud or SLP' tool, 2-3 names for follow up, file transfers)
 - How decision is communicated to client (explain reasoning, discuss next steps)
 - Adequate notice of termination (client has sufficient time to arrange for service continuity)
 - Documentation (reason for discharge, discharge planning activities)

[Professional Predicament - Considerations When Discontinuing Services](#)



Documentation

Documentation is a **critical** aspect of a healthcare professional's responsibilities

- Serves as legal and professional record of services provided
- Critical for meeting ethical responsibilities of transparency, accountability, and continuous improvement in your practice

Privacy and Confidentiality



ACSLPA Standards of Practice outline minimum requirements for privacy and confidentiality

Another critical responsibility for regulated members

Apply to all client data, including financial records

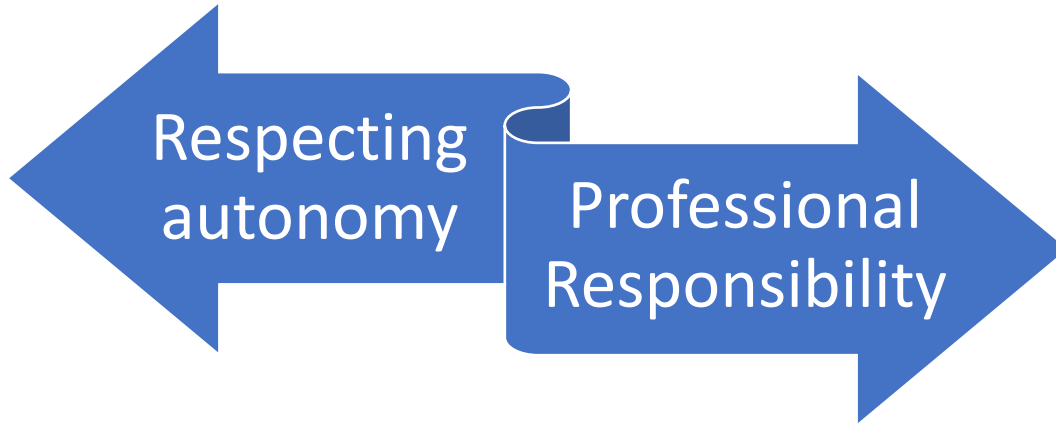


Review

[Standard 2.2 Privacy/Confidentiality](#)

[Standard 4.3 Documentation and Information Management](#)

Managing Difficult Conversations - Communication & Informed Consent



Think about:
Open communication
Collaborative decision making
Informed consent process

Client Centered Care



See:

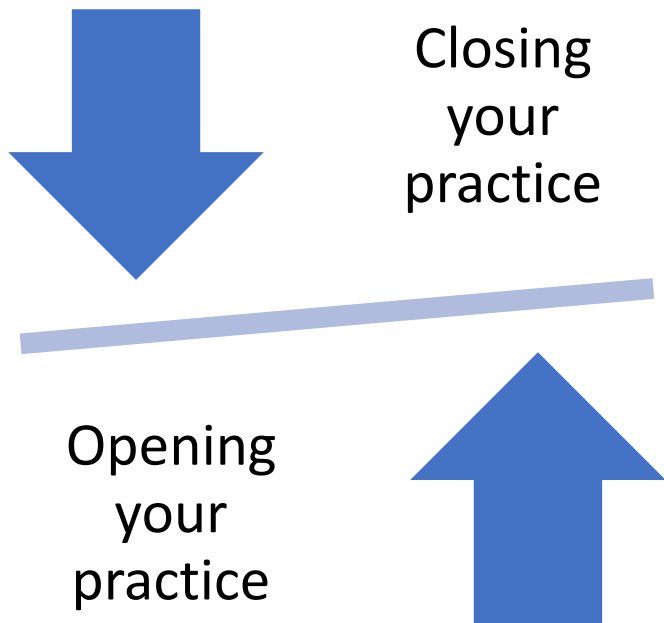
- [ACSLPA Code of Ethics](#)
- [Standard of Practice 1.1 Client Centered Service](#)

Human Resources Management

- ACSLPA has minimum requirements for human resources management
 - Applies to any employees and contractors
 - See [Standard 4.6 Human Resources](#)
- Inclusive HR management → respectful, sensitive, responsive, and accommodating management
 - Cultural and linguistic diversity
 - Neurodiversity
 - Disability



Closing a Practice



Considerations when opening a practice also apply to closing a practice

- Website
- Accounting
- Legal
- Record keeping

References and Resources

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Questions

- Please note we cannot answer practice-specific ethical questions during this question period

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Please take our (1 minute) survey

