OPERATIONAL OFFERINGS – ONTARIO ASSOCIATION OF OPTOMETRISTS MEMBERS

Miller Thomson LLP offers a broad range of services intended to support the operational aspects of an optometrist's professional practice.

This operational offering highlights some of Miller Thomson LLP's services and products in the areas of professional regulation and business operation for members of the Ontario Association of Optometrists ("OAO"). Where appropriate to the service, we are pleased to provide a fee estimate or project fee.

EMPLOYMENT

Employment and Independent Contractor Agreements

- Template letters of employment
- Employment contracts for professional staff and non-professional staff
- Development of outsourcing arrangements
- Shared service agreements

Policy Development and Review

- Human resource policies/ manual
- Workplace Harassment and Human Rights
- Occupational Health and Safety/ Workplace Safety

LITIGATION

- Representation of optometrists in matters of complaints and discipline
- Workplace Safety and Insurance Appeals
- Procurement and tendering disputes
- Health Professions Appeal and Review Board
- Employment litigation
- Commercial and business disputes

CORPORATE / COMMERCIAL

- Business start-up advice
- Health professional incorporation advice
- Corporate maintenance services (i.e. management of corporate filings, returns and minute books)
- Procurement advice

CLINICAL/OPERATIONAL POLICY DEVELOPMENT AND REGULATORY COMPLIANCE

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

- Consent to treatment policies, procedures and forms
- *Accessibility for Ontarians with Disabilities Act* (AODA)
- Records management
- Complaints
- Risk and claims management

- Privacy policies, notices, brochures and consent forms, confidentiality agreements and website privacy statements and related policies (i.e. security, acceptable use policies, etc.)
- Release of information policies (mandatory reporting, duty to warn, dealing with police, dealing with the media, etc.) access and correction, and lock-box requests
- Delegation of controlled acts
- Environmental policies, such as disposal of waste
- Policies relating to professional regulation (i.e. conflict of interest, advertising, association)
- Canada's Anti-spam Legislation ("CASL") compliance strategies

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 and rental 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

For more information about the above offerings or other services provided by Miller Thomson, please contact:

Joshua Liswood
416.595.8525
jliswood@millerthomson.com

Kathryn Frelick
416.595.2979
kfrelick@millerthomson.com