



# Honorary Status Procedure

Procedure Number  
WCDHB-HR-0015

Version Nos:  
**5**

## 1. Purpose

The West Coast District Health Board (WCDHB) will often have the need to allow individuals who are not staff members to have access to patients for research, teaching or volunteer work. In order for the rights of patients to be upheld, this Procedure has been developed to provide guidance to individuals undertaking research, teaching or volunteer work who are not WCDHB staff members.

## 2. Application

This Procedure is to be followed by all staff and Honorary Status individuals throughout WCDHB

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:

the **Relevant Manager** is required to:

- receive, consider and recommend applications from individuals to become honorary staff members;
- oversee the conduct and activities of honorary staff members.
- request a letter from WCDHB Human Resources Department to confirm the person's honorary status.
- ensure that relevant forms are complete and forward to the WCDHB Human Resources Department
- issue the person with a temporary ID card

the **Honorary Status Individuals** are required to:

- apply in writing to the relative Manager, outlining the reason(s) for approval to become honorary staff members;
- abide by all relevant WCDHB Procedures.

the **WCDHB Human Resources Department** is required to:

- issue a letter to confirm the person's honorary status

## 5. Resources Required

This Procedure requires no specific resources.

## 6. Process

- 1.00 WCDHB recognises the importance of granting access to its facilities and patients for individuals who are not WCDHB staff members for the purposes of research, teaching or volunteer work.
- 1.01 Individuals wishing to be granted Honorary status must apply in writing to the relevant Manager, outlining the reason(s) for the request.



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- 1.02 The Manager will inform the individual of their decision after consulting with the Human Resources Manager.
- 1.03 The WCDHB Human Resources Department will issue a letter informing the person that their honorary status has been confirmed.
- 1.04 The Manager will be responsible for ensuring that honorary status individuals undergo an appropriate orientation/induction process and are issued with temporary identification cards (*see WCDHB Staff Identification Procedure*).
- 1.05 Honorary status individuals who will have direct contact with patients will be required to comply with the requirements of the WCDHB Pre-Employment Health Screening Procedure.
- 1.06 Honorary status individuals who will have access to patient information will be required to comply with the requirements of the Management of Patient Information Procedures, and also sign a non-disclosure declaration.
- 1.07 At all times, honorary status individuals will be required to comply with the WCDHB Staff Code of Conduct, Health and Safety Procedures, and any lawful instruction from a Manager.
- 1.08 Prior to an honorary status individual commencing research or teaching activities involving patients, they must first obtain the informed consent of the patients involved. (*See WCDHB Informed Consent Procedure and WCDHB Research Procedure*)

### 7. Precautions And Considerations

- ➔ Managers are to receive, consider and approve applications from individuals for honorary status.
- ➔ Honorary status individuals are to abide by all relevant WCDHB policies, Procedures and guidelines.
- ➔ Before being granted access to WCDHB premises, honorary staff are required to undergo pre-employment health screening

### 8. References

There are no references associated with this Procedure.

### 9. Related Documents

WCDHB Staff Identification Procedure  
WCDHB Pre-Employment Health Screening Procedure  
WCDHB Management of Patient Information Procedure  
WCDHB Patient Informed Consent Procedure  
WCDHB Personal Details Form



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| <b>Revision History</b> | <b>Version:</b>             | 5                       |
|                         | <b>Developed By:</b>        | Corporate Services: HR  |
|                         | <b>Authorised By:</b>       | Chief Executive Officer |
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