



# Divisions of Family Practice

A GPSC initiative

Revision #	Date	Toolkit Section #	Description	Source
3	2018-04-15	1.4	Remove reference to "attachment"	n/a
		1.6	Updated sample organization chart provided	n/a
		2.1	Updated sample of doctor description	n/a
		2.3	Updated link to sample clinician contracts	
		2.4 and 2.5	Section fully revamped to link to and remove overlaps with the Divisions of Family Practice Recruitment and Retention Toolkit	<a href="#">Divisions of Family Practice Recruitment and Retention Toolkit</a>
		3	Added employee contract resource developed by Victoria Division of Family Practice	Victoria Division of Family Practice
		3.1	Sample job descriptions now available as downloadable documents.	n/a
		3.3	Added reference to Extended Health and Dental benefits, with Doctors of BC Health Benefits Trust Fund program as the example	Doctors of BC
			Updated links to Employment Standards	Government of BC Employment standards website
			Added reference to termination provisions	Victoria Division of Family Practice
		3.6	Added link to downloadable Employee Performance Development Plan template	n/a
		3.12.2	Updated link to Worksafe Bullying Policy	Worksafe BC
		3.12.5	Updated link to downloadable dress code policy document	n/a
		3.14	Added link to sample employee contract.	Victoria Division of Family Practice
		4	Added chapter on Insurance For Your Practice	Doctors of BC
		5.1	Replaced section on privacy to align and remove overlaps with the Doctors of BC Privacy Toolkit	<a href="#">Doctors of BC Privacy Toolkit</a>
		5.3 and 5.4	Updated sections to align and remove overlaps with the Doctors of BC Privacy Toolkit	<a href="#">Doctors of BC Privacy Toolkit</a>
		5.5	Replaced section to add process and provide downloadable example forms for authorization to release medical information and uninsured fee schedule.	n/a
		5.6	Replaced section on managing privacy complaints to align and remove overlaps with the Doctors of BC Privacy Toolkit	<a href="#">Doctors of BC Privacy Toolkit</a>
		5.8	All reference links updated, videos added where available.	<a href="#">Doctors of BC Privacy Toolkit</a>
		5.9	Added that medical director should be informed of privacy breach.	n/a
			Updated reference link.	<a href="#">Doctors of BC Privacy Toolkit</a>
		5.10	Updated reference link.	<a href="#">Doctors of BC Privacy Toolkit</a>
6	Added links to College of Physicians and Surgeons of BC mandatory assessment standards for emergencies and occupational health and safety.	College of Physicians and Surgeons of BC		
6.2	Replaced section on emergency kits to align with and remove overlaps from the College of Physicians and Surgeons of BC mandatory assessment standards for emergency kits	College of Physicians and Surgeons of BC		
6.4	Add reference to staff, to meet College of Physicians and Surgeons of BC mandatory assessment standards for emergency kits	College of Physicians and Surgeons of BC		

		6.6	Removed references to Worksafe BC guidelines that are no longer current.	Worksafe BC
		6.7	Add reference to meet College of Physicians and Surgeons of BC mandatory assessment standards for sharps safety, removed reference that is no longer current.	College of Physicians and Surgeons of BC
		6.8.1	Added references to College of Physicians and Surgeons of BC assessment standards for Hand Hygiene and Infection Prevention and Control.	College of Physicians and Surgeons of BC
		6.8.2	Added references to College of Physicians and Surgeons of BC assessment standards Infection Prevention and Control, Worksafe and BC Center of Disease Control guidelines for infection prevention. Removed old references	College of Physicians and Surgeons of BC, BC Centre of Disease Control
		6.8.3	Removed old references to handling cytotoxic drugs	Worksafe BC
		7.1.4	Added reference to sharps and expired medication disposal contractor	n/a
		7.1.6	Added link to downloadable opening and closing checklist example	n/a
		7.1.7	Added link to downloadable supply checklist	n/a
		7.1.8	Added link to College of Physicians and Surgeons of BC standards for medical device reprocessing	College of Physicians and Surgeons of BC
		7.2.2	Removed billing example for WSBC and military as they were out of date. Updated link to Medavie Blue Cross	Medavie Blue Cross
		7.2.8	Added new section on insurance coverage.	Doctors of BC
		8.5	Updated example EMR description	n/a
		8.6	Removed dated example of social media commentary.	n/a
		8.11	Added link to downloadable system downtime procedures document	n/a
		9.3	Added link to downloadable Clinic Code of Conduct document	n/a
		9.4	Updated links to Pharmacare, updated language to BC Services Card	Pharmacare
		9.5	Added link to downloadable request for transfer of medical records form example	n/a
		Appendices	<p>Appendices have been removed and replaced as downloadable documents with links in the body of the toolkit and noted above.</p> <p>Exceptions are redundant appendices, which have been removed altogether, as follows:</p> <ul style="list-style-type: none"> <li>· EMR Quick Guide and Shortcuts</li> <li>· Partners of the Clinic</li> </ul>	n/a
2	22-Sep-16	5.6	Updated "Guideline for a Code White Response" and "Issues of Workplace Violence" links.	Updated WorksafeBC website.
		5.8.3	Updated link to WorksafeBC details on risk and handling of cytotoxic agents.	
1	15-Jan-16	8.4	Looking up Medication History - added options and links for accessing BC's PharmaNet system	Feedback we received from Dr. Keith Phillips (Nanaimo) through Division website feedback form
		8.6	Prescription Renewals - added strong recommendation to review PharmaNet before writing prescription renewals	
		11.3	Prescriptions - added: The College of Physicians and Surgeons of BC strongly encourages family physician offices to have access to PharmaNet.	