Applying for a Physiotherapy clinic licence
Basic Information
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Introduction

Physiotherapy is an area belonging to the allied health professions. These professionals help people affected by injury, illness or disability through movement and exercise, manual therapy, education and advice. They maintain health for people of all ages, helping patients to manage pain and prevent disease. Physiotherapy helps to encourage development and facilitate recovery, enabling people to stay active while helping them to maintain their independence for as long as possible. To practice as a physiotherapist in Malta one must be qualified and registered with the Council for the Professions Complementary to Medicine (CPCM). According to the MKPO section 98 paragraph 1 of the Medical and Kindred Professions Ordinance, the premises within which a physiotherapist can practice needs to have a valid licence issued through the Superintendence of Public Health.

1. General information

a. In Malta, physiotherapy is regulated through the Health Care Professions Act (Chapter 464)
b. Physiotherapy services are to be performed ONLY by registered physiotherapists;
c. A clinic must have its licence displayed in a prominent place where it can be easily observed by the public upon entering;
d. The licencing office for physiotherapy clinics is within the Health Care Standards Directorate at the Health Regulation Department;
e. Opening Hours are from 7am till 2.45pm Monday to Friday
f. Contact details are as follows:
   - Ms Simone Schembri – Tel: 25953330, email: simone.schembri@gov.mt (Inspection appointments, payment, collection of licences)
   - Ms Silvana Attard - Tel: 25953324, email: silvana.attard@gov.mt (Payment of licences)
   - Mr Mark Tonna – Tel: 25953343, email: mark.tonna@gov.mt (Procedure to apply/documents required for application)
   - Council for the Professions Complementary to Medicine (CPCM) - Mr Arthur Camilleri – Tel: 25953364, email: cpcm@gov.mt (For registration of Physiotherapists)

Further information can be accessed from http://deputyprimeminister.gov.mt/en/hcs/Pages/hcs.aspx

2. The premises

a. The premises must be kept clean, in good condition and state of repair;
b. The clinic must have all the necessary equipment, and facilities;
c. Only registered physiotherapists can provide physiotherapy sessions;
d. The clinic must have adequate lighting and ventilation;
e. The treatment area must provide total client privacy;
f. The premises must have an efficient drainage system;
g. Fire-fighting equipment must at least consist of a fire extinguisher with a valid expiry date;
h. IT IS OF UTMOST IMPORTANCE THAT A VALID LICENCE IS DISPLAYED AT ALL TIMES.

### 3. The work area

a. Work surfaces must be kept clean and in a good state of repair, which must be washed with hot soapy water and wiped with a 70% Alcohol solution. Work tops should be of an impervious material;
b. Paper towels must be available at all times;
c. There should be sufficient bench space to accommodate equipment;
d. A wash hand basin must be available in the treatment area, and must be kept in a good state of repair, clean and connected to the main drainage system. Single lever taps must have a supply of hot and cold water;
e. Soap/suitable detergent and adequate drying facilities are to be provided near each wash hand basin;
f. Client couches must be height adjustable, upholstered with an impervious type of material, which can be easily cleaned, and kept in good condition; 
g. A foot operated pedal bin, covered with a disposable garbage bag is to be available for the disposal of waste and soiled material.

### 4. Toilet facilities

a. Toilet facilities must be connected with the main drainage system and must be kept clean at all times and in good state of repair;
b. There must be a proper functioning flushing apparatus;
c. The wash hand basin within the lavatory room must have a supply of hot and cold water;
d. Adequate hand washing/drying facilities must be available at all times; 
e. Proper ventilation must be present within the toilet facilities (natural or mechanical);
f. The toilet facilities must have adequate lighting; 
g. Where possible toilet facilities are to be accessible from the waiting room.

### 5. Equipment used during physiotherapy sessions

a. Small physiotherapy equipment must be kept clean. Sterile instruments must be kept in their original sterile packages or containers;
b. Sterilized instruments, must be wrapped individually. Each wrapper must have an expiry date.
c. Equipment must have a CE mark.
6. Applying for a Licence

a. A new applicant must apply for a license through the Health Care Standards Directorate;
b. New applicants must not be less than eighteen (18) years of age;
c. One can apply for a licence either by completing an application form obtained from the licensing office within the HCSD or through the online application at https://deputyprimeminister.gov.mt/en/hcs/Pages/temp/Application-for-a-licence.aspx
d. Documents required to apply for a physiotherapy clinic licence include the following:
   - A filled out application form;
   - A copy of the registration certificate of all physiotherapists who will be working within the clinic;
   - A permit showing the proposed premises including the site plan or a declaration by an architect certifying that the premises carry a PA permit for use as a Physiotherapy Clinic;
   - A photocopy of the applicant’s identity card;
   - If applying on behalf of a company, a copy of the Memorandum and Articles together with a declaration by the Director/s of the same company indicating that it is agreed that a licence is to be issued on the applicant’s name;
   - If the applicant is not an EU citizen, a permit is required. Kindly note that in order for a third country national to practice as a physiotherapist, one has to apply through the Employment Licenses at Jobs plus, which can be contacted on 22201290 or email jobsplus@gov.mt.

e. Upon receiving the completed application together with all the relevant documents, the licensing officer will vet the application;
f. At this stage an onsite inspection is organised and the client is informed. An inspection team holding an authorisation badge will visit the premises;
g. In case of a new establishment, a pre-licensing visit may be requested by the applicant (recommended);
h. A self-assessment of the requirements to operate a physiotherapy clinic will be sent to the applicant ten days prior to the inspection. This self-assessment will guide the applicant on what the inspection team will be expecting to find during the planned visit;
i. Following an inspection, the inspection team will verify that all conditions for licensing are satisfied and will be in a position to recommend licensing. A licence will be issued in 15 days;
j. In cases where deficiencies/shortcomings are identified, a meeting with the applicant to advice and highlight the deficiencies needing attention will be held. This may necessitate a follow up visit;
k. The licensee must ensure compliance with the conditions of licence displayed at the back of the licence;
l. Once the application is approved and licensing is recommended, the client is advised to pay an annual licence fee of €128.10. The licence can be collected from the Health Care Standards Directorate, St Luke’s Hospital OPD level 1, St Luke’s Square, G’Mangia or the applicant can opt to receive it by registered mail.
APPLYING FOR A LICENCE

Client

Online Application

Office Application

Application Processing

Missing Documents

All documentation requested correct

Appointment for inspection of premises

Inspection at premises

Inspection report with recommendations

Authorization by Director Health Care Standards & Superintendent of Public Health

Issues noted. Licence not recommended

Issues addressed

Re-inspection

Licence issued for a period of 1 year

Issues addressed
7. Additional guidelines

a. **Record keeping:** records of each patient must be kept at the clinic and are to be made available to the inspection team as requested. The information in these records must include: the name, age, ID number, address of client, date when the physiotherapy services were provided, and all relevant medical and treatment history. These records must be signed and kept securely for a period of at least 10 years;
b. A fully equipped first aid box must be available within the physiotherapy clinic;
c. All practicing physiotherapists must be familiar with the precautions taken when there is contact with blood and body fluids;
d. Physiotherapists who practice dry needling must undergo a complete vaccination course against hepatitis. A blood titre test is to be taken after the vaccination is completed.
e. No physiotherapist may practice unless he/she is covered against a professional indemnity.