**DHBs and STONZ National Manual Reimbursement List Form**

**Request for Addition or Removal of Item**

This form is part of the DHB-STONZ National Manual (the Manual) and relates to training related expenses set out in clause 10 of the STONZ MECA. As part of this section of the Manual a National Reimbursement List for the various prevocational and vocational specialties has been developed. The lists provide a guide on appropriate and relevant expenses that facilitate acceptance on to a training programme,or are requirements for completion of vocational training.

Ad-hoc requests to add or remove items from the reimbursement list for a particular specialty must be completed on this form and be endorsed at a DHB and National level prior to submission to the STONZ National Engagement Forum (SNEF) for final endorsement. Requests must meet the following criteria;

* The item is a requirement of training, or an application prerequisite set by the relevant Speciality College; or
* Where the item is not a requirement of training or an application prerequisite, it must be considered generally relevant and beneficial to relevant RMOs towards completion of the vocational pathway.

Once completed, the request form should be submitted to the local RMO Unit who will administer the process of endorsement at a DHB level. At a DHB level the request must be endorsed by the College Supervisor (or designee) and the CMO (or designee).

Once endorsed at a DHB level the request needs to be endorsed at a national level by the National CMO forum (Chair or designee).

Where the request is not endorsed at a national level it will not be progressed to SNEF for final endorsement.

The SNEF meet quarterly and are responsible for final decisions regarding any request to add or remove an item from the Specialty Reimbursement List, having regard to whether the criteria set out in this form has been met.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COLLEGE** | *College Name* | | | | | | | |
| **Requestor Name** |  | | | | | **Designation** | *DHB Rep / Union Rep / RMO* | |
| **Requestor Email** |  | | | | | **DHB** | Choose an item. | |
| **Request Type** | *Add Item / Remove Item* | | | | | | | |
| **ITEM SUMMARY** | | | | | | | | |
| **Item Name** |  | | | | | | | |
| **Details of item** |  | | | | | | | |
| **Type of item** | *Choose an item.* | |  | | | | | |
| ***Courses Only***  **Is the course available in NZ or Australia** | *Provide detail on where course is held.* | | | | | | | |
| **Reason for request** | *If the item to be added is not a requirement of training or a prerequisite to enter vocational training, please provide comprehensive reasons for request to add.* | | | | | | | |
| **ITEM DETAIL** | | **Yes** | **No** | **Evidence / Documentation** | | | | |
| Is it a prerequisite to enter vocational training? | |  |  |  | | | | |
| Is it a requirement of training | |  |  |  | | | | |
| Approximate cost of item | | **$** | | |  | | | |
| Date received by RMO Unit | |  | | | | | | |
| **DHB ENDORSEMENT** | | **Yes** | **No** | **Date** | **Comments** | | | **Signature** |
| College Supervisor (or Designee) | |  |  |  |  | | |  |
| CMO (or Designee) | |  |  |  |  | | |  |
| Date received by SNEF Secretariat | |  | | | Complete send to SNEF CMO Representative  Incomplete – Returned to DHB | | |  |
| **NATIONAL CMO ENDORSEMENT** | | **Yes** | | | **No** | | | **Date** |
| SNEF CMO representative | |  |  |  |  | | |  |
| National CMO Forum (Chair or designee) | |  |  |  |  | | |  |
| Date received by SNEF Secretariat | |  | | | Endorsed send to SNEF  Not endorsed – Returned to DHB | | |  |
| **SNEF FINAL ENDORSEMENT** | | **Yes** | **No** | **Date** | **Comments** | | | **Signature** |
| SNEF Chair | |  |  |  |  | | |  |

# Request Process

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| Definitions | |
| National CMO Forum | The National CMO Forum comprising the Chief Medical Officers for the 20 DHBs |
| SNEF CMO Representative | The Chief Medical Officer representative on the SNEF |
| CMO | The Chief Medical Officer for the DHB |
| College Supervisor | Responsible for the supervision of RMOs |

1. Requestor
   * Completes the form and provides all relevant supporting documentation
   * Submits the form to the DHB RMO Unit.
2. DHB RMO Unit
   * Checks form has been completed correctly
   * Incomplete form returned to requestor
   * Complete form forwarded to relevant college supervisor or designee for endorsement
3. College supervisor (or designee)
   * Reviews the request and assesses whether it meets the following criteria and is appropriate to escalate to the CMO (or designee) for DHB endorsement;
     1. The item is a requirement of training, or an application prerequisite set by the relevant Speciality College; or
     2. Where the item is not a requirement of training or an application prerequisite, it must be considered generally relevant and beneficial to relevant RMOs towards completion of the vocational pathway.
   * Yes – complete endorsement section and send to RMO Unit for escalation to CMO
   * No – complete endorsement section and send to RMO Unit for return to requestor
4. DHB RMO Unit receives form from College Supervisor
   * Item endorsed – send to CMO for DHB endorsement
   * Item not endorsed – return to requestor
5. CMO (or designee)
   * Reviews the request and assesses whether it meets the criteria for DHB endorsement and submission to SNEF for final endorsement
   * Yes – complete endorsement section and send to RMO Unit for submission to SNEF
   * No – complete endorsement section and send to RMO Unit for return to requestor
6. DHB RMO Unit receives form from the CMO
   * Item endorsed – submit to SNEF Secretariat on email: [stonzmanual@tas.health.nz](mailto:stonzmanual@tas.health.nz) for endorsement by the National CMO Forum
   * Item not endorsed – return to requestor with explanation for decision
7. SNEF Secretariat receives form
   * SNEF Secretariat checks that all details and DHB endorsement has been completed
   * If request is not complete returns to the DHB
   * SNEF Secretariat forwards to the CMO representative on SNEF
8. SNEF CMO Representative reviews request
   * SNEF CMO representative assesses whether request meets the criteria for submission to the National CMO Forum (Chair or their designee) for endorsement
   * Yes – complete endorsement section and send to National CMO Forum (Chair or designee) for endorsement
   * No – complete endorsement section and send to SNEF Secretariat for return to requestor
9. National CMO Forum (Chair or designee)
   * National CMO Forum reviews request and confirms endorsement by completing endorsement section on the form
   * Returns the request to the SNEF CMO representative and copies the STONZ National Manual email: [stonzmanual@tas.health.nz](mailto:stonzmanual@tas.health.nz)
10. SNEF review
    * SNEF Secretariat receives form and checks that all details and national CMO endorsement has been completed
    * Where national endorsement is not received SNEF Secretariat returns to the DHB. Where national endorsement is received SNEF Secretariat lists on agenda for next SNEF meeting.
    * SNEF review request and make decision on final endorsement
    * SNEF Secretariat advises DHB RMO Unit of outcome
11. SNEF Secretariat or designee
    * Outcome of request advised to DHB RMO Unit
    * Reimbursement list updated where SNEF has provided final endorsement
    * Notification sent to RMO Support Units nationally that reimbursement list has been updated
12. DHB RMO Unit
    * Advises requestor of outcome of request and copies in CMO and College Supervisor