

KINGSTON GENERAL HOSPITAL

ADMINISTRATIVE POLICY MANUAL

Subject:	Departmental Assistants – Appointments to Medical Services	Number:	11-160
Prepared/Reviewed by:	Credentials Committee, By-laws Committee and Medical Advisory Committee	Page:	1 of 3
Issued by:	President & Chief Executive Officer	Original Issue:	89.09
		Reviewed:	00.07
		Revised:	04.01

Principle

The purpose of this appointment shall be to allow certain individuals to be engaged in approved research, 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 research, 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 research, 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.

Students require Departmental Assistant status if they are involved in education, patient care activities or hospital-based research 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 clinical procedures providing either technical support in patient care or guidance and advice in a research project necessitating observation of patient care activities where such individuals can be deemed to be contributing indirectly to management of the patient require Departmental Assistant status. For example, industry representatives providing technical support for patient care e.g. ICDs, orthopedic implants and industry representatives providing research protocol support during clinical encounters.
4. 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.

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5. Individuals, other than students, who are not members of the hospital staff and are involved in approved clinical research and require supervised ongoing access to patients, hospital or patient records for this purpose. For example, study coordinators hired from research grants or departmental funds participating in REB approved research.
6. Appointments terminate on June 30 each year, except those for which a specific termination date has been identified in the approved application.
7. The following criteria will be used in recommending appointments:
 - 7.1 the applicant must have a concurrent affiliation with a legitimate education or service program;
 - 7.2 the purpose of the appointment should be clearly related to the research or service function to which the department relates in the course of its work.
8. A completed application form available from the office of the Medical Director should be submitted by the appropriate Department Head accompanied by:
 - 8.1 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;
 - 8.2 a letter from the institution of primary affiliation attesting as to the applicant's skill, expertise and academic standing, if applicable;
 - 8.3 a brief curriculum vitae;
 - 8.4 in the case of research involvement, evidence that the project has successfully completed the departmental and ethics review process;
 - 8.5 a confidentiality agreement from HDH and/or KGH (as applicable) signed by the applicant;
 - 8.6 in the case of industry sponsored applicants providing either technical support in patient care or guidance and advice in a research project necessitating observation of patient care activities, evidence provided by the applicant's company of liability insurance covering their employees with the quantum/coverage specified.
9. 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.

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10. It is understood that Occupational Health and Safety Testing 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. This will avoid the need for repeated OHS testing.
11. Applications will be processed by the Office of the Medical Director and brought to the Credentials Committee for recommendation to the Medical Advisory Committee.

Authorizing Signature:

Joseph A. de Mora
President and Chief Executive Officer