

Code of Conduct for Chiropractors



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Overview

This Code is substantially based on the common Code of Conduct adopted by a number of the National Boards in the national scheme and has been modified, in parts, for the chiropractic profession.

The Code seeks to assist and support health practitioners and specifically chiropractors to deliver effective health services within an ethical framework. All health practitioners have a duty to make the care of patients their first concern and to practise safely and effectively. Maintaining a high level of professional competence and conduct is essential for good care.

The Code contains important standards for all health practitioners behaviour in relation to:

- providing good care, including shared decision making
- working with patients
- working with other practitioners
- working within the health care system
- minimising risk
- maintaining professional performance
- professional behaviour and ethical conduct
- ensuring the health practitioners health
- teaching, supervising and assessing.

Making decisions about health care is the shared responsibility of the health practitioner and the patient (or their representative).

An important part of the health practitioner-patient relationship is effective communication. Relationships based on openness, trust and good communication will enable health practitioners to work in partnership with their patients.

Health practitioners have ethical and legal obligations to protect the privacy of people requiring and receiving care. Patients have a right to expect that health practitioners and their staff will hold information about them in confidence, unless information is required to be released by law or public interest considerations.

Health practitioners need to obtain informed consent for the care that they provide to their patients. Caring for children and young people brings additional responsibilities for health practitioners.

Good practice involves genuine efforts to understand the cultural needs and contexts of different patients to obtain good health outcomes. Health practitioners need to be aware that some patients have additional needs and modify their approach appropriately.

When adverse events occur, health practitioners have a responsibility to be open and honest in communication with patients to review what has occurred.

In some circumstances, the relationship between a health practitioner and a patient may become ineffective or compromised and may need to end.

Good relationships with colleagues and other health practitioners strengthen the health practitioner-patient relationship and enhance care.

Health practitioners have a responsibility to contribute to the effectiveness and efficacy of the health care system.

Minimising risk to patients is a fundamental component of practice. Good practice involves understanding and applying the key principles of risk minimisation and management to practice.

Maintaining and developing a health practitioner's knowledge, skills and professional behaviour are core aspects of good practice.

Teaching, supervising and mentoring health practitioners and students is important for their development and for the care of patients. It is part of good practice to contribute to these activities, and provide support, assessment, feedback and supervision for colleagues, health practitioners in training and students.

Definitions

'Patient' includes client and health consumer.

'Providing care' includes, but is not limited to any treatment/care, advice, service or goods provided in respect of the physical or mental health of a person, whether remunerated or not.

'Practice' means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a chiropractor in their regulated health profession. For the purposes of this Code, practice is not restricted to the provision of direct clinical care. It also includes using professional knowledge in a direct nonclinical relationship with patients, working in management, administration, education, research, advisory, regulatory or policy development roles and any other roles that impact on safe, effective delivery of health services in the chiropractic profession.

'evidence informed context' – integration of the best available evidence with professional expertise to make decisions, in conjunction with patient values and circumstances.

Acknowledgements

The Chiropractic Board of Australia acknowledges with appreciation the following publications that have been consulted in the preparation of this Code:

- Code of Conduct - Australian Health Practitioner Regulation Agency
- Australian Medical Council – Good Medical Practice: a Code of Conduct for Doctors in Australia
- Standards of Practice – A.C.T. Allied Health Professions 2004
- Health Practitioner Regulation National Law Act 2009
- Various Acts and regulations in each State that impact directly or indirectly on the conduct of practitioners, including (but not limited to) mandatory reporting of child abuse, freedom of information, equal opportunity, privacy, public records
- Common law principles and decisions relating to matters such as consent, negligence, duty of care, contract law, vicarious liability, etc
- Various State and Territory based codes and guidelines that regulate the practice of chiropractic in various jurisdictions around Australia.

1. Introduction

1.1 Use of the Code

This Code seeks to assist and support health practitioners to deliver appropriate, effective services within an ethical framework. Health practitioners have a professional responsibility to be familiar with this Code and to apply the guidance it contains.

This Code will be used:

- to support individual health practitioners in the task of providing good health care and fulfilling their professional roles and to provide a framework to guide professional judgement
- to assist the Chiropractic Board of Australia (the Board) in its role of protecting the public by setting and maintaining expectations of good practice - if professional conduct varies significantly from this Code, health practitioners should be prepared to explain and justify their decisions and actions, and serious or repeated failure to meet this Code may have consequences for registration
- as an additional resource for a range of uses that contribute to enhancing the culture of professionalism in the Australian health system:

for example, in chiropractic education; orientation, induction and supervision of students; and by administrators and policy makers.

Health practitioners must always act in accordance with the law. The Code is not a substitute for the provisions of the *Health Practitioner Regulation National Law Act 2009* (the National Law), other relevant legislation and case law. If there is any conflict between the Code and the law, the law takes precedence. Health practitioners need to be aware of, and comply with all standards, guidelines and policies of the Board. These can be found on the Boards website at: www.chiropracticboard.gov.au and as appendices to this Code.

The Code does not address in detail the range of general legal obligations that apply to health practitioners, such as those under privacy, child protection, health records and antidiscrimination legislation. Health practitioners should ensure that they are aware of their obligations under the general law and other legislation and act in accordance with them.

While good health care respects the rights of patients, this Code is not a charter of rights (an example of a charter is the Australian Charter of Health Care Rights issued by the Australian Commission on Safety and Quality in Health Care and available at www.health.gov.au).

1.2 Professional values and qualities

While individual health practitioners have their own personal beliefs and values, there are certain professional values on which all health practitioners are expected to base their practice.

Health practitioners have a duty to make the care of patients their first concern and to practise safely and effectively. They must be ethical and trustworthy. Patients trust health practitioners because they believe that, in addition to being competent, health practitioners will not take advantage of them and will display qualities such as integrity, truthfulness, dependability and compassion. Patients also rely on health practitioners to protect their confidentiality.

Health practitioners have a responsibility to protect and promote the health of individuals and the community.

Good practice is centred on patients. It involves health practitioners understanding that each patient is unique and working in partnership with patients, adapting what they do to address the needs and reasonable expectations of each person. This includes cultural awareness: being aware of their own culture and beliefs and respectful of the beliefs and cultures of others, and recognising that these cultural differences may impact on the health practitioner – patient relationship and on the delivery of services. It also includes being aware

that differences such as gender, sexuality and age may influence care needs.

Good communication underpins every aspect of good practice.

Professionalism embodies all the qualities described here and includes self-awareness and self-reflection. Health practitioners are expected to reflect regularly on whether they are practising effectively, on what is happening in their relationships with patients and colleagues, and on their own health and wellbeing. They have a duty to keep their skills and knowledge up-to-date, refine and develop their clinical judgement as they gain experience, and contribute to their profession.

Health practitioners have a responsibility to recognise and work within the limits of their competence and scope of practice. Scopes of practice vary according to different roles; for example, health practitioners, education providers, researchers and managers will all have quite different competence and scopes of practice.

Health practitioners should be committed to safety and quality in health care (the Australian Commission on Safety and Quality in Health Care is at www.safetyandquality.gov.au).

1.3 Australia and Australian health care

Australia is culturally diverse. We inhabit a land that, for many ages, was held and cared for by Indigenous Australians, whose history and culture have uniquely shaped our nation. Our society is further enriched by the contribution of people from many nations who have made Australia their home.

Practitioners in Australia reflect the cultural diversity of our society and this diversity strengthens the health profession.

Health practitioners have critical roles in caring for people who are unwell, assisting people to recover and seeking to ensure people stay well. This Code focuses on these roles. For health practitioners with roles that involve little or no contact with patients, not all of this Code may be relevant, but the underpinning principles will still apply.

1.4 Substitute decision makers

There are several conditions or situations in which patients may have limited competence or capacity to make independent decisions about their health care; for example, people with dementia or acute conditions that temporarily affect competence and children or young people, depending on their age and capacity (see Section 3.5 Informed consent).

In this Code, reference to the terms 'patients' also includes substitute decision makers for patients who do not have the capacity to make their own decisions. These can be parents or a legally appointed decision maker. If in doubt, seek advice from the relevant guardianship authority.

2. Providing good care

2.1 Introduction

Care of the patient is the primary concern for chiropractors in clinical practice. Providing good care includes:

- a) assessing the patient, taking into account his or her history, views and an appropriate physical examination; the history includes relevant psychological, social and cultural aspects
- b) ensuring that the diagnosis/clinical impression is reasonable, relevant, justifiable and based on sound clinical reasoning
- c) formulating and implementing a reasonable management plan (including providing treatment/care and advice and, where relevant, arranging investigations and liaising with other treating practitioners)
- d) facilitating coordination and continuity of care
- e) recognising and respecting the rights of patients to make their own decisions.

2.2 Good care

Maintaining a high level of professional competence and conduct is essential for good care. Good practice involves:

- a) recognising and working within the limits of a chiropractor's competence and scope of practice and seeking advice from or referring patients to a more suitable qualified practitioner when it is considered in the patient's best interest
- b) maintaining adequate knowledge and skills to provide safe and effective care
- c) when moving into a new area of practice, ensuring the chiropractor has undertaken sufficient training and/or qualifications to achieve competency in that area
- d) practising patient-centered care, including encouraging patients to take interest in, and responsibility for the management of their health and supporting them in this

- e) maintaining adequate records (see Section 9.4 Health Records)
- f) considering the balance of benefit and harm in all clinical management decisions
- g) communicating effectively with patients (see Section 3.3 Effective communication)
- h) providing treatment/care options based on the best available information
- i) ensuring that services offered are provided with the best possible skill, care and competence
- j) taking steps to alleviate the symptoms and distress of patients
- k) supporting the right of the patient to seek a second opinion
- l) consulting and taking advice from colleagues when appropriate
- m) making responsible and effective use of the resources available to chiropractors (see Section 6.2 Wise use of health care resources)
- n) ensuring that the chiropractor's personal views do not adversely affect the care of a patient
- o) practising in an evidence informed context including clinical outcomes

2.3 Shared decision making

Making decisions about health care is the shared responsibility of the treating chiropractor and the patient who may wish to involve his or her family, carer/s and/or others (also see Section 1.4 Substitute decision makers).

2.4 Decisions about access to care

A chiropractor's decision about access to care needs to be free from bias and discrimination. Good practice involves:

- a). treating patients with respect at all times
- b). not prejudicing the care of a patient because a chiropractor believes that the behaviour of the patient has contributed to his or her condition
- c). upholding the duty to the patient and not discriminating on grounds irrelevant to health care, including race, religion, sex, disability or other grounds specified in antidiscrimination legislation
- d). investigating and treating patients on the basis of clinical need and the effectiveness of the proposed investigations or treatment/care, and providing necessary services

- e). keeping chiropractors and their staff safe when caring for patients; but action should be taken to protect chiropractors and their staff if a patient poses a risk to health or safety, the patient should not be denied care, if reasonable steps can be taken to keep chiropractors and their staff safe
- f). being aware of a chiropractor's right to not provide or participate directly in the treatment/care to which the chiropractor objects to conscientiously, informing patients and, if relevant, colleagues of the objection, and not using that objection to impede access to treatment/care that is legal
- g). not allowing moral or religious views to deny patients access to health care, recognising that chiropractors are free to decline to provide or participate in that care personally.

2.5 Treatment/care in emergencies

Treating patients in emergencies (whether within practice or a first aid situation), requires chiropractors to consider a range of issues in addition to the provision of best care. Good practice involves offering assistance in an emergency that takes account of the chiropractor's own safety, skills, the availability of other options and the impact on any other patients under the chiropractor's care, and continuing to provide that assistance until services are no longer required.

3 Working with patients

3.1 Introduction

Relationships based on openness, trust and good communication will enable chiropractors to work in partnership with patients.

3.2 Partnership

A good partnership between a chiropractor and the person he or she is caring for requires high standards of personal conduct. This involves the chiropractor:

- a) being courteous, respectful, compassionate and honest
- b) treating each patient as an individual
- c) protecting the privacy and right to confidentiality of patients, unless release of information is required by law or by public interest considerations
- d) encouraging and supporting patients and when relevant, their carer/s or family in caring for themselves and managing their health
- e) encouraging and supporting patients to be well-informed about their health and assisting patients

to make informed decisions about their health care activities and treatment/care by providing information and advice to the best of a chiropractor's ability and according to the stated needs of patients

- f) respecting the right of the patient to choose whether or not he or she participates in any treatment/care or accepts advice
- g) recognising that there is a power imbalance in the chiropractor-patient relationship, consequently the need exists to ensure that all decisions are directly relevant to the clinical experience, unaffected by non clinical motivations, and capable of being regarded so by reasonable observers in the circumstances (also see Section 9.2 Professional boundaries and Section 9.12 Financial and commercial dealings).

A good partnership between a chiropractor and the person he or she is caring for also involves the patient to contribute to the effective therapeutic partnership by:

- a) working cooperatively and in partnership with the chiropractor
- b) communicating effectively and with sincere intent
- c) being fair and accurate in providing feedback
- d) ensuring that any complaints are honest and reasonable in the circumstances.

3.3 Effective communication

An important part of the chiropractor-patient relationship is effective communication. This involves:

- a) listening to patients, asking for and respecting their views about their health and responding to their concerns and preferences
- b) encouraging patients to tell the chiropractor about their condition and how they are managing it, including any alternative or complementary therapies they are using
- c) informing patients of the nature and relevance of all aspects of their clinical care, including examination and investigations, and giving them adequate opportunity to question or refuse intervention and treatment/care
- d) discussing with patients their condition and other available health care options, including their nature, purpose, possible positive and adverse consequences, limitations and reasonable alternatives wherever they exist
- e) endeavouring to confirm that a patient understands what the chiropractor has said
- f) ensuring that patients are informed of the material risks associated with any part of a proposed

management plan

- g) responding to questions from patients and keeping them informed about their clinical progress
- h) making sure, wherever practical, that arrangements are made to meet the specific language, cultural and communication needs of patients and being aware of how these needs affect understanding
- i) becoming familiar with, and using wherever necessary, qualified language interpreters or cultural interpreters to help meet the communication needs of patients, including those who require assistance because of their English skills, or because they are speech or hearing impaired
- j) communicating appropriately with and providing relevant information to other stakeholders including members of the treating team where necessary and appropriate.

3.4 Confidentiality and privacy

Chiropractors have ethical and legal obligations to protect the privacy of people requiring and receiving care. Patients have a right to expect that chiropractors and their staff will hold information about them in confidence, unless release of information is required by law or public interest considerations. Good practice involves:

- a) treating information about patients as confidential
- b) seeking consent from patients before disclosing information where practicable
- c) being aware of the requirements of the privacy and/or health records legislation that operates in relevant States and Territories and complying with these requirements to information held in all formats, including electronic information
- d) sharing information appropriately about patients for their health care while remaining consistent with privacy legislation and professional guidelines about confidentiality
- e) providing appropriate surroundings to enable private and confidential consultations and discussions to take place where necessary, to the exclusion of all other persons
- f) ensuring that a patient's confidentiality, privacy and standards of care are maintained even in a practice setting where there is limited auditory and visual privacy
- g) ensuring that all staff are aware of the need to respect the confidentiality and privacy of patients and refrain from discussing patients in a non-professional context

- h) using appropriate consent forms for release of information which limits disclosure to relevant health and medical information.

3.5 Informed consent

Informed consent is a person's voluntary decision about health care that is made with knowledge and understanding of the benefits and risks involved. A useful guide to the information that chiropractors need to give to patients is available in the National Health and Medical Research Council (NHMRC) publication General Guidelines for Medical Practitioners in Providing Information to Patients (see link to www.nhmrc.gov.au on the Board's website). The NHMRC Guidelines cover the information that chiropractors should provide about their proposed management or approach, including the need to provide more information where the risk of harm is greater and likely to be more serious and advice about how to present information.

Good practice involves:

- a) providing information to patients in a way they can understand before asking for their consent
- b) an explanation of the treatment/care recommended, it's likely duration, expected benefits and cost, any alternative(s) to the proposed care and their relative risks/benefits as well as the likely consequences of no care
- c) obtaining informed consent or other valid authority before undertaking any examination or investigation, providing treatment/care (this may not be possible in an emergency) or involving patients in teaching or research, including providing information on material risks
- d) that consent is freely given, without coercion or pressure
- e) when referring a patient for investigation or treatment/care, advising the patient that there may be additional costs, which he or she may wish to clarify before proceeding
- f) when working with a patient whose capacity to give consent is or may be impaired or limited, obtaining the consent of people with legal authority to act on behalf of the patient and attempting to obtain the consent of the patient as far as practically possible
- g) documenting consent appropriately, including considering the need for written consent for procedures which may result in serious injury or death.

3.6 Informed financial consent - fees

In addition to informed consent about health care, patients should be made aware of all the fees and charges involved in a course of treatment/care, prior to the health service being provided, as much as practical. Good practice involves a discussion about fees in a manner appropriate to the relationship and should include discussion about the cost of all required services and a general agreement as to the level of treatment/care to be provided.

When choosing to use pre paid financial agreements good practice involves:

- a) ensuring that the patient clearly understands the nature of all of the terms and conditions of the agreement
- b) ensuring that the agreement includes full written disclosure of all of the terms and conditions of the agreement
- c) providing a reasonable 'cooling-off' period
- d) offering a 'pay-as-you-go' alternative
- e) ensuring the agreement includes a reasonable refund policy, which includes no financial disadvantage for early termination of the agreement
- f) ensuring the amount, time and quality of care delivered does not differ for those patients (with similar conditions) on a pre paid financial agreement to those who are not
- g) ensuring the agreement is reviewed every 3 months or 12 visits whichever is the greatest
- h) that agreements should not extend beyond 3 months or 12 visits whichever is the greatest, unless there is clear and appropriate clinical justification to support a renewed period of agreement and care.

3.7 Children and young people

Caring for children and young people brings additional responsibilities for chiropractors. Good practice involves:

- a) placing the interests and wellbeing of the child or young person first
- b) ensuring informed consent to provide care for children involves the patient's parent and/or guardian being provided with clinically relevant information for chiropractic management of children
- c) ensuring that risks of care and alternatives to care are sufficiently explained as these are essential elements of informed consent (see Section 3.5 Informed Consent)

- d) considering the young person's capacity for decision making and consent; in general, where a chiropractor judges that a person is of a sufficient age and of sufficient mental and emotional capacity to give consent to a service, then that person should be able to request and provide informed consent to receive services without the consent of a parent, guardian or other legal representative
- e) ensuring that, when communicating with a child or young person, chiropractors:
 - treat the child or young person with respect and listen to his or her views
 - encourage questions and answer those questions to the best of the chiropractor's ability
 - provide information in a way the child or young person can understand
 - recognise the role of parents and, when appropriate, encourage the child or young person to involve his or her parents in decisions about care
 - remain alert to children and young people who may be at risk and notify appropriate child protection authorities as required by law. This may include where a parent is refusing treatment/care for his or her child or young person and this decision may not be in the best interests of the child or young person
- f) ensuring that X-rays of children are obtained only where there are clinical indications for the procedure (see also Appendix 2 - Guideline Radiology/Radiography)
- g) ensuring compliance with the special requirements relating to record keeping for minors and children that are set out in relevant State and Territory based health records legislation.

3.8 Culturally safe and sensitive practice

Good practice involves genuine efforts to understand the cultural needs and contexts of different patients to obtain good health outcomes. This includes:

- a) having knowledge of, respect for and sensitivity towards the cultural needs of the community chiropractors serve, including those of Indigenous Australians and those from culturally and linguistically diverse backgrounds
- b) acknowledging the social, economic, cultural and behavioural factors influencing health, both at individual and population levels

- c) understanding that a chiropractor's own culture and beliefs influence his or her interactions with patients
- d) adapting practice to improve engagement with patients and health care outcomes.

3.9 Patients who may have additional needs

Some patients (including those with impaired decision making capacity) have additional needs. Good practice in managing the care of these patients includes:

- a) paying particular attention to communication
- b) being aware that increased advocacy may be necessary to ensure just access to health care
- c) recognising that there may be a range of people involved in their care such as carers, family members or a guardian, and involving them when appropriate
- d) being aware that these patients may be more vulnerable.

3.10 Relatives, carers and partners

Good practice involves:

- a) being considerate to relatives, carers, partners and others close to the patient and respectful of their role in the care of the patient
- b) with appropriate consent, being responsive in providing information.

3.11 Adverse events and open disclosure

When adverse events occur, chiropractors have a responsibility to be open and honest in communication with a patient to review what has occurred and to report appropriately (also see open disclosure at Section 7.2(a)). When something goes wrong, good practice involves:

- a) recognising what has happened
- b) acting immediately to rectify the problem, if possible, including seeking any necessary help and advice
- c) explaining to the patient as promptly and fully as possible what has happened and the anticipated short-term and long-term consequences
- d) acknowledging any patient distress and providing appropriate support
- e) complying with any relevant policies, procedures and reporting requirements, subject to advice from a professional indemnity insurer
- f) reviewing adverse events and implementing changes to reduce the risk of recurrence (see Section 7 Minimising risk)

- g) reporting adverse events to the relevant authority as required (see Section 7 Minimising risk)
- h) ensuring patients have access to information about the processes for making a complaint (for example, through the relevant board or health care complaints commission).

3.12 When a notification is made

Patients have a right to complain about their care. When a notification is made, good practice involves:

- a) acknowledging the person's right to complain
- b) working with the person to resolve the issue where possible
- c) providing a prompt, open and constructive response including an explanation and if appropriate an apology
- d) ensuring the notification does not affect the person's care adversely; in some cases, it may be advisable to refer the person to another practitioner
- e) complying with relevant complaints legislation, policies and procedures.

3.13 Ending a professional relationship

In some circumstances, the relationship between a chiropractor and a patient may become ineffective or compromised and may need to end. Good practice involves ensuring that the patient is informed adequately of the decision and facilitating arrangements for the continuing care of the patient, including passing on relevant clinical information.

3.14 Personal relationships

Good practice recognises that providing care to those in a close relationship, for example, close friends, work colleagues and family members, can be inappropriate because of the lack of objectivity, possible discontinuity of care and risks to the chiropractor or patient. When a chiropractor chooses to provide care to those in a close relationship good practice requires that:

- a) adequate records are kept
- b) confidentiality is maintained
- c) adequate assessment occurs
- d) appropriate consent is obtained for the circumstances which is acknowledged by both the chiropractor and patient
- e) at all times an option to discontinue care is maintained.

3.15 Working with multiple patients

Where chiropractors are considering treating multiple patients simultaneously in class or group work, or more than one individual patient at the same time, chiropractors should consider whether this mode of treatment/care is appropriate to the patients involved (see also Section 3.4 Confidentiality and Privacy).

3.16 Closing a practice

When closing or relocating a practice, good practice involves:

- a) giving advance notice where possible
- b) facilitating arrangements for the continuing care of all current patients, including the transfer or appropriate management of all patient records in accordance with the legislation governing privacy and health records in the jurisdiction.

4 Working within practice

4.1 Use of modalities in chiropractic practice

Ensuring a high level of competence and skill for particular modalities of treatment/care is essential to good care. Chiropractors should ensure that they are appropriately trained, skilled and qualified to practice modalities. In addition, chiropractors should be aware of any relevant local or State or Territory laws that may affect the practice of different modalities.

(To note: Any chiropractor who wants to advertise acupuncture services in Victoria or hold themselves out as qualified to practise acupuncture in Victoria will need to be hold out to endorsed by the National Board.)

4.2 Use of tools, tests and procedures to form a diagnosis/clinical impression

Chiropractors use varying diagnostic tools, tests and procedures in the assessment and treatment/care of patients. Good practice involves:

- a) a full and thorough assessment of patients using tools, tests and procedures that are appropriate for the gathering of information necessary to form a reasonable diagnosis and to determine necessary care and not over-relying on any one tool, test or procedure
- b) only using diagnostic tools, tests and procedures in accordance with established protocols for their use (see also Appendix 2 - Guideline Radiology/Radiography)

- c) evaluating and reporting the data obtained in a contextual way to ensure that a reasonable and relevant diagnosis/clinical impression is formed and that appropriate and necessary care is provided
- d) when using tools, tests and procedures in formulating a diagnosis/clinical impression and/or for prognostic purposes these should be for conditions where there are demonstrated acceptable levels of reliability and validity
- e) not misrepresenting the clinical value or significance of the findings of any tool, test or procedure.

5 Working with other practitioners

5.1 Respect for colleagues and other practitioners

Good care is enhanced when there is mutual respect and clear communication between all health professionals involved in the care of the patient. Good practice involves:

- a) communicating clearly, effectively, respectfully and promptly with colleagues and other practitioners caring for the patient
- b) acknowledging and respecting the contribution of all practitioners involved in the care of the patient.

5.2 Delegation, referral and handover

'Delegation' involves a chiropractor asking another practitioner to provide care (with appropriate education and competency) on behalf of the delegating chiropractor while he or she retains overall responsibility for the care of the patient.

'Referral' involves the chiropractor sending a patient to obtain an opinion or treatment/care from another practitioner. Referral usually involves the transfer (in part) of responsibility for the care of the patient, usually for a defined time and a particular purpose, such as care that is outside the referring chiropractor's expertise or scope of practice.

'Handover' is the process of transferring all responsibility to another practitioner.

Good practice involves:

- a) taking reasonable steps to ensure that the person to whom a chiropractor delegates, refers or hands over has the qualifications, experience, knowledge and skills to provide the care required
- b) understanding that, although a delegating chiropractor will not be accountable for the decisions and actions of those to whom he or she delegates, the delegating

chiropractor remains responsible for the overall management of the patient and for the decision to delegate

- c) always communicating sufficient information about the patient and the treatment/care needed to enable the continuing care of the patient.

5.3 Teamwork

Many chiropractors work closely with a wide range of other practitioners. Effective collaboration is a fundamental aspect of good practice when working in a team. The care of patients is improved when there is mutual respect and clear communication as well as an understanding of the responsibilities, capacities, constraints and ethical codes of each other's health professions. Working in a team does not alter a chiropractor's personal accountability for professional conduct and the care provided. When working in a team, good practice involves:

- a) understanding the particular role in the team and attending to the responsibilities associated with that role
- b) advocating for a clear delineation of roles and responsibilities, including that there is a recognised team leader or coordinator although care within the team may be provided by different practitioners from different health professions within different models of care
- c) communicating effectively with other team members
- d) informing patients about the roles of team members
- e) acting as a positive role model for team members
- f) understanding the nature and consequences of bullying and harassment and seeking to avoid or eliminate such behaviour in the workplace
- g) coordination between all treating practitioners.

5.4 Delegation to unregistered staff, chiropractic students and assistants

There will be a need at times in practice when it is necessary to delegate some clinical activities to staff, students or assistants. When delegating clinical activities chiropractors have a responsibility to ensure that the person to whom they are delegating can safely and competently perform the delegated activity. When delegating clinical activities to unregistered staff, chiropractic students and assistants, good practice involves:

- a) only delegating activities which do not require the unique skill, knowledge, discretion and judgment of a chiropractor

- b) ensuring that the delegate has adequate skills, training, expertise or proficiency in the activity
- c) ensuring that the delegate fully understands what is expected of them in performing the activity
- d) obtaining specific consent from the patient for a delegate to perform the activity
- e) recognising that the chiropractor who delegates an activity to another person is accountable, not only for their decision to delegate, but also for monitoring and reviewing the delegates standard of performance.

Note: Section 5.4 does not apply to registered chiropractic students undertaking an unpaid clinical placement as a part of a Board approved program of study.

6 Working within the health care system

6.1 Introduction

Chiropractors have a responsibility to contribute to the effectiveness and efficiency of the health care system.

6.2 Wise use of health care resources

It is important to use health care resources wisely. Good practice involves:

- a) ensuring that the services provided are appropriate for the assessed needs of the patient and are not excessive, unnecessary or not reasonably required
- b) upholding the right of patients to gain access to the necessary level of health care, and, whenever possible, helping them to do so
- c) supporting the transparent and equitable allocation of health care resources
- d) understanding that the use of resources can affect the access other patients have to health care resources.

6.3 Health advocacy

There are significant disparities in the health status of different groups in the Australian community. These disparities result from social, cultural, geographic, health-related and other factors. In particular, Indigenous Australians bear the burden of gross social, cultural and health inequity. Other groups may experience health disparities including people with intellectual or physical disabilities, those from culturally and linguistically diverse backgrounds and refugees. Good practice involves using expertise and influence to protect and advance the health and wellbeing of individual patients, communities and populations.

6.4 Public health

Chiropractors have a responsibility to promote the health of the community through disease prevention and control, education and, where relevant, screening. Good practice involves:

- a) understanding the principles of public health, including health education, health promotion, disease prevention and control and screening
- b) participating in efforts to promote the health of the community and being aware of obligations in
- c) disease prevention, including screening and reporting notifiable diseases where relevant
- d) undertaking public spinal screening in accordance with the Board's attached guidelines (see Appendix 1).

7 Minimising risk

7.1 Introduction

Risk is inherent in health care. Minimising risk to patients is an important component of practice. Good practice involves understanding and applying the key principles of risk minimisation and management in practice.

7.2 Risk management

Good practice in relation to risk management involves:

- a) being aware of the principles of open disclosure and a non-punitive approach to incident management; a useful reference is the Australian Commission on Safety and Quality in Health Care's National Open Disclosure Standard available at www.safetyandquality.gov.au
- b) participating in systems of quality assurance and improvement
- c) participating in systems for surveillance and monitoring of adverse events and 'near misses', including reporting such events
- d) if a chiropractor has management responsibilities, making sure that systems are in place for raising concerns about risks to patients
- e) working in practice and within systems to reduce error and improve the safety of patients and supporting colleagues who raise concerns about the safety of patients
- f) taking all reasonable steps to address the issue if there is reason to think that the safety of patients may be compromised.

7.3 Chiropractor performance

The welfare of patients may be put at risk if a chiropractor is performing poorly. If there is a risk, good practice involves:

- a) complying with statutory reporting requirements, including those under the National Law. Refer to the Board's guideline on mandatory reporting at: www.chiropracticboard.gov.au
- b) recognising and taking steps to minimise the risks of fatigue, including complying with relevant State and Territory occupational health and safety legislation
- c) if a chiropractor knows or suspects that he or she has a health condition that could adversely affect judgement or performance, following the guidance in Section 10.2 Chiropractor health
- d) taking steps to protect patients from being placed at risk of harm by a colleague's conduct, practice or ill health
- e) taking appropriate steps to assist a colleague to receive help if there are concerns about the colleague's performance or fitness to practise
- f) if a chiropractor is not sure what to do, seeking advice from an experienced colleague, employer/s, practitioner health advisory services, professional indemnity insurers, the Board or a professional organisation.

8 Maintaining professional performance

8.1 Introduction

Maintaining and developing knowledge, skills and professional behaviour are core aspects of good practice. This requires self-reflection and participation in relevant professional development, practice improvement and performance-appraisal processes to continually develop professional capabilities. These activities must continue through a chiropractor's working life as science and technology develop and society changes.

8.2 Continuing professional development (CPD)

Development of knowledge, skills and professional behaviour must continue throughout a chiropractor's working life. The National Law requires that chiropractors (and all of the regulated health professions) keep their knowledge and skills up-to-date through CPD to ensure that chiropractors can continue to work within their competence and scope of practice. Refer to the Board's Registration Standard and guideline regarding CPD at: www.chiropracticboard.gov.au.

9 Professional behaviour

9.1 Introduction

In professional life, chiropractors must display a standard of behaviour that warrants the trust and respect of the community. This includes observing and practising the principles of ethical conduct.

The guidance contained in this section emphasises the core qualities and characteristics of good chiropractors outlined in Section 1.2 Professional values and qualities.

9.2 Professional boundaries

Professional boundaries refers to the clear separation that should exist between a chiropractor's professional conduct aimed at meeting the health needs of patients and a chiropractor's own personal views, feelings and relationships which are not relevant to the therapeutic relationship. Professional boundaries are integral to a good chiropractor-patient relationship. They promote good care for patients and protect both parties. Good practice involves:

- a) maintaining professional boundaries
- b) never using a professional position to establish or pursue a sexual, exploitative or otherwise inappropriate relationship with anybody under a chiropractor's care; this includes those close to the patient, such as their carer, guardian, spouse or the parent of a child patient
- c) recognising that sexual relationships with people who have previously been a patient may be inappropriate, depending on the extent of the professional relationship and the vulnerability of the previous patient
- d) avoiding the expression of a chiropractor's personal beliefs to patients in ways that exploit their vulnerability or that are likely to cause them distress.

9.3 Reporting obligations

Chiropractors have statutory responsibility under the National Law to report matters to the national boards. Refer to the Board's guideline on mandatory reporting at: www.chiropracticboard.gov.au. Chiropractors also have professional obligations to report to the Board and their employer/s if they have had any limitations placed on their practice. Good practice involves:

- a) being aware of these reporting obligations
- b) complying with any reporting obligations that apply to practice
- c) seeking advice from the Board or professional

indemnity insurer if chiropractors are unsure about their obligations.

9.4 Health records

Maintaining clear, appropriate and accurate health records is essential for the continuing good care of patients. Chiropractors should be aware of relevant State and Territory legislation in relation to health records management. Good practice involves:

- a) keeping accurate, up-to-date and legible records that report relevant details of clinical history, clinical findings and determinations, investigations, information given to patients, medication and other management
- b) ensuring that records are held securely and are not subject to unauthorised access, regardless of whether they are held electronically and/or in hard copy
- c) ensuring that records show respect for patients and do not include demeaning or derogatory remarks
- d) ensuring that records contain sufficient information to allow another chiropractor to continue the management of the patient and to facilitate continuity of chiropractic care
- e) making records at the time of events or as soon as possible afterwards and include a record of every patient consultation
- f) where a health record is to be changed this should be initialled, dated and tracked and ensure, where possible, the previous entry is visible
- g) recognising the right of patients to access information contained in their health records and facilitating that access
- h) promptly facilitating the transfer of health information when requested by patients
- i) ensuring where health records are destroyed it is done in a way that information is de-identified and unable to be retrieved.

9.5 Insurance

Chiropractors have a statutory requirement to ensure that the chiropractor and their practice are appropriately covered by professional indemnity insurance (please refer to the Board's Professional Indemnity Insurance Registration Standard at: www.chiropracticboard.gov.au).

9.6 Advertising

Advertisements for services can be useful in providing information for patients. All advertisements must conform

to relevant consumer protection legislation such as the Trade Practices Act 1974 (Cwth) and State and Territory fair trading Acts. In addition, the National Law is specific in its direction regarding the use of protected titles, including specialist titles. Good practice involves:

- a) complying with the Board's Guidelines on Advertising which can be found at: www.chiropracticboard.gov.au and relevant State and Territory legislation
- b) making sure that any information published about services is factual and verifiable
- c) ensuring that when using a title, it is not used in a way that may mislead or deceive, for example the title "Doctor"/"Dr" must only be used in a manner which clearly associates its use with the practice of chiropractic (e.g. Dr J Smith – Chiropractor). Also refer to Section 6.4 Advertising of qualifications and titles in the Board's Guidelines on Advertising
- d) ensuring that business names or titles do not give the impression that the nominee is a specialist in an area of practice unless the chiropractor is recognised by the National Board as having relevant special expertise in the form of skills, knowledge, training or qualifications.

9.7 Legal, insurance and other assessments

When a chiropractor is contracted by a third party to provide a legal, insurance or other assessment of a person who is not his or her patient, the usual therapeutic chiropractor-patient relationship does not exist. In this situation, good practice involves:

- a) applying the standards or professional behaviour described in this Code to the assessment; in particular, being courteous, alert to the concerns of the person and ensuring the person's consent
- b) explaining to the person the chiropractor's area of practice, role and the purpose, nature and extent of the assessment to be conducted
- c) anticipating and seeking to correct any misunderstandings that the person may have about
- d) the nature and purpose of the assessment and report
- e) providing an impartial report (see Section 9.8 Reports, certificates and giving evidence)
- f) recognising that if an unrecognised, serious problem is discovered during the assessment, there is a duty of care to inform the patient and/or their treating practitioner.

9.8 Reports, certificates and giving evidence

The community places a great deal of trust in chiropractors. Consequently, chiropractors have been given the authority to sign documents such as sickness or fitness for work certificates on the assumption that they will only sign statements that they know, or reasonably believe, to be true. Good practice involves:

- a) being honest and not misleading when writing reports and certificates and only signing documents believed to be accurate and current
- b) taking reasonable steps to verify the content before signing a report or certificate and not omitting relevant information deliberately
- c) if so agreed, preparing or signing documents and reports within a reasonable and justifiable timeframe
- d) making clear the limits of a chiropractor's knowledge and not giving opinion beyond those limits when providing evidence.

9.9 Curriculum vitae

When providing a curriculum vitae, good practice involves:

- a) providing accurate, truthful and verifiable information about a chiropractor's experience and qualifications
- b) not misrepresenting by misstatement or omission a chiropractor's experience, qualifications or position.
- c) Also see Section 11.3 Assessing colleagues in relation to providing references for colleagues.

9.10 Investigations

Chiropractors have responsibilities and rights relating to any legitimate investigation of their practice or that of a colleague. In meeting these responsibilities, it is advisable to seek legal advice or advice from a professional indemnity insurer. Professional good conduct involves:

- a) cooperating with any legitimate inquiry into the treatment/care of a patient and with any complaints procedure that applies to a chiropractor's work
- b) disclosing to anyone entitled to ask for it information relevant to an investigation into the conduct, performance or health of a chiropractor or colleague
- c) assisting the coroner when an inquest or inquiry is held into the death of a patient by responding to his or her enquiries and by offering all relevant information.

9.11 Conflicts of interest

Patients rely on the independence and trustworthiness of chiropractors for any advice or treatment/care offered. A

conflict of interest in practice arises when a chiropractors, entrusted with acting in the interests of a patient, also has financial, professional or personal interests or relationships with third parties which may affect his or her care of the patient.

Multiple interests are common. They require identification, careful consideration, appropriate disclosure and accountability. When these interests compromise, or might reasonably be perceived by an independent observer to compromise the chiropractor's primary duty to the patient, chiropractors must recognise and resolve this conflict in the best interests of the patient.

Good practice involves:

- a) recognising potential conflicts of interest that may arise in relation to initiating or continuing a professional relationship with a patient
- b) acting in the best interests of patients when making referrals and when providing or arranging treatment/care
- c) informing patients when a chiropractor has an interest that could affect, or could be perceived to affect patient care
- d) recognising that marketing may influence chiropractors and being aware of ways in which practice may be influenced
- e) not asking for or accepting any inducement, gift or hospitality of more than minimal value from companies that sell or market products that may affect or be seen to affect the way chiropractors treat or refer patients
- f) not asking for or accepting fees for meeting sales representatives
- g) not offering inducements to colleagues or entering into arrangements that could be perceived to provide inducements
- h) not allowing any financial or commercial interest in a hospital, other health care organisation or company providing health care services or products to adversely affect the way in which patients are treated. When chiropractors or their immediate family have such an interest and that interest could be perceived to influence the care provided, chiropractors must inform their patients.

9.12 Financial and commercial dealings

Chiropractors must be honest and transparent in financial arrangements with patients. Good practice involves:

- a) not exploiting the vulnerability or lack of knowledge of patients when providing or recommending services

- b) not encouraging patients to give, lend or bequeath money or gifts that will benefit a chiropractor directly or indirectly
- c) not becoming involved financially with patients; for example, through loans and investment schemes
- d) not influencing patients or their families to make donations to other people or organisations
- e) not directly or indirectly sharing or agreeing to share fees paid by a patient with any other person who is not an employer, employee, principle or associate of the chiropractor, or receive other forms of remuneration, without the informed financial consent of the patient
- f) being transparent in financial and commercial matters relating to work, including dealings with employers, insurers and other organisations or individuals and in particular:
 - g) declaring any relevant and material financial or commercial interest that a chiropractor or his or her family might have in any aspect of the care of the patient
 - h) declaring to patients any professional and financial interest in any product a chiropractor might endorse or sell from his or her practice and not making an unjustifiable profit from the sale or endorsement.

10 Ensuring chiropractor health

10.1 Introduction

As a chiropractor, it is important to maintain health and wellbeing. This includes seeking an appropriate work-life balance.

10.2 Chiropractor health

Good practice involves:

- a) attending an appropriate practitioner to meet health needs
- b) seeking expert, independent, objective advice when a chiropractor needs health care and being aware of the risks of self-diagnosis and self-treatment/care
- c) understanding the principles of immunisation against communicable diseases
- d) recognising the impact of fatigue on a chiropractor's health and ability to care for patients and endeavouring to work safe hours whenever possible
- e) being aware of any practitioner health program in the relevant States and Territories if advice or help is needed

- f) if a chiropractor knows or suspects that he or she has a health condition or impairment that could adversely affect judgement, performance or the health of patients:
- g) not relying on self-assessment of the risk posed to patients
- h) consulting an appropriate health practitioner about whether, and in what ways, they may need to modify practice and following the treating practitioner's advice
- i) being aware of a chiropractor's responsibility under the National Law to notify the Board in relation to certain impairments.

10.3 Other practitioners' health

Chiropractors have a responsibility to assist their colleagues to maintain good health. Good practice involves:

- a) providing practitioners who are patients with the same quality of care provided to other patients
- b) notifying the relevant national board if treating another registered health practitioner who has placed the patients at risk of substantial harm when practicing their profession because they have an impairment (refer to the Board's guidelines on mandatory reporting); this is a professional as well as a responsibility under the National Law
- c) notifying the relevant national board and encouraging a colleague (who is not a patient) who you work with to seek appropriate help if it is believed the colleague may be ill and impaired; and if this impairment has placed patients at risk of substantial harm, refer to the notification provisions of the National Law and the Board's' guidelines on mandatory notifications found at:
www.chiropracticboard.gov.au
- d) recognising the impact of fatigue on the health of colleagues, including those under supervision and facilitating safe working hours wherever possible.

11 Teaching, supervising and assessing

11.1 Introduction

Teaching, supervising and mentoring chiropractors and students is important for their development and for the care of patients. It is part of good practice to contribute to these activities and provide support, assessment, feedback and supervision for colleagues, chiropractors in training and students. It also adds value to the supervisor's practice through engagement with the person

being supervised and their learning needs. There are a range of supervision models being adopted in the health professions, including coach, mentor and shadow.

11.2 Teaching and supervising

Good practice involves:

- a) seeking to develop the skills, attitudes and practices of an effective teacher, whenever a chiropractor is involved in teaching
- b) as a supervisor, recognising that the onus of supervision cannot be transferred
- c) making sure that any chiropractor or student under supervision receives adequate oversight and feedback, including undertaking an assessment of each student supervised; reflecting on that student's ability, competence and learning requirements; and planning his or her supervision based on that assessment rather than any external direction
- d) avoiding any potential for conflict of interest in the supervisory relationship; for example, by supervising someone who is a close relative or friend or where there is another potential conflict of interest that could impede objectivity and/or interfere with the supervised person's achievement of learning outcomes or relevant experience.

11.3 Assessing colleagues

Assessing colleagues (including students) is an important part of making sure that the highest standards of practice are achieved. Good practice involves:

- a) being honest, objective and constructive when assessing the performance of colleagues; patients will be put at risk of harm if an assessment describes as competent someone who is not
- b) when giving references or writing reports about colleagues, providing accurate and justifiable information promptly and including all relevant information.

11.4 Students

Students are learning how best to care for patients. Creating opportunities for learning improves their clinical practice and nurtures the future workforce. Good practice involves:

- a) treating students with respect and patience
- b) making the scope of the student's role in patient care clear to the student, to patients and to other members of the health care team

- c) informing patients about the involvement of students and encouraging their consent for student participation while respecting their right to choose not to consent.

12 Undertaking research

12.1 Introduction

Research involving humans, their tissue samples or their health information is vital in improving the quality of health care and reducing uncertainty for patients now and in the future and in improving the health of the population as a whole. Research in Australia is governed by guidelines issued in accordance with the National Health and Medical Research Council Act 1992 (Cwlth). Chiropractors undertaking research should familiarise themselves with and follow these guidelines. In addition, research involving animals is governed by legislation in States and Territories and by guidelines issued by the NHMRC.

12.2 Research ethics

Being involved in the design, organisation, conduct or reporting of health research involving humans brings particular responsibilities for chiropractors. These responsibilities, drawn from the NHMRC guidelines, include:

- a) providing participants the respect and protection that is due to them
- b) acting with honesty and integrity
- c) ensuring that any protocol for human research has been approved by a human research ethics
- d) committee, in accordance with the National Statement on Ethical Conduct in Human Research issued by the NHMRC (which addresses privacy issues, and refers to the need to consider relevant State, Territory and federal privacy legislation)
- e) disclosing the sources and amounts of funding for research to the human research ethics committee
- f) disclosing any potential or actual conflicts of interest to the human research ethics committee
- g) ensuring that human participation is voluntary and based on informed consent and an adequate understanding of sufficient information about the purpose, methods, demands, risks and potential benefits of the research
- h) ensuring that any dependent relationship between chiropractors and their patients is taken into account in the recruitment of patients as research participants

- i) seeking advice when research involves children or adults who are not able to give informed consent to ensure that there are appropriate safeguards in place, including ensuring that a person empowered to make decisions on the behalf of patients has given informed consent or that there is other lawful authority to proceed
- j) adhering to the approved research protocol
- k) monitoring the progress of the research and reporting adverse events or unexpected outcomes promptly
- l) respecting the entitlement of research participants to withdraw from any research at any time and without giving reasons
- m) adhering to the guidelines regarding publication of findings, authorship and peer review
- n) reporting possible fraud or misconduct in research as required under the Australian Code for the Responsible Conduct of Research issued by the NHMRC).

12.3 Treating chiropractors and research

When chiropractors are involved in research that involves patients, good practice includes:

- a) respecting the right of patients to withdraw from a study without prejudice to their treatment/care
- b) ensuring that a decision by patients not to participate does not compromise the chiropractor-patient relationship or the care of the patient.

Appendix 1 Guideline in relation to Public Spinal Screening

The aim of this guideline is to assist chiropractors in performing public spinal screening in a safe and responsible manner.

In this appendix '**public spinal screening**' means any activity that involves a chiropractor offering a service that is aimed at assessing the spine of another party. In the context of this appendix this will pertain to activities that occur in a public place.

It is the responsibility of the individuals involved to ensure that all necessary permits are in place prior to the commencement of the public spinal screening. No notification to the Chiropractic Board of Australia (the Board) is necessary.

Chiropractors undertaking public spinal screening should also be aware and comply with the provisions of the *Health Practitioner Regulation National Law Act 2009* that relate to advertising and the Board's guidelines on advertising found at: www.chiropracticboard.gov.au.

Good practice in relation to public spinal screening involves:

- a) ensuring that members of the public are aware that the purpose of a spinal screening is to give the participant an overview of the general state of their posture and is not a comprehensive spinal examination
- b) ensuring that any information provided to participants is not false, misleading, deceptive or elicits unwarranted fear in the mind of the participant
- c) providing the participant with a business card at their request, but should not include obtaining contact information from participants or the making of appointments at the time of the screening
- d) a list of names of participants may be taken, with the participants consent **only** for professional indemnity insurance purposes
- e) that unsolicited contact is not made with participants after a screening
- f) that they are only performed by a registered chiropractor or a registered student participating in an approved supervised practice program (students should be in their final year of study in a course leading to a chiropractic qualification approved by the Board)
- g) no fee being charged for the screening, however participants may make donations to a charitable organisation nominated by the chiropractor.

Appendix 2

Guideline in relation to Radiology/ Radiography

Introduction

Radiographic imaging is part of the suite of diagnostic procedures offered by chiropractors, either in a chiropractic office or through referral. Chiropractors use radiography for several purposes following the identification of various history and examination findings, including: confirmation of diagnosis/pathology; determining appropriateness of care; identifying contraindications or factors that would affect or modify the type of treatment/care proposed.

The aim of this guideline is to assist chiropractors in undertaking radiology and radiography procedures in a safe and responsible manner.

Chiropractors should be aware of and must comply with the provisions of Code of Practice for Radiation Protection in the Application of Ionizing Radiation by Chiropractors (2009) and where relevant the Code of Practice for Radiation Protection in the Medical Applications of Ionizing Radiation (2008) published by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), found at: <http://www.arpansa.gov.au/Publications/codes/rps.cfm>.

ARPANSA Code of Practice for Radiation Protection in the Application of Ionizing Radiation by Chiropractors

The Chiropractic Board of Australia (the Board) recommends that practitioners note the following key points from the Code of Practice for Radiation Protection in the Application of Ionizing Radiation by Chiropractors (2009) (the ARPANSA Code):

1. The key purposes of the ARPANSA Code are to:
 - establish the regulatory requirements for the application of **ionising radiation**, in the context of good practice, to ensure that risks associated with radiation exposure to the patient are optimised and are as low as reasonably achievable
 - set the requirements for a comprehensive Radiation Management Plan
 - establish the roles and responsibilities of persons involved in the process, including the chiropractor as the person responsible for the justification and optimisation of the procedure
 - establish a process for the management and reporting of radiation incidents.
2. The key radiation protection principles of the ARPANSA Code are:
 - **Justification** – *No practice involving exposure to radiation should be adopted unless it produces sufficient benefit to the exposed individuals or to society to offset the radiation detriment it causes* – the procedure must be justified for that individual patient
 - **Optimisation** – radiation doses must be kept ‘as low as reasonably achievable’ (ALARA)
 - **Dose limits** – applications of ionizing radiation must be managed in a way to not exceed dose limits specified in **RPS1**.
3. The Responsible Person (person with the overall management responsibility of the X-Ray equipment or practice) must ensure that:
 - a Radiation Management Plan that incorporates the components listed in Schedule A of the ARPANSA Code is developed, documented, resourced, implemented and regularly reviewed
 - the Radiation Management Plan prepared describes the management and reporting arrangements that enable a chiropractor and the operator to discharge their obligations under the ARPANSA Code
 - all persons affected by the Radiation Management Plan follow and comply with it
 - there are protocols in place to ensure that no radiation procedure is carried out unless it has been justified and approved on an individual basis by a chiropractor depending on the nature of the procedure and the patient
 - there are protocols to ensure that where a procedure may result in a radiation dose of more than 1 mSv to an embryo or foetus, the chiropractor has taken reasonable steps to determine the pregnancy status of the patient.
4. The chiropractor (the person responsible for the justification and optimisation of the procedure) must take into account in determining the net benefit from a radiation procedure:
 - the specific objectives of the procedure
 - the characteristics of the individual patient involved
 - the total potential benefits, including the direct health benefits to the person and, where relevant, the benefits to society in general

- the individual detriment to the patient that may result from the procedure
- the pregnancy status of a female patient of child bearing capacity
- the efficacy, benefits and risk of available alternate techniques having the same objectives with less or no exposure to ionizing radiation
- any data and records relevant to the radiation exposure.

Additional key points in relation to Radiology/ Radiography

In addition to the ARPANSA Code the Board reaffirms and clarifies the following key points:

- a) Before a procedure involving exposure of an individual to ionizing radiation is approved or commenced, the indications for it must be clinically justified by the chiropractor. Exposure to radiation should not be adopted unless it produces sufficient benefit to the exposed individuals or to society to offset the radiation detriment it may cause.
- b) Practitioners are encouraged to ensure an 'as low as reasonably achievable' (ALARA) approach in both taking and determining the clinical necessity for X-rays; patients should never be exposed to unnecessary radiation.
- c) The ultimate judgement regarding the propriety of any specific procedure or course of action must be made by the chiropractor in light of all the circumstances presented.

Appendix 3 Guideline in relation to Duration and Frequency of Care

The aim of this guideline is to assist chiropractors in their clinical decision-making.

The Chiropractic Board of Australia supports and recommends that practitioners are familiar with the following key points:

1. A program of care should be based on clinical need and be tailored to the specific needs of each patient. It should consider the natural history of the condition and should be based on a reasonable clinical impression/diagnosis. It should be consistent with accepted standards of chiropractic care by the profession and where possible in conjunction with the best available evidence.
2. It is good practice for the patient to be actively involved in any development of a program of care and should include the patients' needs and expectations.
3. Any program of care should include:
 - A reasonable working diagnosis / clinical impression
 - proposed management
 - expected measurable outcomes of care
 - an estimated reasonable time-frame for achieving the outcomes
 - a plan for review / reassessment
 - where clinically indicated, co-management and referral.
4. Review/ reassessment should be periodic and include:
 - validated objective and subjective outcome measures
 - evaluation of the benefit of care to the patient
 - identification of whether the original diagnosis/ clinical impression should be modified (this may indicate a need for a reassessment, change in treatment/care/procedure, the obtaining of a second opinion or referral)
 - clinical justification for care to continue, or not
 - the number of visits proposed (which should have a rationale and not be arbitrary or excessive)
 - an understanding and agreement by the patient of the aims surrounding the proposed program of care.
5. A patient may elect some form of ongoing or supporting treatment/care as a part of their overall health management. This form of care has the same requirements in relation to informed consent and explanation of anticipated outcomes as any other care.
6. Should any patient elect to undergo regular chiropractic examination or treatment/care in the absence of symptoms it is the responsibility of the practitioner to provide the patient (parent /guardian for children) with a balanced view of the clinical justification for such procedures.