

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

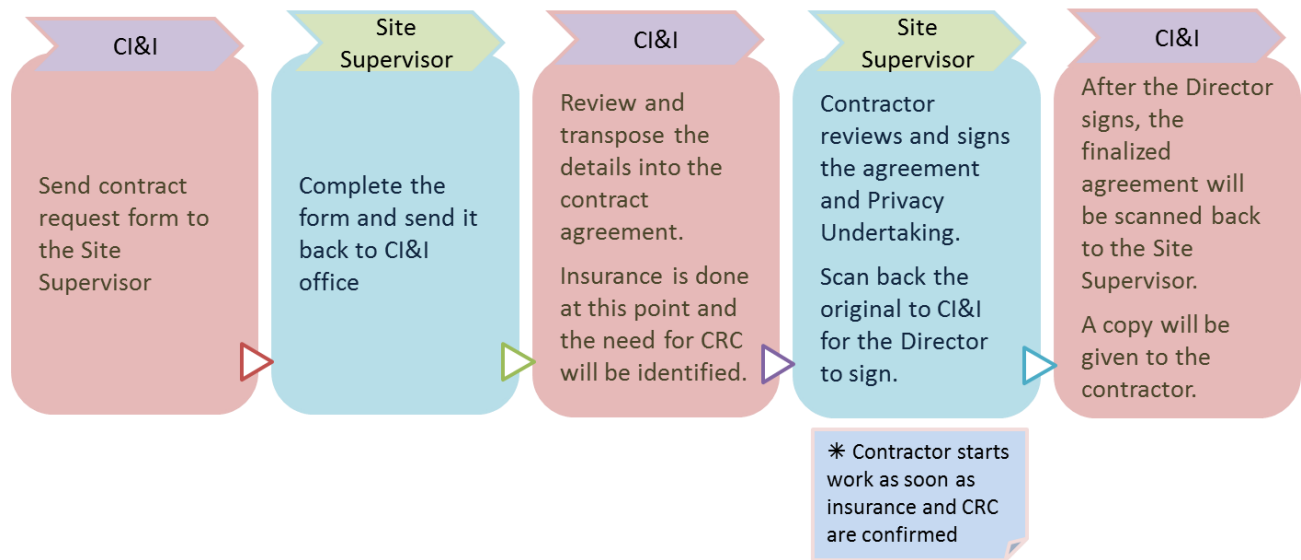
Please forward as needed...

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:



### 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](mailto:karen.mok4@vch.ca) or 604-708-5247

Thanks