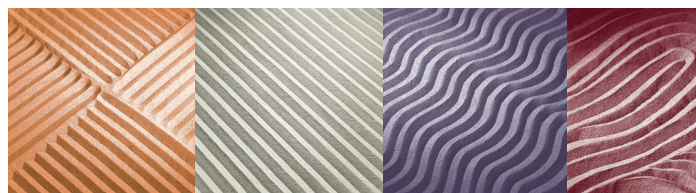


# MILLER THOMSON LLP

Barristers & Solicitors  
Patent & Trade-Mark Agents



## OPERATIONAL OFFERINGS – FAMILY HEALTH TEAMS

The following is a list of some of the operational offerings that Miller Thomson LLP's Health Industry Practice Group can provide to Family Health Teams during their initial start up phase. Miller Thomson would be pleased to provide a fixed quote in respect of these services:

### LABOUR AND EMPLOYMENT

- Template letters of employment and employment contracts for professional, non-professional staff and management staff
- Development and review of human resource policies
- Development and review of workplace harassment and human rights policies
- Development and review of occupational health and safety and workplace safety programs, policies and procedures
- Negotiating collective agreements for unionized environments
- Development of independent contractor agreements and outsourcing arrangements
- Development of shared service and seconded employee agreements

### CORPORATE GOVERNANCE

- Corporate organization and general corporate governance advice
- Corporate maintenance services (i.e. management of corporate filings, returns and minute books, assistance with AGM requirements)
- Development of Board policies and procedures (i.e. conflict of interest)

### CLINICAL/OPERATIONAL POLICY DEVELOPMENT AND REGULATORY COMPLIANCE

Clinical, organizational and corporate policy development, including, but not limited to:

- Development and review of consent to treatment policies, procedures and forms (may include policies relating to advance directives, substitute decision making, end of life decision making, etc.) as well as assistance with implementation and education initiatives
- Development and review of documentation, records retention and destruction policies
- Development and review of credentialing processes
- Complaint policy development and review
- Development and review of abuse policies
- Development and review of risk and claims management policies

- Development and review of privacy policies, notices, brochures and consent forms, confidentiality agreements and website privacy statements and related policies (i.e. security, acceptable use policies, etc.)
- Development and review of policies relating to release of information (may include policies relating to mandatory reporting, duty to warn, dealing with the police, dealing with the media, etc.) access and correction, and lock-box requests
- Development and review of critical incident, error management and disclosure of harm policies and procedures
- Assistance with disaster, pandemic planning and emergency preparedness planning
- Development and review of policies relating to medical directives and delegation of controlled acts
- Development and review of environmental policies, such as disposal of waste
- Policies relating to professional regulation (i.e. conflict of interest, advertising, association)

## **CONTRACT DEVELOPMENT AND REVIEW**

- RFP and tender documents
- Technology and licensing agreements
- Professional service agreements
- Equipment agreements
- Management agreements
- Shared service agreements
- Datasharing agreements
- Privacy contracts (i.e. with third party vendors)
- Financing
- Outsourcing agreements

## **REAL ESTATE**

- Commercial lease arrangements
- Licensing agreements
- Financing

## **CONSTRUCTION**

- Contract preparation and negotiation, including design build, infrastructure and specialty contracts and capital improvements
- Tendering and bidding processes
- Bonding
- Insurance

## **CONTACTS**

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