

# SafeCare BC Secondment Agreement

## WHAT IS A SECONDMENT AGREEMENT?

A Secondment Agreement is a formal arrangement between SafeCare BC, a Sponsoring Organization, and an employee of a Sponsoring Organization referred to as a Peer Facilitator.

Under a Secondment Agreement, a Peer Facilitator delivers and facilitates specialized training, in an area of his or her expertise, on behalf of SafeCare BC.

SafeCare BC can expand its capacity and area of support through services provided by Peer Facilitators, including offering training at member organizations in BC outside of the Lower Mainland.

## WHAT ARE THE BENEFITS OF PARTICIPATING IN A SECONDMENT AGREEMENT?

SafeCare BC, Sponsoring Organizations and Peer Facilitators each benefit from participating in a Secondment Agreement. These benefits include:

- Expanding capacity for SafeCare BC in the sector;
- Extending the geographic reach of current SafeCare BC programs;
- Increased access for SafeCare BC members to local training;
- Development of the skills of Peer Facilitators in delivering and facilitating training;
- Providing additional training hours for the Peer Facilitators;
- Assisting Peer Facilitators with staying current with content and/or contributing towards the maintenance of training certification; and
- Opportunity for Sponsoring Organizations to further customize and refine internal training programs using skills and knowledge gained by Peer Facilitators.

## WHAT PROGRAMS DO PEER FACILITATORS DELIVER TO MEMBER ORGANIZATIONS UNDER A SECONDMENT AGREEMENT?

Peer Facilitators currently deliver the following programs on behalf of SafeCare BC under Secondment Agreements:

- Provincial Violence Prevention Curriculum
- Gentle Persuasive Approaches
- Safe Resident/Client Handling
- LPN Safety Leadership Education
- RN Safety Leadership Education

SafeCare BC provides Peer Facilitators with all course materials required to facilitate a program. Peer Facilitators are to have a laptop and any software needed in order to facilitate programs.

## WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR PEER FACILITATORS?

SafeCare BC requires that all Peer Facilitators have the following qualifications, prerequisites and experience:

# SafeCare BC Secondment Agreement

- Facilitation or teaching experience;
- Strong communication skills;
- Current employment in healthcare of at least three (3) years;
- A formal recommendation and written support from their direct manager.

Additionally, each program has its own eligibility requirements for Peer Facilitators, as set out below:

## *Provincial Violence Prevention Curriculum (PVPC)*

- Completion of both the online training and in-person workshop in the Provincial Violence Prevention Curriculum Train-the-Trainer Workshop; and
- Ability to demonstrate and communicate a fulsome and complete understanding of violence prevention principles and best-practices.

## *Gentle Persuasive Approaches (GPA)*

- Completion of GPA Basics e-Learning module;
- Three (3) plus years of experience in dementia care, geriatric care, or a related field; and
- Current employment involves an ongoing relationship with GPA education session participants.

## *Safe Resident/Client Handling*

- Ability to demonstrate and communicate familiarity with musculoskeletal injury prevention (MSIP) theory, safe resident and/or client handling techniques and tools that enable the application of safe resident and/or client handling in practice; and
- Demonstrated a positive approach to MSIP (desiring optimal safety at their workplace for both staff/residents).

## *LPN Safety Leadership Education*

- Completion of the LPN Safety Leadership Education in-person workshop; and
- Ability to demonstrate and communicate the history and evolution of the LPN role in BC, the varied workplace roles that LPNs experience, and the relationship between LPN supervisory responsibilities and their role as workplace health and safety leaders and mentors; and
- Three (3) plus years of experience in the continuing care sector or a related field.

## *RN Safety Leadership Education*

- Completion of the RN Safety Leadership Education in-person workshop; and
- Ability to demonstrate and communicate the history and evolution of the RN role in BC, the varied workplace roles that RNs experience, and the relationship between RN supervisory responsibilities and their role as workplace health and safety leaders and mentors; and
- Three (3) plus years of experience in the continuing care sector or a related field.

## HOW DOES THE SECONDMENT AGREEMENT WORK?

Ideally, we require Peer Facilitators who can commit to conducting at least three (3) full-day sessions per year.

# SafeCare BC Secondment Agreement

SafeCare BC will assign Peer Facilitators to organizations that require the facilitation of training. Where possible, those sites will be located in the same Health Authority region as the Sponsoring Organization of the Peer Facilitator.

SafeCare BC will reimburse the Sponsoring Organization for hours facilitated by a Peer Facilitator at a training session. The manner in which costs are reimbursed to a Sponsoring Organization is set out in the Secondment Agreement attached as Appendix "A".

For the purpose of assisting a Sponsoring Organization with backfilling a Peer Facilitator who is delivering training, SafeCare BC will attempt to coordinate the scheduling of training sessions with the Sponsoring Organization.

## DURATION OF A SECONDMENT AGREEMENT:

Secondment agreements are effective for two (2) years.

Secondment agreements may be renewed upon expiry.

In the event a Peer Facilitator's trainer certification with SafeCare BC is due for renewal during the Secondment Agreement, SafeCare BC will pay the fee associated with the renewal.

## FORCE MAJEURE

Both parties shall not be liable for any failure or delay in the obligations of this agreement for the period if it is prevented or delayed in performing the obligations by the event of force majeure. Such failure or delay includes but is not limited to:

- Beyond the reasonable control of a party
- Materially affects the performance of any of its obligations under this agreement
- Could not reasonably have been foreseen or provided against but will not be excused for failure or delay resulting from only general economic conditions or other general market effects.

# SafeCare BC Secondment Agreement

## Appendix "A" – Secondment Agreement

### SECONDMENT AGREEMENT

BETWEEN:

**SafeCare BC**  
1424 – 4710 Kingsway  
Burnaby, British Columbia V5H 4M2

("SafeCare BC")

AND:

**Organization**  
Address

(the "Sponsoring Organization")

AND:

**Name**  
Address

(the "Peer Facilitator")

### WHEREAS:

- A. The Peer Facilitator is an employee of the Sponsoring Organization.
- B. SafeCare BC wishes for the Peer Facilitator to deliver and facilitate Program Stream training on behalf of SafeCare BC outside of the sponsoring organization's place of business.
- C. The parties have agreed that SafeCare BC will reimburse the Sponsoring Organization for the Peer Facilitator delivering training on behalf of SafeCare BC.

NOW THEREFORE THIS AGREEMENT WITNESS THAT in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by all parties, SafeCare BC, the Sponsoring Organization and the Peer Facilitator agree as follows:

### I. TERM OF CONTRACT

The services to be exchanged according to this Agreement will commence on *[start date]* and end on *[end date]*.

# SafeCare BC Secondment Agreement

## II. SESSIONS TO BE ORGANIZED BY SAFECARE BC

SafeCare BC will organize three (3) sessions or more to be facilitated by the Peer Facilitator. For greater clarity, a Peer Facilitator must facilitate at least three (3) sessions per year.

These sessions will, where possible, take place within the same Health Authority region as the Health Authority Region of the Sponsoring Organization.

In the event SafeCare BC arranges a session outside of the Health Authority region of the Sponsoring Organization, SafeCare BC will reimburse the Peer Facilitator for reasonable travel costs. Any reimbursement will be in accordance with related SafeCare BC Travel Policy – Seconded Peer Facilitators, a copy of which is attached hereto as Appendix “B”.

## III. SERVICES PROVIDED BY THE PEER FACILITATOR

The Peer Facilitator will facilitate the following training session(s) on behalf of SafeCare BC: Program Stream.

The Peer Facilitator will positively represent SafeCare BC while interacting with SafeCare BC members. The Peer Facilitator will, at all times act in a manner that maintains SafeCare BC’s reputation and image.

The Peer Facilitator will follow all relevant SafeCare BC policies and procedures including the Terms of Service for Peer Facilitators. Any breach by a Peer Facilitator of the Terms of Service for Peer Facilitators will constitute a material breach of this Agreement and, under such circumstances, SafeCare BC may immediately terminate this Agreement.

Peer Facilitators are prohibited from placing themselves in a position or situation where their personal or private interests conflict with their duties to SafeCare BC and its members. If a Peer Facilitator is unsure about whether a conflict of interest exists, he or she must discuss the situation with the appropriate staff member of SafeCare BC and follow their direction about whether to continue to provide facilitation of sessions to SafeCare BC members.

## IV. COURSE MATERIALS

SafeCare BC will provide Peer Facilitators with all course materials to facilitate a program. Peer Facilitators will use only those course materials provided by SafeCare BC when facilitating a program.

SafeCare BC will pay the costs of printing course materials for all courses facilitated by Peer Facilitators pursuant to this Agreement. Peer Facilitators are responsible for providing a laptop and any software and hardware required to facilitate a program.

All course materials will remain the sole and exclusive property of SafeCare BC.

## V. REIMBURSEMENT TO SPONSORING ORGANIZATION

SafeCare BC will reimburse the Sponsoring Organization for hours facilitated by a Peer Facilitator at a training session that is arranged outside the sponsoring organization’s place of business.

SafeCare BC will pay the Sponsoring Organization the regular rate of pay the Peer Facilitator earns while working for the Sponsoring Organization. For greater clarity, SafeCare BC will not pay overtime rates or be responsible for overtime payments as such responsibility remains with the Sponsoring Organization.

# SafeCare BC Secondment Agreement

For all Services rendered under this Agreement, the Association will pay the Sponsoring Organization \$\_\_\_\_ per eight (8) hour training day, or \$\_\_\_\_ per hour, excluding GST (where applicable). If there is a change in the Peer Facilitator's wage, it is the Sponsoring Organization's responsibility to inform the Association.

Full-day sessions will be reimbursed at 8 hours of Peer Facilitator time.

The Sponsoring Organization will invoice SafeCare BC within thirty (30) days of a Peer Facilitator facilitating training. The invoice must detail the rate of pay and hours claimed. SafeCare BC will pay approved invoices within thirty (30) days of receipt.

In the event a Sponsoring Organization is not paying a Peer Facilitator for a date upon which a Peer Facilitator facilitates training for SafeCare BC members, the Sponsoring Organization will not receive any funds from SafeCare BC for that day. Instead, SafeCare BC will pay the Peer Facilitator directly the regular rate of pay earned while working for the Sponsoring Organization. For greater clarity, SafeCare BC is not responsible for overtime pay, payment of benefit premiums, etc. If this occurs, the Association will the Peer Facilitation \$\_\_\_\_\_ per eight (8) hour training day, or \$\_\_\_\_\_ per hour, excluding GST (where applicable).

SafeCare BC may require reasonable proof of training delivery prior to the disbursement of any funds to a Sponsoring Organization and/or Peer Facilitator.

## VI. PEER FACILITATOR TRAINER CERTIFICATION FEE

In the event a Peer Facilitator's trainer certification with SafeCare BC is due for renewal during this Agreement, SafeCare BC will pay the fee associated with the renewal (the "Trainer Certification Fee").

## VII. AUTHORIZED REPRESENTATIVE OF SPONSORING ORGANIZATION

*Organization Representative* will represent the Sponsoring Organization and the Sponsoring Organization confirms they have the authority to represent the Sponsoring Organization.

## VIII. COSTS OF PEER FACILITATOR TRAINING

SafeCare BC may provide a Peer Facilitator with training prior to the Peer Facilitator facilitating courses for SafeCare BC members or may reimburse costs associated with training following Peer Facilitator training.

## IX. TERMINATION OF AGREEMENT

This Agreement may be immediately terminated by SafeCare BC for any material breach of the terms of this Agreement and/or the Terms of Service for Peer Facilitators.

In the absence of any material breach of the terms of this Agreement and/or the Terms of Service for Peer Facilitators, SafeCare BC may terminate this Agreement for any reason upon providing thirty (30) days written notice to the Sponsoring Organization and Peer Facilitator.

The Sponsoring Organization and/or Peer Facilitator may terminate this Agreement upon providing SafeCare BC with thirty (30) days written notice.

In the event this Agreement is terminated for any reason prior to the Peer Facilitator delivering the equivalent of three (3) full-day training sessions per year, SafeCare BC reserves the right to request the Sponsoring Organization to pay SafeCare BC the cost of any training provided to the Peer Facilitator by

# SafeCare BC Secondment Agreement

SafeCare BC and/or any monies paid by SafeCare BC for the Trainer Certification Fee of the Peer Facilitator. SafeCare BC may, in its sole discretion, decide to prorate this cost where the Peer Facilitator had facilitated some training, but less than three (3) full-day training sessions per year.

## X. RENEWAL OF AGREEMENT

This Agreement may be renewed upon its expiry by mutual agreement of all parties.

If SafeCare BC or the Sponsoring Organization wish to renew this Agreement, they must notify the other party at least thirty (30) days prior to the expiry of this Agreement.

## XI. COUNTERPARTS

This Agreement may be executed in counterparts, each of which when so executed will be deemed to be an original and will have the same force and effect as an original, and such counterparts together shall constitute one agreement. Any party may deliver an executed counterpart signature page to this Agreement by email in pdf format.

The parties have carefully read this Agreement and understand its contents and have voluntarily signed this Agreement below.

\_\_\_\_\_  
Signature of Administrator, Organization

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SafeCare BC Representative

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Peer Facilitator

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

## Appendix "B" – Travel Policy – Seconded Peer Facilitators

### TRAVEL POLICY – SECONDED PEER FACILITATORS

*SafeCare BC Association Policy*

**Adopted Date:** Feb. 26, 2016

**Revised Date:** December 9, 2019

**Authorized by:** CEO

#### BACKGROUND

##### Goals

- Obtain best value for money to ensure SafeCare BC funds are directed toward Association objectives as much as possible;
- Obtain appropriate approval and authorization for travel;
- Compliance with corporate policies and procedures.

SafeCare BC recognizes that its Seconded Peer Facilitators, (herein referred to as "Members") may incur expenses while traveling for the purpose of SafeCare BC business. Members will be reimbursed for allowable business expenses as outlined in this policy.

#### PROCEDURES

Reimbursements submitted are approved at the discretion of the CEO and may be rejected if the signing authority does not feel the expenses follow SafeCare BC policy. In order to ensure compliance, all travel claims must include the following:

- Purpose of trip;
- Dates and destinations (person or location visited);
- Official supporting documentation (agendas, programs etc);
- Details of any vehicle used;
- Original receipts (credit card slips are not valid receipts);
- Original air travel ticket receipts and boarding passes.

#### Allowable Expenditures – Air

Airfare and all public travel must be claimed at the lowest rate available, not to exceed full economy fare.

- Where one month or more notice of a meeting has been provided, Members must book at least 14 days in advance of the travel, and reimbursement will be limited to the best available rate on that date.
- Except where approved, SafeCare BC does not cover airfare change fees

Only point-to-point travel, or the equivalent, will be reimbursed. SafeCare BC will not reimburse for portions of a trip not associated with SafeCare BC business.

#### Allowable Expenditures – Mileage

- Mileage when using one's own vehicle is admissible under a 200 km radius from the destination, or over 200 km when flights do not provide adequate transportation.
- Mileage will be reimbursed at \$0.58/km, for the first 200 km, and \$0.52/km for the remaining.



- Where a claim for mileage is being submitted, the Member will also attach a route trace clearly identifying the mileage (e.g. Google Map, MapQuest print-out, GPS trace, etc.).
- SafeCare BC assumes no responsibility for any vehicle damage, or for traffic or parking infractions incurred when the vehicle is used for SafeCare BC travel. Members should consult with their insurance agent on their insurance needs for such trips.
- Commuting costs between the residence and place of employment or between two places of employment will not be reimbursed.

### **Allowable Expenditures – Travel**

- Car rentals will be reimbursed when required to attend SafeCare BC events or meetings. Compact cars should be used.
- Taxi fares and parking fees are allowable expenses. A receipt is required.
- Tolls for roads, bridges and tunnels, as well as parking at parking meters are allowable. No receipt is required.
- Accommodations will be reimbursed at actual expenses for commercial accommodations at single occupancy rates to a maximum of \$200 per night (prior to any applicable taxes). In cases where no such accommodation is available, prior approval is required. Original receipts must accompany any additional charges to the hotel bill.
- Charges for such items as movies, laundry, and mini-bars will not be reimbursed.
- SafeCare BC will reimburse accommodation starting the night before the SafeCare BC related business and no longer than the night after the SafeCare BC related business.
- For each full day of travel, a Member may claim per diem allowance up to \$63/day to cover meals and incidentals, such as gratuities and telephone calls, in lieu of receipts.
- For the first and last days of travel, and for travel less than a full day, a Member may claim a maximum of:
  - Breakfast .....\$13.00
  - Lunch.....\$17.00
  - Dinner.....\$33.00
- When meals are provided for at the organized event, no claim for meals may be made.

### **Required Documentation**

- Expense claims must be submitted using the official, most up-to-date version of the SafeCare BC Expense Form Template.
- Original receipts clearly indicating GST (HST where applicable) paid must accompany all Travel Expense Claims. Faxes, credit card receipts or photocopies will not be accepted.
- Airfare or public travel expenses must be accompanied by original boarding passes. If original receipts for major costs are lost, destroyed or stolen, a written explanation of the circumstances must be provided by the Member and approved by the CEO before the claim is processed.
- Airfare should not be expensed until the travel has occurred and the boarding pass is available.

### **Employee Procedures for Booking Travel**

Travel Expense Claims should be submitted to the attention of the Programs and Events Coordinator (training@safecarebc.ca) within 30 days following completion of each trip. SafeCare BC will issue payment within 30 days of receiving a complete claim with all signatures.