

INFORMATION FOR ANZGITA TRAINERS

TONGA TRAINING TEAMS FOR 2024

VAIOLA HOSPITAL, NUKU'ALOFA



1. **CHECKLIST:** Please refer to the attached Checklist document to see what you need to do before you leave for Nuku'alofa. Any questions related to the administration or pre-trip work, contact Frank Eastaughffe at secretary@anzgita.org. Any program clinical content questions should be directed to Chris Hair or Tony Rahman.
2. **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.
3. **TRAINER VETTING AND COMMITMENTS:** Our trainers are dedicated, experienced and highly respected professionals who we trust to conduct themselves appropriately when on a program. However, issues which include child safeguarding and sexual exploitation, abuse and harassment have, with good reason, become the subject of NGO best practice standards for vetting, commitment, and behaviour. They are set by the International NGO Community and DFAT and apply to all NGO people, regardless of occupation, going on overseas work. Thank you for your understanding on this issue.

As a result, you will need to read relevant ANZGITA policies and sign a trainer's agreement, a general code of conduct and a child safeguarding code of conduct. Each trainer is required to have a Working With Children clearance.

If you have not signed these documents in recent years, you will receive an email from [DocuSign](#) which will guide you through the signing of the documents.

4. **REGISTRATION IN TONGA:** There is no temporary registration required for doctors or nurses.
5. **VISAS:** A special visa is not required. A visitor's permit will be issued to you on arrival. The official Tongan visitors' information can be found on [this web page](#).
6. **IMMUNISATION REQUIREMENTS:** Please check what immunisations you might wish to have with your doctor. You may find the [US CDC](#) and DFAT's [Smart Traveller](#) helpful. There will also be information on general health on those sites. Colleagues who have been before can also be queried.

Please be up to date with your COVID immunisations shots. Despite best efforts last year, some trainers on programs did get mild cases. If you contract it, our policy is to follow the COVID protocol that applies at the hospital/community we are visiting. Work with

Program/Team Leader on appropriate actions. If extra costs are incurred in the interests of your health, please keep receipts as we were able to successfully claim last year.

7. **TRAVEL:** Air New Zealand, Qantas and Fiji Airways and possibly others fly to Nuku'alofa. Please book your flights and ANZGITA will reimburse you (see 12 below).

8. **ACCOMMODATION:** Rooms have been reserved in your name at the [Little Italy Hotel](#). Check in on 20th April and check out on the 27th. Email: info@littleitalytonga.com Vuna Rd, Kolomotu'a, Nuku'alofa, Nuku'alofa. Tel: +676 25053. If you are arriving on 21st please let them know.

Please pay for your accommodation at the time of checkout and then claim reimbursement from ANZGITA (as described in paragraph 12) on your return. Rate is 1,680.00 TOP.

9. **INTERNET & MOBILES:** WiFi is available at the hotel, but experience elsewhere suggests it may well have poor coverage and be slow. The best option these days for reliable internet connections is to obtain an eSIM from your mobile operator before leaving home for about A\$10 a day. If you don't do this beforehand or your phone doesn't support eSIM, the local providers (TCC (U-Call) and Digicel Tonga) 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. Previous trainers report varying quality of connections with local mobile providers in the Pacific, so it's hard to predict how your phone will perform.

10. **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.

If something happens which you consider claimable, take photos, report thefts to the Police, and retain any information which will support a claim. See COVID comments in Item 6 above.

Contact numbers for the Insurer Help Line will be provided before the program.

11. **DAY-TO-DAY & SECURITY:** Money can be obtained with either a debit or credit card at ANZ ATMs.

Transport around town is by taxis. Last year the hospital arranged transport. This will be checked before the team travels.

Follow the general [SmartTraveller advice on Tonga](#) including security.

12. **REIMBURSEMENT OF EXPENSES:** The economy air fare and accommodation costs of all trainers will be met by ANZGITA.

To claim reimbursement of these expenses, please use the [ANZGITA online claim form](#) on your return from the training program. Please claim within a month of returning as that helps us keep tabs on funds' availability for other things we have in mind. It is usual for trainers to receive their reimbursement within 2 weeks.

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

For **nurses**, please check with your union if you are a member as some provide insurance which extends to overseas volunteer work. In some cases, hospitals also offer cover for overseas volunteer work (more likely in New Zealand). If you are not covered, ANZGITA will purchase medical indemnity insurance for you for the period of the program.

14. **HOW WILL YOU BE RECEIVED?** Extremely warmly! Tongans and other Pacific Island nations are most hospitable. All previous trainers have found this to be a wonderful and enriching experience.

15. **CLINICAL PROGRAM:** This will be outlined separately by Tony Rahman. Please read the 'ANZGITA Clinical Governance Policy' and ensure that you and all your fellow trainees always comply with the requirements.

16. **DRESS:** We recommend that you wear smart casual attire. The male trainers usually wear trousers with shirts, including polo shirts, without ties. Consider wearing scrubs while endoscopy.

17. **EQUIPMENT & ACCESSORIES:** There is no requirement for you to take any equipment or drugs. However, if you are able to obtain supplies of 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.