

GCC checklist

Professional boundaries

We have prepared a series of checklists to help you meet the requirements set out in the new [Code of Professional Practice](#).

This checklist is on professional boundaries. It sets out the practical steps to take to meet Principle E of the Code and the requirement to establish and maintain clear professional boundaries.

	Fully	Partially	Needs work	n/a
First appointment				
I agree with my patients how they would like to be addressed. For instance, Mr Jones or Joanna.				
I respectfully ask about my patients' culture or personal beliefs if I feel they are relevant to their chiropractic treatment.				
Financial arrangements				
I explain the costs of treatment and payment terms in a clear and transparent way before treatment begins.				
When I prepare a financial payment plan, I make sure it is separate and independent from my patients' clinical plan of care.				
I provide a clear contract for any financial payment plan where relevant.				
I keep accurate financial records.				

	Fully	Partially	Needs work	n/a
Chaperones				
I recognise if my patients are children or a vulnerable adult and offer a chaperone or advocate.				
I document the offer of a chaperone or advocate in my patients' notes.				
Clothing				
(If required) I explain the clinical need for my patients to undress for their treatment and gain their consent.				
I gain my patients' consent if their clothing needs to be adjusted during an examination or treatment.				
I have a gown and a private area available for my patients to undress.				
Home visits				
When required, I assess whether it is appropriate to carry out a home visit to treat my patients.				
If I carry out a home visit, I have a system in place to record the timings and details of each visit.				
Inappropriate behaviour				
There is an appropriate person in my practice or professional network who I can speak to if I feel a professional boundary has been crossed.				
My practice has appropriate workplace policies in place to report inappropriate behaviour.				

	Fully	Partially	Needs work	n/a
Discontinuing care				
I know I can refuse treatment if patients are abusive.				
If I refuse or plan to discontinue care for one of my patients, I record my decision, including a reasonable justification and the actions I have taken.				
I help my patients find an alternative chiropractor or other appropriate healthcare professional if needed.				
I have a plan as to how I would ensure a proper transfer of care to the new chiropractor or healthcare professional.				

Further information

- You can read the Code of Professional Practice in full here: [The Code of Professional Practice | GCC](#)
- You can find the other checklists in this series at www.gcc-uk.org Just search: checklist
- There are also videos that help explain the key aspects in the new Code. Search at www.gcc-uk.org or on YouTube.