

## **ANZGITA Volunteer Agreement**

### **for Programs undertaken under the RACS Partnership Agreement**

ANZGITA, with the support of the Royal Australasian College of Surgeons (RACS) Global Health Program, delivers programs across the Pacific region in partnership with national and provincial Ministries of Health, local hospitals, universities, regional health organisations, NGOs and community-based organisations. These programs focus on strengthening national health systems, strengthening regional/national clinical and allied health capacity and clinical governance, and improving local access to safe, affordable and high quality clinical and allied health care.

ANZGITA's Pacific programs are delivered with the support of RACS Global Health through a range of modes by local in-country partners working in partnership with ANZGITA and its volunteers to achieve planned outputs and outcomes. ANZGITA volunteers are engaged to provide training, mentoring and clinical support services to local hospital and university partners, in line with their professional qualifications. ANZGITA volunteers are central to its objectives in the Pacific being achieved and the success of the partnership with RACS Global Health.

ANZGITA is responsible for all aspects of the delivery of its programs and the volunteers engaged are responsible to ANZGITA for their activities on a program. ANZGITA's Pacific programs are part of a broader portfolio of RACS Global Health programs and ANZGITA takes responsibility under a Partnership Agreement between the two organisations to deliver its programs in accordance with the agreement. ANZGITA has adopted relevant RACS governance arrangements, policies, procedures, reporting and other items which are identified in this agreement so to work seamlessly with RACS Global Health in program delivery. This volunteer agreement and your commitments to ANZGITA within it reflect this arrangement.

ANZGITA volunteers are expected to demonstrate attitudes, actions and behaviours that align with ANZGITA's and RACS's guiding principles and values; collaboration, respect, service, integrity, compassion, diversity, and inclusion, throughout their engagement on an ANZGITA Program.

ANZGITA will ensure volunteers are appropriately informed and supported by ANZGITA Program and Team Leaders throughout their deployment.

#### **As an ANZGITA Global Health Volunteer:**

- ✓ I am engaged on a pro-bono basis to provide services as a health professional in line with my qualifications on an ANZGITA program.
- ✓ I acknowledge I am representing ANZGITA during my deployment and must adhere to the standards outlined in the [RACS Workforce Conduct Policy](#) which ANZGITA has also adopted.

- ✓ I understand that ANZGITA is responsible for operating its programs and volunteers are required to follow all reasonable directions but that RACS Global Health and the funding body, are the final authority on all program operational matters.
- ✓ I ensure my conduct is consistent with local partner-centred approaches and will be sensitive to, and respectful of the host environment, including local customs and culture while working alongside national health professionals.
- ✓ I understand that ANZGITA and RACS is indemnified from any future legal action that may result from my work on an ANZGITA program.

### **Reporting and Clinical Governance**

- ✓ As part of a specialist Visiting Medical Team (VMT) and with the host country clinical team, I have a duty of care to ensure procedures and other activities I take part in adhere to the relevant requirements set by ANZGITA.
- ✓ I agree to fulfil the reporting and clinical governance requirements in the Activity Briefing & Plan for each trip and have these submitted to ANZGITA staff within specified timeframes. The End of Trip report will be submitted by the designated Team Leader within two weeks of activity completion.
- ✓ I will report adverse events in line with the adverse events reporting process and the team leader will contact the host clinical team 10 days after returning to follow up and will report to ANZGITA if there are any additional adverse events.

### **Safeguarding**

- ✓ I am committed to safeguarding children and other vulnerable people we work with in the delivery of ANZGITA Program activities and will adhere to [RACS Child Safeguarding Policy and Code of Conduct](#) and [Prevention of Sexual Exploitation, Assault and Harassment \(PSEAH\) Policy](#) including all reporting responsibilities.
- ✓ I declare there are no criminal convictions, charges, complaints or allegations in relation to sexual exploitation, abuse or harassment (SEAH) made against me.
- ✓ I will notify ANZGITA if there are any changes in circumstances regarding SEAH related offences during my engagement in ANZGITA programs.
- ✓ I have a responsibility to report any concerns, suspicions or alleged incidents of sexual exploitation, abuse, and harassment (SEAH), including those involving children, in line with the reporting procedures and requirements set out in the PSEAH Policy and Child Safeguarding Policy.
- ✓ I am aware that any reports against me for breaches of RACS Policies, including Workforce Conduct, Child Safeguarding and PSEAH will result in suspension from volunteer activities during an investigation, and if an allegation is substantiated, this may result in termination of this agreement and cessation of my participation in ANZGITA programs.
- ✓ I declare that I am not affiliated with any terrorist(s) organisation.

### **Compliance requirements**

- ✓ I understand that I am required to sign and adhere to all requested compliance requirements prior to deployment, including undertaking a Federal Police Check (an International Police Check is required if I've resided overseas for 12 months or longer within last 5 years), a

Terrorism Check, all Child Safeguarding and PSEAH requirements as outlined in relevant policies, and all volunteer training modules. Failure to comply will result in my deployment not being approved.

- ✓ I will comply with [RACS Global Health's Ethical Images and Stories Policy](#) while on deployment and will utilise the RACS Global Health Consent Form prior to taking any images or stories in accordance with the policy requirements.
- ✓ I will notify ANZGITA of any conditions or changes to my Australian Health Practitioner Regulation Agency (AHPRA) registration from the outset and throughout.
- ✓ I will ensure I have received notification of in-country credentialing (approved Medical Registration), when applicable, prior to commencement of my deployment and engagement.
- ✓ I agree to acknowledge DFAT in any media interest in Australian Government funded activities, and to discuss with ANZGITA management any potential publications (my own or others) that may follow the completion of the trip.

### **Health and wellbeing**

- ✓ As part of participating in an ANZGITA program, I will consult a travel doctor prior to travel, particularly regarding specific immunisation requirements and other preventative health measures and will ensure all immunisations are up to date. Costs for medical consults and vaccinations will be reimbursed by up to a certain amount, to be advised.
- ✓ I will advise ANZGITA of any personal needs or pre-existing conditions prior to travel and take responsibility for my own health while volunteering.
- ✓ I will inform myself of the Travel Insurance Policy coverage prior to my participation on an ANZGITA program.
- ✓ If I have a pre-existing medical condition, I agree to obtain a 'Fit to Travel' letter from my GP prior to travelling and this may be required to be submitted to the insurance provider if an insurance claim is made.
- ✓ I authorise that in the case of an emergency and/or evacuation the insurer may notify ANZGITA of any incidents. I understand that the insurer will not disclose any confidential information pertaining to my health and wellbeing unless deemed necessary.
- ✓ I will make myself aware of the RACS '[Occupational Exposure: Blood Body fluid exposure management protocol](#)'. As with standard clinical practice, every care must be taken to avoid contact with patients' blood and body fluids. (The protocol for 'needle-stick' injury and/or exposure to infectious materials will be included in the HIV kit and packed with RACS Global Health equipment.
- ✓ Team Leaders will ensure that the ANZGITA management team is advised of any incidents involving team members that may have health and safety and/or insurance implications.

### **Security and Safety**

- ✓ I will adhere to security directives of ANZGITA staff and follow all lawful and reasonable instructions of the Visiting Medical Team Leader, in-country office or funding authority while volunteering.

- ✓ I will take responsibility for my own personal safety, read all security and safety briefing information, download the travel assistance app and keep informed of travel security advice provided by my federal government.
- ✓ During my deployment, in case of an emergency or if assistance is required, I will contact the 24/7 emergency assistance international support service.

### **Medical Indemnity**

- ✓ I have received confirmation from my insurance company that I have medical indemnity cover for my proposed work on the ANZGITA program activity I am being deployed to undertake (surgeons, anaesthetist, physician and general practitioners only). My cover is extended, if not already included, to cover the host country for no less than the entire duration of my deployment and I have provided this confirmation to ANZGITA staff prior to deployment.

### **Medical Equipment and Goods**

- ✓ I will obtain prior approval from ANZGITA staff for any donated goods I plan to send or take with me in-country and adhere to the [Equipment and In Kind Donations to RACS Global Health Policy](#).

### **Reimbursement of expenses**

- ✓ I agree to comply with ANZGITA Finance processes in obtaining reimbursement for expenses incurred during the visit. I will provide a signed reimbursement form and submit all relevant evidence of exchange rates and receipts of expenses above the per diem allowance. I understand that all reimbursements must be submitted within 2 weeks of me returning from a visit or I may forfeit this reimbursement.

### **For clinical visits, I will also adhere to the following guidelines:**

- ✓ I will ensure all patients are treated with full respect for their dignity, human rights, culture and religious beliefs.
- ✓ I will carry out procedures with the potential for good results and minimal complications and understand that any high-risk procedures should be avoided. Don't be afraid to refuse surgery and suggest review in the future.
- ✓ I will not undertake any surgical or endoscopic procedure if the local hospital and personnel do not have the capacity to provide adequate post-operative care after the ANZGITA visiting medical team has left.
- ✓ I will be sensitive to the impact medical visiting teams and/or specialists can have on a small community.
- ✓ I will not overload the local facilities available and will fit in with theatre or endoscopy unit staff and local hospital traditions.
- ✓ I will ensure there is informed consent from all patients and be prepared to answer questions regarding the procedures. I will treat patients and their family as I would in my home practice.
- ✓ I will not underestimate the devastating effect of infection under closed dressings in tropical areas. Grafts can disappear and wounds can break down overnight. I understand early dressing checks (24 hours) and careful post-operative management are as important as operations.
- ✓ I will remember that local partner colleagues are the experts of their clinical environment, and I will ensure that I am always mindful of their advice and point of view.

### **Environmental Practice and Waste Management**

RACS Global Health recognises the inextricable link between the health of human communities and their environments, and we aim to minimise the impact of our operations on the environment.

- ✓ I will follow environmentally sound practices in waste disposal, in particular of medical waste, to the best of my abilities, within the limitations of the environment.

### **Privacy**

- ✓ I understand that all documents obtained by ANZGITA to pass to RACS or directly by RACS will be handled in accordance with the [RACS Privacy Policy](#) and professional discretion will be upheld at all times.
- ✓ I understand that the compliance paperwork will normally remain valid for a three-year period and that I will complete any compliance paperwork when requested. Federal Police Checks are required to be completed every 12 months.
- ✓ I agree to allow RACS to share my Federal Police Check with Department of Foreign Affairs and Trade personnel and project management staff, if necessary, in relation to my visit or for auditing purposes.
- ✓ I understand that I may gain access to any personal information I have provided to ANZGITA or RACS by contacting ANZGITA or the RACS Global Health staff or the College's Privacy Officer, and that I have the right to update and correct any information as I see fit.

This is to certify that I, \_\_\_\_\_ (Full Name), have read the ANZGITA Volunteer Agreement including safety, security and insurance arrangements as specified. I agree to comply with the above stated information and consent to the information I provide being used and disclosed as stated. I have also received confirmation from my insurance company, that I will have medical indemnity cover (surgeons, physicians and anaesthetists only) for my proposed ANZGITA program work.

Signature:

Date:

June 2021