

PERSONNEL 3.0

Registration -- 3.12

Registration of Advisory Committee Members -- 3.12.b

Issued: December 31, 1998

Revised: October 15, 2009

Signature:

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive style and is centered within a light gray rectangular box.

By: Cathy R. Taylor DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

All individuals who serve on advisory committees operated under the authorization of the Bureau of Health Services must be registered with the Division of Claims Administration.

APPLICABILITY

This policy applies to local health department, regional and central office personnel.

PURPOSE

To afford certain protections and immunities to individuals performing authorized volunteer services.

PROCEDURE

Certain protections are extended to individuals who participate as advisory committee members for programs which are operated under the authorization of the Bureau of Health Services. However, in order that the potential liabilities created by the activities of committee members be recognized and funded, departments are required to report to the Division of Claims Administration certain information regarding the number of duties and participants providing volunteer services.

All employees within the central office, regional offices or local health departments who serve as lead staff to advisory committees, must submit a Board of Claims Volunteer Registration Form to the Human Resources Section of the Bureau of Health Services for submission to the Board of Claims. These employees are also responsible for updating the registration list yearly, or as needed, and submitting any changes to the Human Resources Section of the Bureau of Health Services.

Each advisory committee member must read and sign [Form PH-3131](#) which relates to confidentiality, drug-free workplace, workplace harassment and conflict of interest.

Individuals serving as regulatory board members are not considered volunteers or advisory committee members.

For actions taken in the course of performing volunteer services, authorized committee members would be immune from suit in the same manner as state employees. Persons injured by the actions of committee members would be able to file claims directly against the State. Any claims which arise from volunteer activities will be paid from the claims award fund. If committee members are not registered properly with the Division of Claims Administration, claims paid would be charged against the agency or department for which the involved committee members performed services.

NECESSARY FORM

[Form PH-3131](#)

[Board of Claims Volunteer Registration Form](#)

REFERENCE DOCUMENTS

1. [T.C.A. 8-42-101\(3\)\(B\)](#)
2. [T.C.A. 9-8-307](#)

OFFICE OF PRIMARY RESPONSIBILITY

Human Resources Section, Bureau of Health Services, (615)741-7305