

Procedure for obtaining a ‘Visiting SMO Passport’ for Starship Operating Theatres

For applicants currently working as Anaesthetists in NZ

BACKGROUND INFORMATION

This process is intended to support Anaesthetists working within New Zealand whose practice involves some degree of Paediatric Anaesthesia. Continuing education in Paediatric Anaesthesia is important to providing all children in New Zealand with safe Anaesthesia.

We hope this ‘Passport’ will simplify the process of having anaesthetists from outside Starship Hospital visit regularly and obtain tertiary Paediatric Anaesthetic experience.

In summary, initial paperwork is submitted only once when a passport is requested. Subsequent visits require only APC, Medical Indemnity insurance and a letter from the current employer. Each visit is requested, then approved by the Department depending on position availability and a confirmation will be sent to the applicant. ID cards will be issued by security, kept by the department and reissued with each subsequent visit.

PAPERWORK TO BE SUBMITTED INITIALLY AND ONLY ONCE (HELD ON FILE)

1. **Letter of offer** from Starship Department of Anaesthesia (SDA) – stating supernumerary or observer and position description for role
2. Original **identity documents** to be sighted by Meryl and copy taken for records
3. Signed copy of **Confidentiality Agreement**
4. Signed copy of Visiting Clinician’s **Personal Declaration**
5. Evidence of current **NZ Medical Council Registration**
6. Completed **Health Declaration form**
 - a. vaccination dates (ideally a copy of a Health Workers Passport)
7. Evidence of **indemnity insurance**
8. **Security Card Request Form**
9. If currently employed by a NZ DHB - signed copy of **Clinician’s Employer’s declaration**
 - a. Reference from current employer (head of department or similar)
 - b. Any health screening information on file

- c. Police check status
 - d. VCA clearance must come direct from current employer's HR manager or registration with the portable VCA check system ('CVCheck' website) used by the Ministry of Health
10. If not currently employed by a NZ DHB – obtain independent **Police clearance** including **VCA** (Vulnerable Child Act)

PAPERWORK TO BE SUBMITTED EACH VISIT

- Annual Practising Certificate
- Evidence of Medical Indemnity Insurance (MPS)
- Brief letter/email confirming knowledge of the visit and good standing and employment from current employer
- Proof of Quantiferon TB Gold result from within the past two years
- Proof of Pertussis vaccination within past 10 years

SECURITY AND ID CARD

- Security form to be filled out and brought on the first day of initial visit
- ID tag and security swipe card **MUST BE LEFT WITH MERYL IN THE DEPARTMENT** at the end of the attachment
- Security card will be reactivated each subsequent visit