

Policy and Procedure

Title:	External Consulting By Staff Members
Policy Number:	01.012
Effective Date:	January 3, 1995
Revised Date:	August 4, 2011
Approving Body:	President and CEO
Authority:	CancerCare Manitoba Act
Responsible Officer:	President and CEO
Delegate:	
Contact:	
Applicable to:	CCMB Staff and Physicians

1.0 **BACKGROUND:**

Not Applicable

2.0 **PURPOSE:**

- 2.1 To further the role of CancerCare Manitoba as a known centre of excellence and practicing source of expert advice on professional clinical and managerial matters, while preserving the ability of CancerCare Manitoba to meet its primary responsibilities in patient care, research and education.
- 2.2 To ensure CancerCare Manitoba staff are permitted to undertake consulting work with external agencies or firms on a specific purpose and time-limited basis.
- 2.3 To prohibit staff from engaging in major part-time employment in conflict with the time requirements or responsibilities of their CancerCare Manitoba employment.

3.0 **DEFINITIONS:**

Not Applicable

4.0 **POLICY:**

- 4.1 It is the responsibility of each staff member to report external consulting arrangements to their immediate supervisor. Each immediate supervisor shall be responsible for obtaining an opinion from the appropriate authority level.
- 4.2 Each Program Director/Department Head is responsible for ensuring compliance of this procedure within their Program/Department.
- 4.3 The Provincial Directors/Chiefs will ensure compliance by Program Directors/Department Heads.
- 4.4 The President and CEO will ensure compliance by the Provincial Directors/Chiefs and will in turn be responsible to the Board of Governors for his/her own consulting activities undertaken.

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5.0 PROCEDURE:

- 5.1 If the external consulting represents a personal undertaking on the part of a staff member, arrangements should be made directly between the staff member and the third party requesting the consultation.
- 5.2 If the external consulting is to be done entirely on staff member's personal time, without the use of any CancerCare Manitoba resources and without the use of the name of CancerCare Manitoba, the staff member need not inform their immediate supervisor.
- 5.3 If the external consulting will involve any use of CancerCare Manitoba paid time, resources or any representation of CancerCare Manitoba, the prior approval of the applicable Provincial Director/Chief or President and CEO is required.
- 5.4 Request for approval will be in written format (paper or electronic) by the staff member specifying the duration, nature and conditions of the consulting agreement and any fees paid.
- 5.5 Approval of the request will also be in written format (paper or electronic) acknowledging the duration, nature and conditions of the consulting agreement and specifying the entitlement of the two parties to fees paid or any part thereof.
- 5.5 External consulting shall not be approved if, in the opinion of the Provincial Director/Chief or President and CEO, it is likely to be of such a magnitude or of such duration that it would constitute defacto part-time employment.
- 5.6 The judgment of the Provincial Director/Chief or President and CEO shall be final in all matters.

6.0 REFERENCES:

- 6.1 CCMB Conflict of Interest Policy #01.001.

Policy Contact: All enquiries relating to this policy should be directed to:	
Name:	
Title/Position:	
Phone:	
E-mail:	
Address: (if required):	

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DOCUMENTATION

Policy Location:

This policy is located (hard and e-copy formats):

1. The original signed and approved policy is on file in the Executive Office, CCMB
2. The e-copy is on file in the CCMB Governing Documents Library, SharePoint
- 3.

Revision History:

Date	Version	Status	Author	Summary of Changes
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
03/01/1995	1			
04/08/2011	2	Minor revision		
09/04/2018	2	Minor revision	S.Friedenberger	Reformatted to new template

Approvals Record:

This Policy requires approval by:

Approval		
Date	Name / Title	Signature
	Not required.	

FINAL APPROVAL:

Date	Name / Title	Signature