

# Consent Checklist

This consent checklist serves as a resource for obtaining consent for occupational therapy services. Not all the elements of consent are included in this checklist. This checklist should be used in conjunction with the Standard for Consent to ensure that performance expectations are met.

## Determine client capacity to provide consent – the client is:

- Capable
- Partially Capable
- Incapable
  - Explain to the client the finding of incapacity
  - Use the hierarchy of substitute decision-makers to confirm SDM
  - Inform client about the substitute decision-maker
- Unsure (see [Determining Capacity Decision Tree](#))

Comments:

## Obtain informed consent for occupational therapy services

### Discussion with the Client and SDM includes:

- Scope and reason for service
- Purpose and nature of service
- Benefits and material risks (cultural, ecological & economic)
- Implications of not proceeding with services
- Expected outcomes
- Alternate courses of action
- Client questions answered
- Right to withdraw consent

### If applicable:

- Financial arrangements (e.g., Billing, Fees)
- Explain to client/SDM if occupational services are required at the request of a court or required by law
- Consent for others involved in the occupational therapy service (e.g., Student, OTA, support)

Comments:

## **Obtain consent for collection, use and disclosure of personal health or personal information**

- Aware of privacy law that applies to practice
- The purpose for the collection, use and disclosure of PHI (PHIPA) OR PI (e.g., financial information-credit card) explained to client and right to withdraw consent

Comments:

## **Third-party referrals – if applicable**

- Explain that services at request of third-party payer
- Explained nature and scope of service
- Explained occupational therapist role and reporting responsibilities.
- Explained the purpose of disclosure of assessments results, reports and interventions plans to third party stakeholders
- Explained to review additional client health information provided by third-party

Comments:

## **Document consent**

- A note in the client record and/or
- A copy of the consent form - dated and signed (if applicable)
- A reference to a consent policy or procedure that describes the consent process used

Comments:

## **Manage privacy breaches securely**

- Policies and procedures followed for privacy breaches
- Employer or privacy commissioner notified
- Not applicable

Comments: