

HOTEL DIEU AND KINGSTON GENERAL HOSPITALS

APPLICATION CRITERIA FOR DEPARTMENTAL ASSISTANT

Principle

The purpose of this appointment shall be to allow certain individuals to be engaged in approved education and/or patient care in a medical department. Departmental Assistant status is required for ANY individual who will be working with patients, patient records, equipment, staff and/or hospital records who is not otherwise hired, appointed or authorized by the hospital for the particular education and/or patient care activity in a medical department.

Policy

1. Employees or those otherwise on staff in the hospital require Departmental Assistant status if they are involved in education or patient care activities in a medical department that are not part of their usual employment or appointment activities.
2. Students enrolled in the Faculty of Health Sciences at Queen's University or St. Lawrence College or students in other faculties, schools, universities or colleges do not need this appointment for activities of their regular academic programs if there is a written agreement between the institutions.
 - 2.1 Students require Departmental Assistant status if they are involved in education or patient care activities in a medical department that is not part of their regular academic program.
3. Individuals **who are not members of the hospital staff** and are involved in approved clinical teaching exercises or their administration and require **supervised physical access to patients for these educational purposes**. For example, community physicians teaching in the Queen's School of Medicine Clinical Skills Program and non-medical Queen's School of Medicine employees recruiting patients for approved teaching sessions
4. Appointments terminate on June 30 each year, except those for which a specific termination date has been identified in the approved application.
5. The following criteria will be used in recommending appointments:
 - 5.1 the applicant must have a concurrent affiliation with a legitimate education or service program;
 - 5.2 the purpose of the appointment should be clearly related to the service function to which the department relates in the course of its work.
7. **The completed application form should be submitted by the appropriate Department Head accompanied by:**
 - 7.1 **a letter of recommendation from the Department Head including a description of the activities to be undertaken by the applicant and a statement acknowledging that patients will be informed of the applicant's activities and will give permission for their involvement;**
 - 7.2 **a letter from the institution of primary affiliation attesting as to the applicant's skill, expertise and academic standing, if applicable;**
 - 7.3 **a brief curriculum vita;**
 - 7.4 **a confidentiality agreement from HDH and/or KGH (as applicable) signed by the applicant.**

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8. The Chief Executive Officer or delegate, in conjunction with the Department Head shall have the authority to grant Departmental Assistant status to an individual whose participation in indirect patient management is urgently required. The appointment shall be specific in terms of the privileges granted and the duration.
9. It is understood that Communicable Disease Health Clearance is required pursuant to The Public Hospitals Act if the applicants' activities exceed a 3 month time period. If there is a recurring involvement exceeding 3 months, consideration should be given to a renewable annual appointment.
10. Applications will be processed by the Office of the Medical Director and brought to the Credentials Committee for recommendation to the Medical Advisory Committee.

REVISED 2013 OCTOBER

2013 October 16

HOTEL DIEU AND KINGSTON GENERAL HOSPITALS

APPLICATION FOR APPOINTMENT AS DEPARTMENTAL ASSISTANT - MEDICAL DEPARTMENTS

Title	
First Name	
Surname	
Date of Birth	
Home Address	
Home Telephone	
Office Address	
Office Telephone	
E-mail address	

Departmental Assistant Status required at: Hotel Dieu Hospital Kingston General Hospital

Are you employed by Hotel Dieu or Kingston General Hospital at this time? Yes No

If so, what department are you working in? _____

If you are a graduate physician, are you licensed by the College of Physicians and Surgeons of Ontario? Yes No

Educational Register # _____ Date _____
Permanent Register # _____ Date _____

If you are a Registered Nurse, Registration # _____ Date _____

Other qualifications, education, university degrees (including dates):

I agree to abide by the by-laws, rules and regulations of the Hotel Dieu and Kingston General Hospitals, and other restrictions as defined on this application. I will maintain the confidentiality of any information concerning patients that comes to my knowledge of possession as a Departmental Assistant.

Date _____ Signature _____

APPLICANT

Brief description of work to be carried out:

Start Date of Appointment	
Termination Date	
Name of Person who will supervise your work	

	Yes	No
Does this work directly involve the treatment of patients by the Departmental Assistant? (Please note that if the Departmental Assistant is a physician, he/she must be licensed in Ontario and show evidence of membership in CMPA or equivalent to be permitted to be directly involved in the management of patients.)		
Is the work affiliated with a Queen's teaching program?		
Are you presently enrolled in a Hospital/University teaching program?		
If so, please identify:		

RECOMMENDATION OF DEPARTMENT HEAD

As Department Head, I recommend the above named to the position as Departmental Assistant.

Comments or Restrictions _____

Date _____ Department _____ Signature _____
DEPARTMENT HEAD

RECOMMENDATION OF HDH/KGH CREDENTIALS COMMITTEE

Comments or Restrictions _____

Date _____ Signature _____
CHAIR, HDH/KGH CREDENTIALS COMMITTEE

HOSPITAL APPROVAL

Date _____ Signature for HDH _____

Date _____ Signature for KGH _____