



ANZGITA

Australian & New Zealand Gastroenterology
International Training Association

TRAINERS INFORMATION

FIJI TRAINING TEAM FOR 2024

WORLD GASTROENTEROLOGICAL ORGANISATION & FIJI NATIONAL UNIVERSITY
FIJI TRAINING CENTRE AT THE COLONIAL WAR MEMORIAL HOSPITAL, SUVA

1. **INTRODUCTION:** Thank you for agreeing to be a volunteer trainer in Suva at the Colonial War Memorial Hospital in July. You will all receive a very warm welcome.

This document covers all the non-medical aspects related to your arrangements in Fiji and the work that will have to be done before going. There's a lot in this document, but please read through it. Hopefully it's fairly straight forward for you. There is a checklist at the end of this document and the Portal (see below) also identifies what is required. Contact [Frank Eastaughffe](#) for any of the other queries.

Any queries on the medical front, try Drs [Michael Schultz](#) or [Chris Hair](#). [Karen Kempin](#) and [Di Jones](#) are across the nursing set-up. Between them all they've been on this program many times and can advise on all aspects. We'll have a **zoom conference call about a month before going** to discuss the program.

2. **TRAINERS PAGES ON WEBSITE:** There are now comprehensive **Trainers Information** pages on our website. Just go to that option in the main menu across the top of the [home page](#) of our website. You will need an access code, and for 2024 it is a6ddhvS# There are pages providing clinical and non-clinical information and documents. Previous presentations to trainees, trainee assessment forms and plenty more are there.
3. **ACCOMMODATION:** ANZGITA will cover the cost of accommodation for all trainers staying at our recommended homestay, Vale Ni Tadra Homestay, 51-53 Queens Road, Lami, Fiji Islands. Phone: 679-33 636 33, Mobile: 679-999 0246. Email: edenfiji@gmail.com. This is a wonderful, friendly homestay with a very comfortable house on the bay, which has a pool. It is run by Sangeeta Maharaj and provides dinner, bed and breakfast, laundry, and wireless internet. Lami is a small village on the outskirts of Suva, and there is a petrol station with amenities as well as a small supermarket across from the homestay. ***Please confirm your arrival and departure day and time with Sangeeta at least 2 weeks before you travel.***

If you would prefer to stay elsewhere, you are free to make your own arrangements, but please let us know that you will not be requiring a booking at Vale Ni Tadra. Should you choose to stay elsewhere, ANZGITA will reimburse you Fiji \$250 (about AU\$170) per night. If you intend doing this let secretary@anzgita.org know as soon as possible as rooms have been reserved.

4. **REIMBURSEMENT OF EXPENSES:** ANZGITA will reimburse these costs:

- The cost of your economy airfares for nurses.
- Other incidental expenses, e.g. eSIMs, mentioned in this document.

To claim reimbursements, please use the [ANZGITA online claim form](#) as soon as you have paid as we have to have all reimbursements completed by mid-August. It is usual for trainers to receive their reimbursement within 2 weeks.

You will need to provide evidence of all claimed expenses: copies of receipts or other evidence of payment and bank details for EFT payment. Where it was paid by credit card we will need to have a copy of the credit card item showing the actual cost in Australian or New Zealand dollars.

5. **VACCINATIONS:** We suggest you review general vaccination requirements with your doctor. For New Zealand trainers we have access to an infectious diseases physician who is willing to provide advice. Let Frank Eastaughffe know if you would like contact details. You may also find the [US CDC](#) and DFAT's [Smart Traveller](#) helpful. Part of our funding agreement with RACS requires trainers over the age of 70 to have a medical check that clears them for this program.

6. **TRAVEL:** Most trainers take flights from Australia either directly to Suva or via Nadi International Airport and then a domestic flight from Nadi to Suva. You will need to make all your own bookings. Trainers from New Zealand also have the option of flying to Nadi or Suva. Please book now if you haven't already.

Transport from Suva Airport to Vale Ni Tadra is by taxi (about F\$30-40, 40 minutes).

Transport to and from the Colonial War Memorial Hospital from Vale Ni Tadra is by taxi and takes about 15 minutes. There is a taxi rank directly outside Vale Ni Tadra, always has taxis, and costs about five dollars each way.

7. **VISAS:** A special visa is not required. Tourist visas can be obtained on arrival at Nadi or Suva Airport. Each trainer will carry a letter from Dr Malani, WGO Training Centre Director, which we will forward to you stating the purpose of the visit. This will suffice for the temporary 'business/holiday' visa at customs issued for 14 days. There are costs involved longer stays, and requirements differ for longer business stays. The official Fiji visa information can be found on [this web page](#).

8. **TRAVEL INSURANCE:** Our travel insurance for 2024 is a standard business travel insurance policy (arranged for us with BHSI by AON brokers) with some higher amounts inserted in Section 5 (Personal Accident & Sickness) at our request. We have had a similar policy in recent years. The Board is satisfied with the policy, but each trainer should review it and decide if it meets their needs. The PDS and the amounts for each item are available to download from [this page](#). You are able, if you wish, to source additional or alternative cover at your own expense.

9. **LEAVE:** Access to paid leave depends on whether you are self-employed, on staff, or a VMO. Some employers will provide leave, but most trainers undertake this volunteer work on their own time.

10. **INTERNET & MOBILES:** WiFi is available at the homestay, but these days for reliable internet connections obtain an eSIM from your mobile operator or a company like Airalo (airalo.com) before going. If your phone doesn't support eSIM, the local providers offer SIMs and data plans as well as roaming from Australia and New Zealand. Costs for the eSIM will be reimbursed if you claim it.
11. **LUNCH** is provided at The Colonial War Memorial Hospital.
12. **DRESS:** We recommend that you wear smart casual attire. The male trainers usually wear trousers with shirts, including polo shirts, without ties.
13. **ANZGITA DOCUMENTATION & INFORMATION REQUIREMENTS:** The ANZGITA Board knows our trainers are dedicated, experienced and highly respected professionals. It trusts you to conduct yourself appropriately when on a program. However, issues which include child safeguarding have, with good reason, become the subject of ANZ governments and NGO best practice standards for vetting, trainer commitment and behaviour. Whether we like it or not there is always the chance there is a rogue individual amongst us. As a result, there are commitments to be signed, information to be provided and some on-line training to be done which reflect that situation rather than our belief in our trainers. And, because this program is funded through RACS by the Australian Government, there are some requirements for this program which we do not apply to others we run. We thank you for your understanding.
14. **WORK TO BE COMPLETED PRE-PROGRAM:** ANZGITA appreciates the effort trainers go to in reading policies, providing documentation, and undertaking the training detailed in this section.
 - 14.1. **Trainer's Portal:** All up, there is a good amount of work to be done by trainers to collect information and complete documents. For this reason, we have established on web portal where most of what is requested can be uploaded. The Programs Administrator will email you with Portal link information. Each trainer will be sent a unique link to a Portal where you will be able to upload documents which are required. If we already hold some of the information required, it will show up on the Portal. These documents cannot be seen by anyone other than you and ANZGITA Programs administration.
 - 14.2. **Temporary Registration – Doctors:** Temporary registration is required with the Fiji Medical Council. ANZGITA will collate all applications and forward them to the Council. The Portal lists what documentation is required and provides an upload facility. It has a blank application form to download. Some certification of documents is required so don't delay in attending to this as we want to lodge all registrations by the beginning of June. All requirements are also on the Checklist at the end of this document.
 - 14.3. **Temporary Registration – Nurses:** Temporary registration is required with the Fiji Nursing Council. It is an online process. [This is the link](#) and you'll see the temporary registration tab. The Checklist at the end of this document also has the nurse registration link and the information that you will need to provide.
 - 14.4. **National Police Check:** A Police Check conducted within the last 12 months is required. We use the Fit2Work service to obtain the check. Fit2Work will email you directly. If you have a recent check, please email it [here](#).

14.5. **Agreements and Policies requiring signature:** These will be sent to you via a secure system called DocuSign which will allow you to read the content of each document and then to sign it electronically. It will then be automatically returned to ANZGITA for retention. You can also retain a copy. If you have signed these documents for the Fiji program in the last 3 years, you do not need to sign again. For on-going referral, these documents and others referred to or relevant to your trip are also on the [documents page](#) which holds all relevant documents.

14.6. **On-line Training:** The Royal Australian College of Surgeons had developed three online training courses to ensure that all trainers meet their standards of preparation. These courses are:

- Prevention of Sexual Exploitation, Abuse and Harassment. (PSEAH). (Only needs to be done every two years)
- Child Protection. (Only need to do a refresher if the module has been done before)
- Ethical Stories and Images. (Only needs to be done every three years)

You will be emailed instructions on how to access these online courses and you will be required to successfully complete them and the associated testing. Each course will take about 30 minutes to complete. For each course, download the Completion Certificate and load it onto the Portal.

If you do not need to do a course, the current Completion Certificate will be already loaded on the Portal.

15. **PROFESSIONAL LIABILITY INSURANCE:** All doctors are encouraged to confirm with your Medical Defence Organisation that your medical indemnity insurance is valid in Fiji – this has been the experience for all previous trainers. No extra premiums have been charged for practice in Fiji.

For nurses, you are covered by ANZGITA's insurance.

16. **TRAINING PROGRAM CONTENT:** A program for the four weeks is prepared with Dr Mai Ling Perman who is the Program Lead from the Fiji WGO Training Centre. Dr Perman is also an academic in the Medical School at Fiji National University. Drs Chris Hair and Michael Schultz lead for ANZGITA. The program plan will be distributed in advance and discussed at the Zoom briefing.

There is a weekly hospital meeting which the training team attends and usually presents at. The post-graduate physician training program at FNU also utilises the training team to provide lectures on a weekly basis. Michael Schultz and Chris Hair will be in contact to see what topics trainers would like to present and work out a program so that these presentations can be prepared in good time and duplication avoided.

17. **EQUIPMENT & ACCESSORIES:** There is no requirement for you to take any equipment or drugs. However, if you can obtain supplies of (perhaps time expired) drugs (particularly PPIs, H Pylori therapy and bowel prep kits) or equipment such as biopsy forceps, injectors, snares, gold probes, PEGs etc this would be much valued. The major obstacles to taking across supplies are airline costs for additional baggage (check with your carrier) and clearing Customs at the Fiji end. If you are planning to take in such

supplies, let us know in good time and we will advise you on how this can be best organised.

18. RECREATIONAL ACTIVITIES:

18.1. Suva is an interesting city with several historical sites and many cheerful restaurants, shopping, a colourful Suva Produce Market, the Fiji Museum and Handicraft Centre.

18.2. During weekends there are many options for stays at resorts on the coral coast, surfing (Matanivusi on the coral coast, Tavarua from the west coast), diving trips (off the Coral Coast, islands) and day trips (white water rafting) etc. Although not widely known for scuba diving, the Suva reef also offers some scuba diving. The city of Suva is backed by scenic craggy highlands and not too far from the city can be found the Raintree Lodge. It is located adjacent to the Colo-i-Suva Forest which is very good for bushwalks and leading to waterfalls. The Suva Golf Club welcomes visitors.

18.3. There is an annual Fiji Medical School Cultural Night. If this happens while you are in Suva, make sure to attend as it is a very special occasion which previous trainers have enjoyed immensely. The people of the Pacific are amazing dancers and singers – and extremely competitive!

WGO Training Centre Co-Directors and contacts:

1. Finlay Macrae, Melbourne, Vic
Email: finlay.macrae@mh.org.au
Tel: 03 9342-7580, 04 1833-5 216

2. Jioji Malani, Suva, Fiji
Email: jioji.malani@fnu.ac.fj, jmalani@netfiji.com.fj
Tel: 679-9347718, 679-3344032, 679-3311700 ext 1511

3. Chris Hair, Geelong, Vic.
Email: chris@drchrishair.com.au
Tel 0419 110 072

4. Robyn Nagel, Toowoomba, Qld.
Email: robyn.nagel@anzgita.org
Tel: 0418 967 994

May 2024

CHECKLIST FOR TRAINERS GOING TO FIJI (2024)

This is a checklist of what must be completed before you leave for the Fiji Training Program. Please use it in conjunction with the text above which provides information about what needs to be done before the program.

- Read & sign the following documents which ANZGITA will send to you via **DocuSign**:
 - Volunteers Agreement
 - Child Safeguarding Policy
 - RACS Workforce Conduct Policy
- The Volunteers Agreement draws you attention to other policies which you need to read and commit to following as part of the agreement, the main ones being:
 - RACS Prevention of Sexual Exploitation, Assault and Harassment (PSEAH) Policy
 - RACS Global Health’s Ethical Images and Stories Policy
 - ANZGITA Clinical Governance Policy

There are links to these documents and others referred to in the Volunteers Agreement [here](#).

- Provide Fit2Work with the information needed to undertake a National Police Check. Fit2Work will email you. Not needed if you have completed a check in the last year.
- Upload to the **Portal** contact details for two personal referees as part of the child protection and sexual exploitation (SEAH) checking process. Not necessary if you have done this for a previous program.
- Undertake the 3 On-line Training modules. Details on how to login will be emailed to you.
- Doctors should confirm your medical indemnity insurance is valid in Fiji. Nurses are covered by our insurance.
- Check what immunisations are appropriate for you.
- Confirm your arrival and departure dates with Sangeeta at Vale Ni Tadra using this email edenfiji@gmail.com.
- Make your travel arrangements to and from Suva and let Frank Eastaughffe (programs.admin@anzgita.org) know what you have arranged.
- Take with you some cash for general usage, e.g taxis, café.

<input type="checkbox"/> For online temporary nurses registration using this link our understanding is you will need to upload: <ul style="list-style-type: none"> 📎 Passport like picture (jpg) 📎 Certified copy of academic quals 📎 Certified copy of birth certificate 📎 Passport main page 📎 In addition, obtain a Certificate of Registration Status (CoRS) from AHPRA and or a Certificate of Good Standing (CoGS) in NZ and nominate Fiji Nursing Council as recipient. 	<input type="checkbox"/> For temporary doctors registration you will need to upload to your Portal : <ul style="list-style-type: none"> 📎 Completed registration application (you can download blank from Portal) 📎 Passport like picture (jpg) 📎 Certified copy of academic quals 📎 Proof of professional indemnity cover 📎 CPD Evidence in last 12 months 📎 In addition, obtain a Certificate of Registration Status (CoRS) from AHPRA or a Certificate of Good Standing (CoGS) in NZ and nominate Fiji Medical & Dental Council as recipient.
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