Changes to Peer Support Worker, Consumer/Peer Contractor contract process – May 2017

Please forward as needed...

Hi everyone,

We have just been informed that there is a new policy/guideline that requires Laura Case, or a Director, to sign all letters of agreement/contracts on behalf of VCH - Vancouver.

To better assist consumer/peer contractors and the peer support/consumer/peer contractor supervisors at the sites, the Consumer Involvement and Initiatives office (CI&I) will start using a new contract request form for all consumer and peer contracts.

Steps to the new contract creation process:

A. **CI&I**
   - Send contract request form to the Site Supervisor

B. **Site Supervisor**
   - Complete the form and send it back to CI&I office

C. **CI&I**
   - Review and transpose the details into the contract agreement.
   - Insurance is done at this point and the need for CRC will be identified.

D. **Site Supervisor**
   - Contractor reviews and signs the agreement and Privacy Undertaking.
   - Scan back the original to CI&I for the Director to sign.

E. **CI&I**
   - After the Director signs, the finalized agreement will be scanned back to the Site Supervisor.
   - A copy will be given to the contractor.

Additional Notes:

- **CRC**: CI&I office will follow-up with the Site Supervisors if a contractor needs to get their CRC.

- **Emergency Contact**: Site Supervisor will ensure the contractor’s Emergency Contact form is completed and scanned back to CI&I office.

- **Privacy Undertaking**: the Privacy Undertaking must be signed for each contract agreement.

Please also follow this process for setting up new peer contracts.

For any questions about filling out the form, contact Karen Mok at karen.mok4@vch.ca or 604-708-5247

Thanks