

Special staff status

Title: Special staff status	
Type: Policy	HDSS Certification Standard N/A
Issued by: People & Capability	Version: 2
Applicable to: Organisation wise	Contact person: HR Manager
Lead DHB: Capital & Coast DHB	

Purpose:

- To enable any appropriately sponsored and supervised person who is not an employee or a contractor, to undertake, educational, research or related activities at any of the three sub-regional DHBs.
- To ensure that all medico-legal and other risk factors are covered in respect of those awarded special staff status.
- To ensure a record is maintained and available for all those currently awarded special staff status.
- To ensure that those who do not have a contractual arrangement within the DHB they intend on working, receive appropriate authorisation and are made aware of their obligations, rights and responsibilities before commencing any activities relating to their special staff status.

Scope:

- Employees and Managers who have responsibility for engaging and/ or supervising special staff status practitioners
- This policy does not cover Independent Practitioners such as General Practitioners and independent Midwives who use the relative DHB facilities, as they are covered by a specific Access Agreement.
- This policy does not apply to students where the DHB has a signed agreement relating to student training with a tertiary institution or other training provider, and that agreement covers the special staff status arrangements for the students.
- Those students will have special staff status subject to the terms and conditions of the training agreement and provided that all pre-employment health screening and checks have been undertaken in terms of the DHB's Vetting and Safety Checking Policy and a register confirming those details maintained by the tertiary institution, training provider or DHB.

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Special staff status

Definitions:

Special staff status

This is defined as status which authorises a person to be able to undertake (without a contractual arrangement) work, educational, research or related activities within the DHB. For example, medical consultants visiting to undertake advisory work or on medical secondment, clinical observers, electives, students, researchers, non-clinical personnel.

Sponsor

This is defined as the senior clinician or manager who is in a position to assign special staff to a service within the DHB.

Electives

Elective attachments are usually trainee interns. All electives are processed by the Secretary, Student Affairs at Wellington School of Medicine, who liaises directly with heads of departments for the placement of those students. At HVDHB the Departments undertake this liaison directly.

Students

Usually tertiary students training in a health related discipline, and who require practical experience to complement their classroom learning. The student is required to work under the supervision of a manager, registered health practitioner if that person is not registered, and then the supervisor must be a member of the respective professional association. (Refer to Scope above)

Non-clinical personnel

Non-clinical personnel are those who undertake non-clinical functions, e.g. visiting chaplains working in wards. They do not have access to patient/ client records nor do they provide medical/ clinical care.

Work experience

Those who undertake unpaid work to gain experience in employment. Work experience placements should be for a period no longer than six weeks, for any period longer than six weeks Human Resources should be consulted. These people must be under the supervision of a suitable employee.

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Special staff status

Categories of staff – special status			
Category	Type	Description / Criteria	Delegation of authority for the conference of Special staff status
Senior Medical Staff	Honorary Consultant – non-practising	Extended to senior clinical staff in recognition of significant contribution to the DHB. The status does not in itself imply rights of clinical practice. The sponsor must specify the conditions relating to access to facilities and use/payment for of organisation resources.	Chief Medical Officer Chief Executive
Senior Medical Staff	Honorary Consultant – practising	Extended to visiting specialists with respect to specific clinical work. The sponsor must ensure the relevant health clearance is obtained and that medico-legal, credentialing and indemnity requirements for the staff member are met.	Chief Medical Officer and Chief Executive
Students	Medical	Awarded to those in not less than their fourth year of study towards a medical degree or Clinical Diploma such as those referred by the Wellington School of Medicine and overseas students on elective study. Note: This status can only apply when duties are supervised by a Designated Consultant. This will only occur in exceptional circumstances as most medical students will be covered by agreements with Tertiary Institutions or other training providers.	Chief Medical Officer
	Other Health Professionals	Awarded to those in any year of their study towards NZ Registration. This status can only apply when duties are supervised by a clinical lecturer or a DHB staff member of appropriate skills and qualifications. This will only occur in exceptional circumstances as most nursing, and allied health students will be covered by agreements with Tertiary Institutions or other training providers.	Professional Lead and Chief Nursing Officer or Executive Director of Allied Health
	Other disciplines	Awarded to those studying for a non-clinical qualification, whose experience is supervised by a suitable employee.	Professional Lead or appropriate Manager
	Overseas Students	Students studying overseas to become a health practitioner could come for placement within the DHB if they are gaining experience in a "hard to recruit to"	Professional Lead and Chief Nursing Officer or

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		area e.g. Occupational Therapy in Mental Health and they meet all other employment and visa related requirements.	Executive Director of Allied Health
Lecturer		Extended to those who are lecturers at any recognised educational institute in NZ or overseas. The sponsor must specify the conditions relating to access to facilities and use of organisation resources.	Chief Nursing Officer or Executive Director of Allied Health
Clinical Attachment/Placement	Medical	This relates to supernumerary, unpaid duties and may involve clinical experience and count towards experience required in preparation for examinations/registration. Doctors granted this status would usually be at the grade of Senior House Surgeon or Registrar, and may take part in the on call rota. This status can only apply when duties are supervised by a designated Consultant who certifies that the applicant has the appropriate competence.	Chief Medical Officer
Clinical Attachment/Placement	Other Health Professionals	This relates to unpaid duties and may involve clinical experience and count towards experience required in preparation for examinations/registration. This status can only apply when duties are supervised by a designated Manager who certifies that the applicant has the appropriate competence. Also refer to the descriptions above regarding Tertiary Institutions in relation to students.	Chief Nursing Officer or Executive Director of Allied Health
Clinical Observer	Clinical Observer	Usually granted for short periods to overseas qualified medical personnel for the purpose of becoming familiar with the NZ health system and procedures. The status does not authorise any method of intervention and is a watch only status which precludes talking with or examining Patients. Clinical observation does not count towards the experience required for examinations recognised by the NZ Medical Council. A Senior DHB clinician is responsible for supervising the observer.	Chief Medical Officer

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Research Attachment	Research Attachment	Extended to those on defined projects, usually related to research priorities and to the benefit of the DHB, for a specified period. Prior approval of the project may be required from the Ethics Committee before this status can be awarded. The sponsor must specify conditions relating to access of patient notes/staff records and data and to access to facilities and use of organisation resources.	Operations Manager and Clinical Leader and/or other relevant Professional Lead and Quality Team.

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Special staff status

Policy content:

Requirements for awarding special staff status

Note – For students of tertiary institutions, a Memorandum of Understanding provides that pre-employment screening and police/ criminal history checks will be undertaken by that institution before they start in the DHB. The DHB will retain responsibility for Safety Checks or Ministry of Justice checks in terms of the Vetting and Safety Checking Policy if this is not done by the institution.

For Special staff status to be awarded, an applicant must:

- Successfully complete health screening as appropriate, prior to application and at their own cost. Generally staff that will have contact with blood and body products shall complete screening for Hepatitis B, MRSA (Methicillin-resistant Staphylococcus Aureus) and TB (tuberculosis) testing, whilst all other staff shall complete testing for MRSA only.
- Agree to observe organisation policies, confidentiality of information and standing orders, and the Code of Conduct. The sponsor shall be responsible for ensuring the applicant is aware of the relevant organisation and departmental policies and procedures.
- Return a satisfactory check in terms of the Vetting and Safety Checking Policy, generally before commencing special staff status.
- Be appropriately qualified and possess skills appropriate for any work undertaken and hold a current practicing certificate where this is a legal requirement for the duties undertaken OR:
- Be a student enrolled in an educational programme leading to registration as a health professional or membership of a professional association where the health professional is not registered or be enrolled in other disciplines e.g. Communications, HR etc. Practice is to be supervised by a clinical lecturer or C&C or HVDHB staff member of appropriate skills and qualifications at all times OR:
- Be a health professional registered in another country who is undertaking a clinical assessment for NZ registration purposes.
- Hold professional indemnity insurance current for the complete period of association with the DHB, at their own cost, and restrict their activities to categories covered by the policy. This applies to medical staff only. All other staff will be covered by the DHB's or Tertiary Institutions indemnity policy.
- Abide by the terms of the Agreement conferring special staff status that specifies the clinical area/s concerned, and records any limitations to practice or access that may apply.

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Sponsorship

- Each Special Staff member must have a nominated ‘sponsor’ who shall ensure that the criteria, including proper authorisation described in this policy are complied with, prior to commencement of any placement or award of Special staff status. A Sponsor must be a DHB employee.
- The sponsor is responsible for the supervision of conduct and activities during the period of Special Status, and ensures that the Special Staff member practices within clearly defined parameters, and that where the work involves significant resource utilization, adequate control is in place to monitor any costs incurred.

Process (in order)

Application:

- The applicant shall complete Section A of the “Application for Special staff status” (refer Attachment 1). Special attention should be paid to the applicant gaining a successful health clearance prior to their application. The Occupational Health and Safety Department may be able to help with confirming that a successful clearance has been gained. Students from tertiary institutions or other training providers should have this clearance via the institution subject to the terms and conditions of the relative agreement.
- The applicant should complete and return the necessary Police Vetting/ Ministry of Justice check forms and provide the required information with their application. The following must be done for each applicant before the applicant starts.
 - For applicants that require Safety Checking or Ministry of Justice check – the sponsor completes the necessary forms/ checks and keeps a record of the checks and outcomes.
 - In cases where no checking is required – the sponsor compiles an explanation why it is not necessary and keep a record of the decision and reasons.
- The sponsor shall complete Section B and submit the application to the relevant Directorate Manager and Professional/Clinical Lead to authorise.

Authorisation:

- The relevant Directorate Manager shall complete Section C of the Special Staff Status Agreement and submit the application to the Chief Medical Officer, Chief Nursing Officer or Executive Director of Allied Health or Chief Executive as required in accordance with the required authorisation. If further authorisation is not required then the application should be forwarded to the sponsor.
- The Clinical Director/ Director of Surgery, Chief Nursing Officer or Allied Health Director shall then complete Section C and return the application to the sponsor.

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Notification:

The Sponsor will advise the outcome to the applicant in writing. Notification shall include a copy of the Code of Conduct and any relevant details which specify activities, resources, access and the period of special staff status. Special attention shall be given to the issue of security identification before commencement.

Central Records:

The fully processed file with original documents is to be forwarded by the Sponsor to Human Resources.

Confirmation:

Human Resources will complete safety checking where required (for who have been granted special staff status except in cases where the education provider has previously undertaken the check within 12 months immediately prior to be considered for Special staff status) and maintain a register of special staff status award and expiry dates.

References:

- Code of Conduct
- Recruitment/Appointment Policy
- Delegation of Authority
- Credentialing of Senior Medical Officers
- Confidentiality policy
- Volunteers in the workplace
- Vetting and Safety Checking Policy

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Associated Form:

[2DHB Special staff status application and agreement](#) capitalDocs ID 1.102062

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