Associate Agreement Checklist

The following is a list of discussion points to consider when negotiating an Associate Agreement. For more information, please see ***our article on Associate Agreements***.

- [ ] Who are the parties to this agreement (i.e. who is making the agreement? For example, the chiropractors, the clinic and the associate chiropractor, etc.)
- [ ] What are the services to be provided by
  - i. the Clinic?
  - ii. the Associate?
  - iii. any other party to this agreement?
- [ ] If the Clinic has multiple locations, at which location(s) will the Associate be working?
- [ ] Will the Associate be using the Clinic's equipment?
- [ ] Will the Associate be bringing his or her own equipment into the Clinic?
- [ ] What will the term (duration) of this agreement be? Will there be a set end date?
- [ ] How will remuneration and expenses be handled?
- [ ] How will the relationship between the Clinic and the patients of the clinic be handled upon termination of this agreement?
- [ ] Will the Associate be bringing a client list into the Clinic? How will this client list be handled upon termination of this agreement?
- [ ] Should there be non-competition and non-solicitation clauses for when the Associate leaves the Clinic?
- [ ] What are the Clinic's office hours? Who will be responsible for scheduling?
- [ ] Who will be responsible for the assignment of new incoming patients, and how will the patients be assigned to the Chiropractors working at the Clinic?
- [ ] Will the Associate be responsible for obtaining, paying for and/or maintaining his or her own professional membership and insurance?
- [ ] Will the Associate be authorized to bind the Clinic to commitments and/or expenses?
- [ ] Can the Associate use the Clinic's name on advertising and promotional material?
- [ ] What will be the grounds for termination of this agreement?
- [ ] Are there any additional details that are important to either of the parties?

Ontario Chiropractic Association

70 University Ave., Suite 201, Toronto, ON M5J 2M4
Tel: 416-860-0070 • Toll-free: 1-877-327-2273
oca@chiropractic.on.ca • www.chiropractic.on.ca

MILLS & MILLS LLP
BARRISTERS & SOLICITORS
ESTABLISHED 1884

2 St. Clair Ave. W., Suite 2101, Toronto, ON M4V 1L5 Tel: 416-863-0125 • Fax: 416-863-3997
www.millsandmills.ca