**Health NZ and STONZ National Manual Reimbursement List Form**

**Request for Addition or Removal of Item**

This form is part of the Health NZ & 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 District 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 District level. At a District level the request must be endorsed by the College Supervisor (or designee) and the CMO (or designee).

Where the request is not endorsed at a District 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** | *District Rep / Union Rep / RMO* | |
| **Requestor Email** |  | | | | | **District** | 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 | |  | | | | | | |
| **District ENDORSEMENT** | | **Yes** | **No** | **Date** | **Comments** | | | **Signature** |
| College Supervisor (or Designee) | |  |  |  |  | | |  |
| CMO (or Designee) | |  |  |  |  | | |  |
| Date received by SNEF Secretariat | |  | | | Complete send to SNEF  Incomplete – Returned to District | | |  |
| **SNEF FINAL ENDORSEMENT** | | **Yes** | **No** | **Date** | **Comments** | | | **Signature** |
| SNEF Chair | |  |  |  |  | | |  |

# Request Process

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| Definitions | |
| CMO | The Chief Medical Officer for the District |
| College Supervisor | Responsible for the supervision of RMOs |

1. Requestor
   * Completes the form and provides all relevant supporting documentation
   * Submits the form to the District RMO Unit.
2. District 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 District 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. District RMO Unit receives form from College Supervisor
   * Item endorsed – send to CMO for District endorsement
   * Item not endorsed – return to requestor
5. CMO (or designee)
   * Reviews the request and assesses whether it meets the criteria for District 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. District RMO Unit receives form from the CMO
   * Item endorsed – submit to SNEF Secretariat on email: [industrial.relations@tewhatuora.govt.nz](mailto:industrial.relations@tewhatuora.govt.nz) for final endorsement by SNEF
   * Item not endorsed – return to requestor with explanation for decision
7. SNEF review
   * SNEF Secretariat receives form and checks that all details and District endorsement has been completed
   * If request is not complete returns to the District
   * Where request is complete and endorsed SNEF Secretariat lists on agenda for next SNEF meeting
   * SNEF review request and make decision on final endorsement
   * SNEF Secretariat advises District RMO Unit of outcome
8. SNEF Secretariat or designee
   * Outcome of request advised to District RMO Unit
   * Reimbursement list updated where SNEF has provided final endorsement
   * Notification sent to RMO Support Units nationally that reimbursement list has been updated
9. District RMO Unit
   * Advises requestor of outcome of request and copies in CMO and College Supervisor