

Global Links

**INTERNATIONAL
MENTOR
HANDBOOK**

1. Welcome



Introduction to Global Links

The RCPCH Global Links program is part of the Royal College of Paediatrics and Child Health's global child health work supporting clinicians and their health systems in some of the poorest developing countries in the world.

The overarching aims of the program can be summarised thus:

RCPCH Global Program Outcomes:

1. *Improved quality of care provided to sick infants and children admitted hospital*
2. *Improved disease prevention and health promotion activities at the community level, including improvements in referral mechanisms for sick children*
3. *Improvements in clinical leadership and managerial skills amongst child health practitioners in the UK and internationally*
4. *Support to health system strengthening in low-income, resource-poor settings*
5. *Development of methods for assessing impact*

Over time, RCPCH's Global Links program has expanded to include UK paediatricians and other child health professionals – recognising the vital importance of multidisciplinary working. RCPCH Global's program design has also changed – growing in scale, and focusing on several core partner countries. RCPCH Global aims to achieve serious and sustainable change in the life chances of infants and children in highly challenging country environments. As such, we expect those who commit work with us to share those aims and the seriousness with which we go about working towards them.

RCPCH Global programs are run in partnership with local professional associations and Ministries of Health and funded by major international donors. We are accountable to a range of stakeholders – from children and families themselves, through local medical and health chiefs, to local partners and Ministry of Health counterparts, and grant-providing agencies.

The changes we seek are multidimensional – starting with the clinical knowledge and skills of doctors, nurses and other health workers in hospitals and health centres of low-income countries, but including changes in hospital systems, improvement in overall quality of care, support to better health care leadership and management, and contribution to national health care policy and progress. In this light, Global Links international mentors may expect to engage in, support and sometimes lead a wide range of activities, from clinical training with local healthcare colleagues and working with them to gather data to assess effectiveness of care, to designing and auditing quality improvement projects and liaising with senior hospital administrators to negotiate systems change. Thus, Global Links clinicians will need to be able to draw on deep reserves of skill, resilience, communication and diplomacy. At the heart of RCPCH Global's work is the commitment to support local clinicians in improving their ability to care for critically-ill children.

The Handbook

This handbook is designed to guide you through the Global Links program process; from determining the right country program within which you can be placed to completing your placement and returning to the UK. It details what you need to do pre-departure, what your placement may entail and the practical details of what support (financial, logistical, pastoral) RCPCH Global aims to provide in support of our clinician cadres.

The handbook also outlines the terms and conditions of your placement, detailing what is expected of you and what can be expected of your placement hospital and the RCPCH. It covers the potential risks of working in a resource poor setting.

It is important that you read, understand and accept the information given in this handbook regarding your placement before you agree to it.

By signing the Program Agreement included with this handbook, you are agreeing to the terms and conditions of the Global Links program. You are confirming that you accept your choice of placement, the potential risks attached to your placement and your responsibilities regarding your health, security and code of conduct.

This Program Agreement then needs to be returned to your projects manager along with a completed bank details and emergency contact details form.

2. What you are going to do

Pre-departure

1. Obtaining Out of Program Experience (OOPE) for Trainees.
2. Organising time out for non-Trainees
3. Medical clearance and immunisations
4. Roles and responsibilities
5. Placement selection and objective development
6. Supervisors
7. Arrange visa and work permit
8. Booking flights
9. Self briefing
10. Pre-departure training
11. Security training
12. Insurance
13. Disclosure and Barring Service

1. Obtaining Out of Program Experience (OOPE) approval

For trainees, this is a crucial part of the pre-placement process and must be started **as early as possible**. Most deaneries like to sign off on OOPE approval **6 months** in advance of the placement start date, so getting started on the process well before this timescale is crucial. If you haven't already begun discussing your overseas placement with your training supervisor and deanery we encourage you to do so soon. The RCPCH will endorse your application and assist you with obtaining OOPE where necessary.

We have a guide to gaining OOPE approval in the International section of the RCPCH website called [Guide to Volunteering Overseas](#).

2. Organising time out for non-Trainees

Consultants and other doctors

There are several options for consultants who want to take time out of their role in the UK to work overseas for 6 – 12 months. These options are covered in a guide which can be found in the International section of the RCPCH website called [Guide to Volunteering Overseas](#).

Before departing, contact the RCPCH college membership inbox (membership@rcpch.ac.uk) to get reduced fees whilst overseas.

Nurses and Midwives

Most Hospital Trusts have a sabbatical/unpaid leave policy. Please refer to this in the first instance. We are able to write a letter of support for any application upon request.

3. Medical and Psychological clearance

Medical Clearance

All Global Links clinicians will need to complete a medical check up to mitigate against the risk of health issues arising whilst you are overseas. We are using the services of the

independent travel clinic Thrive Worldwide to facilitate the procedure. The process of obtaining medical clearance consists of completing a Thrive Worldwide document, and then visiting your local GP to undergo a further examination. Obtaining this medical clearance is a condition of going overseas.

Psychological Clearance

All Global Links international mentors will undergo a psychological screening prior to departure. We are using Thrive Worldwide to conduct a Pre-assignment screening - an online or telephone questionnaire which covers areas such as relationships, motivation, adaptability etc. The Thrive psychological team then analyse the responses and the clinician is supplied with a report on their strengths and weaknesses. The Global Links team are supplied with a basic report which will clear you to work overseas. If the results show there might be a concern whilst working overseas, a follow up service is available.

An email will be sent to you directly from Thrive giving full details of the medical and psychological clearance process, plus access to the relevant medical forms.

Please ensure you complete both the medical and psychological procedures well before your departure date. We advise that you get going with the medical processes as soon as you have accepted a placement.

Immunisations

Before departing overseas, it is important to get up to date with the correct immunisations for the country you'll be working in. To find out which vaccinations are necessary you can find out from your local GP practice.

To have the immunisations administered, please use your local GP or travel clinic, or Occupational Health department at your hospital. Costs can vary considerably for immunisations, so please try to keep costs to a minimum. Below is a guide to how much you should be looking to pay. If the amount you are going to be charged is much higher, please consider finding an alternative provider:

Immunisation	Average/expected cost	Additional comments
Tetanus, diphtheria with Polio, Typhoid and Hepatitis A	See additional comments	May be available on NHS, please check with GP surgery
Hepatitis A with typhoid	£70	May be available on NHS, please check with GP surgery
Hepatitis A and B combined	£60.00 per dose	Maybe available on the NHS, please check with your GP surgery
Hepatitis B three doses required	£35.00 per dose	May be available on the NHS for certain individuals.
Rabies three doses required	£50.00 per dose	

Yellow fever	£50.00	Cost includes certificate
Meningitis ACWY	£45.00	
Japanese B encephalitis two doses required	£70.00 per dose	

Antimalarials

For most countries where Global Links clinicians work, it is necessary to take anti-malarials for the duration of their placements. Using the location information on your placement document, please consult your GP to decide which anti-malarial you should take. Unfortunately, we cannot fund the cost of Malarone as it is too expensive.

To obtain anti-malarials, you will need a prescription. Like immunisations, costs for anti-malarials can vary considerably. The cheapest way to obtain them is by buying them online.

Most clinicians opt for Malarone which is available for a private prescription as most high street pharmacies

10p for Doxycycline at Pharmplex online pharmacy:
http://www.pharmplexdirect.com/advanced_search_result.php?keywords=doxycycline

In some UK health districts, you can get 3-6 months anti-malarials for free from your chemist so please investigate this option.

HIV PEP (Post-Exposure Prophylaxis) kits

During your placement, you will be at risk of accidental exposure to HIV through infected blood or body fluids. For this reason, we will provide you with a 3-day starter PEP kit which you must obtain before going overseas and take with you. This starter kit will give you time to confirm the status of the person you are at risk of infection from, and if necessary take the remainder of the 28-day full PEP course of drugs which will be available locally.

You can obtain the starter kit through Nomad Health. The RCPCH team will contact Nomad Health and you will be asked to complete their health survey online. Nomad Health will then contact you directly to book a phone consultation with one of their GPs.

Bed nets

To reduce the likelihood of contracting malaria and other mosquito borne diseases, we strongly recommend that you take with you a treated mosquito bed net. They can be purchased online for about £10-15. We will reimburse you for this if you send us your receipt and complete a reimbursement form.

A very comprehensive guide can be found here

<https://www.safariquip.co.uk/all-categories/insect-protection/mosquito-nets/choosing-a-mosquito-net/>

N.B. Global Links will reimburse you for all costs related to your pre-assignment medical clearance, inoculations etc. However, we ask you to please use any facilities which you

have access to which would help keep costs to a minimum e.g. the Occupational Health facilities at your hospital

RCPCH also strongly recommend you arrange a dental check-up before you depart for your placement but will not cover the cost of this, or any dental work that needs to be done as a result.

4. Roles and Responsibilities

RCPCH Global's Global Links program has been supporting placements of UK doctors in resource poor settings for many years.

The programs are designed to achieve a common set of objectives and outcomes across multiple participating hospitals in each operational country. You are expected to understand the design and objectives of the country program into which they are being placed. RCPCH Global supports it's teams to think through how they will work towards these common goals – often through a unified programmatic package of training and mentoring materials, as well as a common framework for gathering data at each hospital to monitor activities, assess progress and evaluate impact on morbidity and mortality.

Key areas of work will likely include:

Supporting clinical services

Providing clinical support to hospital teams and paediatric services, including modelling and mentoring evidence-based practice, reviewing current clinical practice with local colleagues, and supporting on-the-ward refresher training to provide continuous support to enhancing local knowledge and skills. RCPCH Global program coordinators normally obtain permission through national medical boards for international mentors to work clinically on wards and paediatric departments.

Although it is important for you to be willing to engage in clinical care, creating a basis of trust and credibility with local staff, in general RCPCH Global places agreed limits on the amount of time you devote to direct service provision (normally not more than 30-40% of working time). This is to avoid the problem of 'substitution' where international clinicians are used, generally in an unsustainable way, to cover for gaps and weaknesses in the local hospital staffing and rota systems.

Training local healthcare staff

Your roles core functions include both formal and ad hoc training of local staff. In a formal setting international mentors will likely be asked to use a pre-designed training and mentoring package, often structured as a set of modular sessions that can be delivered first as classroom teaching and thereafter as in-situ refresher or 'bite-sized' on the job training and good practice reinforcement. RCPCH Global's neonatal and paediatric training programs are designed to instil best evidence-driven clinical guidance fitted to the realities of the hospitals and health systems in which we deploy.

Less formally you will also be involved in bedside training and ward rounds whilst undertaking the clinical elements of their placement which comply with the processes and protocols outlined in formal training. RCPCH Global's training and mentoring programs generally favour greater use of in situ case discussion and teaching over conventional classroom delivery of information, as it is more effective educationally. You will be

supported to develop teaching, training and mentoring skills, including use of a range of teaching methods, from lecture slides through scenario testing to simulation and team-work drills.

Developing new quality improvement projects and protocols in partnership with local staff

Global links teams work with local partners to develop and implement new quality improvement projects and protocols at local and sometimes national levels which reflect the guidance of the national paediatric associations and international organisations including WHO.

Building the capacity of PICU, NICU, OPD and paediatric emergency services

In low-resource settings it is common for hospitals not only to be poorly equipped but also suffer supply and logistical problems. International mentors are involved in enabling local health staff to examine their current levels of equipment and develop supply and systems solutions to build local capacity in facility and ward administration as well as planning and management of care. Clinicians are also involved in working with local partners to improve the flow of patients and treatment pathways through the hospital.

Working on community health projects

RCPCH Global programs will, in the main, be based in a secondary facility (district hospital equivalent). However, this does not at all preclude you from taking an interest in, and where feasible alongside delivering the primary program aims, supporting skills development and system change in other parts of the health system – notably working with primary care centres, communities and families. The aim of this work is improve referral pathways and interaction between community and inpatient settings but should fit within the broader programmatic aims of the program. Any work along these lines should be agreed with your contacts at the RCPCH prior to commencement. In some cases there are limits to areas of work which are clearly stipulated in agreements – so please check first.

Conducting audits of local services.

In many of the places where we work health data and hospital mortality and morbidity figures are of poor quality. Improving the quality of hospital data and use is vital – both to ensure each program can assess and demonstrate the effect of its intervention, and to help clinical partners and hospitals to develop viable health information flows, supporting clear analysis of care quality and outcomes, and improvements in clinical practice as dictated by the evidence. Support to data may include working with local counterparts to gather program-specific indicators, as well as working with local colleagues to design and assess Quality Improvement work, and provide training in audit methodologies. Audits and quality improvement may also focus on specific patient groups such as neonates or on specific conditions such as sepsis, dengue or malaria.

5. Selection for country/program placement selection and establishment of objectives

Once enrolled in the Global Links program, the RCPCH team will allocate placements based on local needs, specialties and experience. The RCPCH team will also take your country preference into consideration but cannot guaranty that you will be placed in your preferred country.

Once your placement has been determined and agreed, you will spend time with RCPCH Global coordinators, and with other clinicians selected for your country program, to learn about the design and objectives of the program of which you will be a part.

This will entail detailed review of country context, of how the RCPCH Global program fits within national health strategy, and of the component activities incorporated in the program. Understanding and engaging with the design and objectives of the program within which you will work, will be important in ensuring that you're your positive experience and the aims of the program are advanced.

At its core, each RCPCH Global program, and each of the people working in it, is focused on building the sustainable capacity of each of the hospitals included in a country deployment, utilising your specialist skills and interests. Contact details of key hospital staff will be included in the placement documentation. Each international mentor will be supported by RCPCH Global to develop relationships with key clinical and administrative contacts and colleagues in their placement hospital, and (where relevant) with a wider group of regional health leaders, local and international NGOs.

6. Supervisors

Whilst working overseas, you will have the support of an in-country coordinator and UK based Program Manager.

UK-based Educational Supervisor (for trainees): This person meets with the trainee pre and post program and is available to be contacted by e-mail on a regular basis whilst overseas. Many trainees in the UK now have a local Educational Supervisor who provides ongoing supervision throughout their training program. If this is not possible, then another consultant paediatrician from the UK, preferably with experience of working in a resource poor setting, will be identified as your Educational Supervisor. In most cases it will be the trainees' responsibility to find their own supervisor. However, if this is not possible, the college's international team will look for one for you.

In-country Project Coordinator: This will ideally be a clinician who will be available to the you on a regular basis to provide advice and guidance. They will be available for advice by phone and for occasional face to face visits. The Global Links team also contain logistical support throughout your stay in destination.

7. Visas and Work permits

Details surrounding visas and work permits will vary depending on the country in which your placement is based. Entrance visas will be organised when booking flights. The processes involved in gaining work permits, medical registration, residency etc. can be a lengthy and involve collating multiple documents which are then submitted to the authorities in your placement country. The RCPCH will give you details on what documents you need to collate before you depart. This will be handled by the global team.

In some cases government departments are scanning social media posts during the visa application process. Please ensure that there is nothing on your social media platforms that could be seen to present a problem to those deciding if you should be granted a business visa.

8. Booking flights

The RCPCH will pay for one return flight to your country of placement. In most cases, the RCPCH will book this flight for you according to a date and departure airport. Departure dates tend to be aimed to maximise in country time and facilitate effective in-country induction training.

Before your flight is booked, you must ensure your passport is valid for a minimum of six months after your expected return from your placement and contain enough blank pages to meet visa requirements. It is your responsibility to organise a new passport if this is required and the RCPCH cannot cover costs associated with obtaining or renewing passports.

9. Self-briefing

In addition to reading the 'what to expect' and 'what I am signing up for' sections of this handbook, it is your responsibility to do your own self briefing on working and living in a resource poor country before you go. Do background research into your host country, read articles and local news sources, find out about typical medical conditions in the location to which you are going. You can also keep up-to-date with information on the FCO website (<http://www.fco.gov.uk/en/>). There are useful links to downloadable resources in the "what to expect" section of this handbook.

The RCPCH will endeavour to put you in contact with clinicians who currently work/have worked in your placement country who could offer an additional insight. This kind of contact, with people who are/were in the same situation as you, can work as invaluable preparation. They can give you a real insight into the nature of living and working in that country. Those who are still in country might not have great internet access, so don't be surprised if it takes a while for them to get back to you. Your RCPCH program manager for further details.

10. Pre-departure training

In order to prepare you for living and working overseas, you will be required to attend a training course at the RCPCH in London.

The course will cover what to expect whilst working overseas, including cultural issues, security issues and legal responsibilities. The course will also cover quality improvement, paediatric education, clinical leadership and service development which will assist you when working towards your objectives. The cost of the course, including your accommodation in London, will be covered by the College.

More information regarding the dates and content of the two-week training course will be sent to you prior to your departure.

11. Security training

When living and working in a developing country, it is important to be aware of the increased security issues and take extra precautions where necessary. For this reason, Global Links has employed the services of an independent travel security organisation. They

will run a course which covers the types of safety issues which might be faced in developing countries.

When your placement has been identified, we will give you details on when and how to access the security training. Our security providers have a lot of experience in working with overseas aid workers, and will take you through various scenarios and contexts to prepare you for the situations you might encounter.

The section of the Handbook “What you’re signing up for” outlines some of these broad topics, and we encourage you to read these before attending the course.

13. Insurance

Travel and Medical: All Global Links clinicians will be covered by the college’s comprehensive travel and medical insurance policy. Once your placement has been confirmed, we’ll add your name and you’ll be sent details of the policy number and how to access it. Full details of what the Travel and Medical insurance covers can be viewed once you have been signed up, and we would encourage you to read this before departing overseas.

Professional indemnity: We advise all clinicians to continue with their professional indemnity insurance whilst overseas. In the past clinicians have been able to get this at a cheaper rate if they indicate that they are going to work in a developing country. We can provide you with a covering letter to help facilitate this. The RCPCH will not pay your professional indemnity insurance for you.

14. Disclosure and Baring Service.

A condition of joining the Global Links program is to have an acceptable Enhanced DBS clearance. It must have been issued within the previous three years and we must see the original. If for some reason you do not have a DBS certificate that meets these criteria, please let us know.

3. During your placement

- 1. Arrival and in-country induction**
- 2. Settling in to your accommodation**
- 3. Using public transport**
- 4. Personal responsibilities**
- 5. If you require medical attention**
- 6. Working at the hospital**
- 7. Working relationships and resolving problems**
- 8. Reporting against your objectives**
- 9. E-portfolio whilst overseas (for trainees)**
- 10. Developing lasting links with your placement institution**
- 11. Professional revalidation**
- 12. Local Police Certificate**

1. Arrival and in-country training

Once you arrive in your host country you will be met by a representative from our overseas partners.

You will then receive a 3-5 day in-country induction carried out by the relevant paediatric association or organisation. This will consist of local history, culture and languages; a guide to country specific personal security issues; an overview of the local health system including standard treatment protocols; a tour of a local hospital including half day observation of outpatients / emergency treatment area; an introduction to hospital / health system at the specific hospital to which the will be attached, including provision of drugs, investigations; overview of main childhood diseases in host country (in particular how this differs from the UK).

You will also receive another contextualised induction when you arrive at your placement hospital where you'll get introduced to the local staff and begin the process of settling in.

You will receive more specific information about the arrangements made for your arrival prior to your departure.

2. Settling in to your accommodation

The RCPCH or your placement hospital will organise and cover the cost of your accommodation for the entirety of your placement.

Accommodation is likely to be basic but at the very least will include a private bedroom, (shared) washing facilities, (shared) kitchen area and regular water and electricity supply, though electricity may not be 24 hours.

If you experience a problem with your accommodation, your first point of contact should be your relevant point on contact in country. If problems persist, please contact the Global Links Manager.

3. Using public transport

The RCPCH has a zero-tolerance policy with regards to motorcycle travel and you will not be covered through the RCPCH insurance should you have any accidents whilst travelling by motorcycle.

4. Personal responsibilities

During your placement, it is important that you understand and respect the different culture and traditions of your host country to minimise conduct which might cause offence.

In turn, you will have several personal responsibilities to uphold regarding your behaviour and appearance. These might include being sensitive to cultural norms surrounding dress, alcohol consumption and sexual relationships. Discussions surrounding religion and political issues are likely to be less acceptable compared to the UK, in some countries they are completely unacceptable.

You are also expected to comply with the laws of your host country for the duration of your placement. Please read the Global Links Code of Conduct in section 5 which outlines the type of behaviour we expect you to adhere to during your placement.

Before you leave the UK, it's a good idea to do some research into the culture of the country and region where you'll be working so you know a little of what to expect, although the majority of 'dos and don'ts' will become apparent early on in your placement. As part of your in-country induction, you'll be taken through some basic cultural things to consider.

You are also responsible for your personal day-to-day security during your placement. Details regarding security and managing risks are outlined in section 5 of this handbook, 'what you are signing up for'.

5. If you require medical attention

If you become ill during your placement, your first port of call is likely to be your placement hospital/health facility. For more complex treatment, you may be required to travel to the capital. Your medical insurance will cover the cost of all medical treatment and related transport costs.

In the case of a medical emergency that requires repatriation back to the UK or country able to provide high quality medical care., please follow the steps which are outlined in the travel health insurance policy. The costs of this are covered by the RCPCH medical insurance policy

We ask that you keep us informed of your health condition throughout your placement so the College can assist appropriately wherever possible.

6. Working at the hospital

After you have had your induction and settled into your host community, you'll start work in the hospital. Your work will be based largely on the overarching RCPCH Global country program within which you have been placed. However, built into this is some flexibility for you to identify and pursue localised projects, working with your local colleagues, insofar as these projects are likely to be broadly contributory to the overall goals of the program. It is

important to realise that there will inevitably be a period of adjustment as you become familiar with your hospital and working environment, and start to engage with local colleagues and discuss how program objectives for training, mentoring, and quality improvement may best be achieved.

You will comply with the normal working hours of your placement hospital, details of which will be included in your placement document. Details regarding annual leave will also be stated in your placement document. If not, this needs to be negotiated with your placement hospital. Planning annual leave is important to help you stay fresh and motivated. It is very likely that you will need a decent break from your hospital two or three months into your placement. Remember also that it is OK to take time off if you get ill, which is likely to happen at some point during your time overseas.

Shortly after you get there, or even before you arrive, investigate what other NGO health activity or development work is happening. This will give you an idea of whether your counterparts have competing demands, and might give insight on why they are not prioritising their work with you. It might also give you a good social outlet if you find other aid workers in the vicinity.

Personal holiday entitlement varies slightly, depending on national holidays. Generally, we anticipate that in a six-month placement you would take two weeks of holiday outside of national holidays. For further detail please contact your program manager. Please agree all holiday dates with the in-country team and share your itinerary with RCPCH global team.

7. Working relationships and resolving problems

Your primary relationship is with selected programmatic teams which can include mentors, champions and staff based at your placement hospital. The RCPCH in-country team will provide you with support for the duration of your placement, and along with your Program teams and hospital staff, show a level of commitment to making your time in-country meaningful and successful. However, as the newcomer you may need to show more flexibility and openness to create harmonious working relationships. Working with staff to achieve your objectives is crucial to making your time a success; mitigating problems and resolving issues with your colleagues is a key part of this.

You should attempt to resolve any problems at work with your local team, designated hospitals and local staff. If the issues persist or escalate you can contact the Global Links team and the national partners we are working with (e.g. Myanmar paediatric society, Rwanda Paediatric Association) to mediate. Bear in mind that this might take some time to arrange.

For more information regarding managing relationships and expectations, see section four of this handbook.

8. Reporting against your objectives

You will be required to report against program objectives generally on a monthly and/or quarterly basis, using data generated through hospital information systems or through your own program-related data-gathering processes.

The RCPCH Global team know from long experience that working to improve clinical skills and hospital systems in resource-poor and often complex local environments carries a wide range of challenges. Recognising, understanding and working through these challenges will require considerable skills, both clinical and social, and will be a significant part of the overall experience on your program in-country.

International mentors can experience a feeling of pressure to perform – especially where our programs involve a number of objectives and supporting activities. You should not put undue pressure on yourself to fulfil all placement objectives immediately – it will take time to get a feel for where change is most needed, and most feasible. In the first month or so, it is more valuable to listen and learn than to start trying to achieve program objectives as soon as you arrive. That listening and learning will form the basis of understanding on which you will be able to develop viable ways forward in working towards program goals.

When you arrive at your hospital, be prepared to gather baseline data to help inform the progress you are making towards your objectives. Investigate what Monitoring and Evaluation is already being carried out at the hospital, and utilise existing data sources where possible.

9. E-portfolio whilst overseas (for trainees)

As part of the Global Links program you will get access to e-portfolio for free whilst you are overseas. We strongly encourage trainees to keep their e-portfolios as up to date as possible whilst they are overseas. Sections which are particularly useful to add to are the development log, skills log and curriculum section. What is recorded will count as good evidence of any new skills and competencies which are developed. The RCPCH's Education and Training department allows trainees who are doing OOPE to add an overseas supervisor, who in this case would be your In-Country Supervisor (see above) or another senior local medic if more appropriate. It is the responsibility of the trainees to show the local supervisor the e-portfolio system. For more information about how to keep your e-portfolio up to date whilst overseas please follow this link: <http://www.rcpch.ac.uk/training-examinations-professional-development/quality-training/eportfolio/eportfolio> or contact the college's Education and Training team.

10. Developing lasting links with your placement institution

A theme relevant to all Global Links placements is the development of health links between the UK, Asia and Africa. This might be achieved through a timetabled schedule of follow up activity, your involvement in an on-going project or a more informal agreement to continue remotely mentoring a colleague when back in the UK. Any kind of link activity helps to ensure sustainability to the work you start in-country, and strengthens the Global Child Health community. For a comprehensive guide to how to develop a robust health link, please visit the Tropical Health and Education Trust (THET) website to access their Health Links manual.

11. Professional revalidation (for consultants)

For more information about the process for revalidation and the requirements, please contact CPD and Revalidation team at RCPCH.

Local Police Certificate

Around a month before the end of your placement visit your local police station to request a Police Certificate to prove you have not had any misdemeanours during your time in-country. It is the equivalent of a local DBS. If you apply for other international jobs in the future, it is sometimes necessary to have this document.

12. Use of data and publications

Data and information collected during your placement remains the property of the RCPCH. If you are interested in engaging with us to publish work related to your placement or using data collected during your time in placement please contact the RCPCH to discuss any ideas you may have. As programmes are funded by external parties it may be necessary to obtain clearance from the external party prior to publication as well.

Post placement

- 1. Attend a debrief**
- 2. Write final report**
- 3. Settle outstanding payments/reimbursement**
- 4. Stay involved with RCPCH Global Links**

1. Attend a debrief

Upon your return to the UK, you will be asked to attend a debriefing session in which you will review your overall experience in general terms, discuss the programs objectives both in terms of your experience and for the program going forward. The debrief also gives you the opportunity to give feedback on the Global Links program itself.

2. Write final report

In addition to specific country reporting requirements you will be required to write a final report, summarising the activities you have been involved in whilst overseas. This is also required as part of your OOPE and clinicians are advised to detail the experience and competencies gained throughout their placement.

The College is keen to publicise the programmes achievements so there will be opportunities to present on your overseas work at events such as the Annual Conference or the RCPCH Child Health in Developing Countries course.

3. Settle outstanding payments/reimbursement

Within one month of returning to the UK, we ask you to settle all outstanding reimbursements with the College. To do this, we require receipts/record of payments and a completed expenses form. A reimbursement form is attached as an appendix at the end of the Handbook.

4. Stay involved with RCPCH Global Links

After your placement overseas has finished, we really hope you continue your involvement in global child health and stay in touch with RCPCH International. Returned clinicians are a great resource for prospective international mentors since they have a unique insight into

working in a resource poor country and offer fantastic examples of the progress which can be achieved during a short period overseas.

We may ask you if you would like to help train on short ETAT/EPCP courses back in the country where you worked or similar setting.

We will ask if you would be prepared to communicate with future clinicians working in the same placement country or undertaking similar objectives, both during your placement and upon your return to the UK.

3. Who pays for what?

In general, working with Global Links should not leave you out of pocket. This section outlines exactly what expenses there are before, during and after your placement, how they will be paid and how to claim reimbursements if necessary (reimbursement form included as an appendix to the handbook). There are also potential costs associated with working overseas which we will not be able to pay for, and these are outlined here too.

Pre-departure

Travel

The College will reimburse your travel costs for any RCPCH organised pre-departure training courses in London. To reclaim these costs, you must retain all receipts and fill out a claim for reimbursement form (*see appendix.*) The form must be signed by you and either posted to the RCPCH or scanned and emailed to us. This needs to be done for every expense being claimed. Only costs the College considers to be reasonable will be reimbursed (guidance can be found on the reverse of the claim form)

The RCPCH will also cover the cost of one return flight to your host country. The college will also reimburse you travel costs to your departure airport if you send the receipts with a completed reimbursement form.

Medical

The RCPCH will cover the cost of the medical and psychological assessment carried out for the Global Links program. The College will also pay for the required immunisations recommended and your supply of anti-malarials. We ask clinicians to enquire as to whether they can receive the recommended immunisations free from their NHS hospitals as part of their occupational health, to keep costs down. We also ask you to look for inexpensive anti-malarials. The College will also pay for the HIV/AIDS PEP kit and cover the cost of any letters signed by your GP if relevant. We will also cover the cost of a mosquito bed net.

The College WILL NOT cover the cost of any non-essential immunisations. While we recommended you receive a dental check up prior to departure, we cannot contribute to the cost of this, nor any treatment that is required as a result.

It is also your responsibility to pay for prescription glasses or contact lenses, including replacement of these, should they become lost or damaged during your placement.

We will not be able to pay for any treatment required as a result of taking the medical assessment.

Accommodation

The RCPCH will cover the cost of your accommodation and meals whilst attending any RCPCH organised pre-departure training courses in London. The RCPCH is a registered charity so would appreciate if clinicians have free alternative accommodation available to them in London, they utilise this to keep costs down.

Training

The cost of the pre-departure training courses are covered by the RCPCH.

Documentation

The RCPCH will cover the cost of your visa and work permit, including all associated costs with securing these, for example travel to the embassy or postage. To be reimbursed for these additional costs, all receipts must be kept and sent to the College with a completed expenses form.

The College WILL NOT cover the cost of a new passport or passport renewal should this be required.

Insurance

The RCPCH will pay for comprehensive medical and travel insurance, details of which can be found as an appendix of this handbook. You will receive the policy number and an insurance e-card prior to your departure. The insurance covers some personal effects – please consult the policy to understand what is and what is not covered.

If you wish to partake in any hazardous activities which are not covered as part of our insurance policy (e.g. diving), the College recommends you take out personal insurance cover. You will be required to cover this cost.

You are responsible for the cost of continuing your professional indemnity insurance.

During placement

Travel

Medical

If you become ill during your placement all non-emergency and emergency healthcare treatment is covered by the College's insurance policy, including medical repatriation to the UK.

The College will not cover the cost of any prescription or non-prescription medication required for pre-existing conditions, including fertility treatment during your placement. We encourage you to secure enough supplies of any medication required for the duration of your placement before your flight.

Accommodation

The College will pay for your initial accommodation during your in-country induction. You will also be provided with modest living accommodation for the duration of your placement.

Living allowance

You will receive a monthly allowance which will cover your in-country living costs. This has been set against the relative day-to-day living costs of your placement country. Your allowance will be paid either in-country or into your UK bank account in monthly instalments. Before departure, be sure to let your bank know that you will be moving overseas so that you can access your UK account.

Training

The cost of any in-country training you receive as part of your induction will be covered by the RCPCH.

Tax and social security

You are responsible for maintaining any previous financial commitments whilst away on your placement. This might include income tax on any income received in your home country and National Insurance payments.

Accompanying partners and children

International mentors are welcome to bring their partner on their placement but the RCPCH is in no way responsible for them during this period. They will not be covered by our insurance policy and will receive no financial assistance from either the College or your placement hospital. The accommodation provided by the RCPCH and the host hospital during your placement might only be suitable for single occupancy. We will enquire whether larger accommodation can be found but cannot guarantee it, and there may be a charge attached.

Withdrawing from the program

If a clinician withdraws from their placement within one month of arrival for a reason which is not health or security related, or related to an emergency at home, the Global Links team reserves the right to ask the clinician to re-pay the cost of their return flight to their placement and other related costs.

If a clinician withdraws from the program within one month of the agreed departure date, for a reason which is not beyond their control, they may also be asked to reimburse some of the pre-departure training or medical costs.

Overall Summary

The RCPCH will pay for the following:

	<i>Pre-departure</i>	<i>During placement</i>
Travel	<ul style="list-style-type: none"> • Travel to RCPCH organised pre-departure training courses • Travel to airport • Return flight to host country 	<ul style="list-style-type: none"> • Travel associated with arrival and in-country induction • Travel allowance • Travel related to medical or security reasons
Medical	<ul style="list-style-type: none"> • Medical and psychological assessment • Required immunisations • Supply of anti-malarials • HIV/AIDS PEP kit • Letters signed by GP • Bed net 	<ul style="list-style-type: none"> • All non-emergency and emergency healthcare treatment
Insurance (see travel insurance policy in appendices)		<ul style="list-style-type: none"> • Travel • Medical • Personal effects
Accommodation	<ul style="list-style-type: none"> • Accommodation during Pre-departure training course in UK 	<ul style="list-style-type: none"> • Accommodation during in-country induction • Modest Accommodation for duration of placement
Living allowance		<ul style="list-style-type: none"> • In-country daily living allowance
Training	<ul style="list-style-type: none"> • Pre-departure training course 	<ul style="list-style-type: none"> • Induction training
Documentation	<ul style="list-style-type: none"> • Visa • Work permit 	<ul style="list-style-type: none"> • Other costs related to living and working in host country (e.g. professional registration)

You will be required to pay for:

	<i>Pre-departure</i>	<i>During placement</i>
Travel		<ul style="list-style-type: none"> • Charges incurred from changing the date of your flight • Additional flights not covered by medical / compassionate grounds • The cost of the flight if you withdraw from your placement within one month of arrival
Medical	<ul style="list-style-type: none"> • Non-essential immunisations • Malarone • Dental check-up and dental treatment • Prescription glasses or contact lenses • First aid kit 	<ul style="list-style-type: none"> • prescription or non-prescription medication required for pre-existing conditions
Insurance	<ul style="list-style-type: none"> • Professional indemnity insurance • Personal insurance cover for hazardous activities 	
Tax and social security		<ul style="list-style-type: none"> • National Insurance contributions • Maintaining previous financial commitments e.g. income tax, pension payments
Documentation	<ul style="list-style-type: none"> • New passport or passport renewal 	

5. What you are signing up for

This section of the handbook is designed to make you aware of the potential risks attached to your placement. When living and working in a developing country, it is important to be aware of the increased security issues and take extra precautions where necessary. This chapter will detail some of these potential risks, give recommendations on how to mitigate them and what to do if emergencies happen.

This section also covers codes of conduct you are expected to abide by as an RCPCH Global Links international mentor.

1. Health and safety
2. Minimising day-to-day risk
3. Serious risks and emergencies
4. Advice for women travellers
5. Data protection and confidentiality

1. Health and Safety

The RCPCH will take all reasonable steps to ensure your wellbeing and safety during the period of your placement. If, while performing your work, you become aware of any potential hazard or unsafe working condition, you should promptly report this to your local staff/counterpart/hospital manager in the first instance. You should also let RCPCH Global Links team know;

This will vary from country to country by the RCPCH program manager based in the UK will ensure you have all the relevant contact details to contact them and the in-country support team.

If relevant you should also inform the Paediatric Association in your host country.

You have the right to leave your placement at any time if you feel the risk to your safety is too great

2. Minimising day-to-day risk

You can minimise day-to-day risks by observing and being sensitive to your new environment. Take time to understand how daily life functions in the community and try and assimilate yourself according. Showing an interest and taking part in community functions will help form good relations. Avoid drawing the wrong sort of attention to yourself by dressing similarly to the locals, and making yourself aware of any cultural norms or 'taboos'.

Think about the way you might be perceived as a western clinician in a local hospital. Be conscious of forming good relationships with colleagues since they will help with community wide acceptance.

Stay alert and trust your instincts. If you feel uneasy in a situation, leave. Steer clear of heated political or religious discussions and avoid any form of public protest which could become violent. Do not take part in activity that might be illegal.

Avoid being seen as a target for theft by keeping expensive possessions hidden and be discreet with money in public places.

You are at most risk whilst you are travelling, particularly if you are on your own. Stations are hotspots for criminal activity so be sure to remain alert and keep tight hold of your belongings. Wearing a concealed money belt containing your money, passport etc is a sensible option whilst on the move. It can also help to keep any cash and credit cards in different sites on your person i.e. some in your shoes, some in a money belt, some in a bag. That way you are unlikely to lose everything even if you are mugged. Avoid unlicensed transport at all costs and only go ahead with your journey if the vehicle looks secure.

Road traffic accidents are likely to be your biggest risk whilst on your placement. Always wear your seatbelt and avoid night time driving. Before long journeys, be sure to have enough fuel, a torch and other emergency supplies in case you break down. Due to the high rate of accidents we would discourage any road travel during hours of darkness if possible.

In some countries, it is common to use local motorcycle taxis. They are incredibly unsafe and accidents are very frequent using this mode of transport which is why we ask all Global Links clinicians to refrain from using them. By signing the Programme Agreement, you agree not to use them.

3. Serious risks and emergencies

In highly unlikely circumstances, serious risks such as car-jacking, armed robbery and kidnapping might occur. You will be given a one day security training course as part of your pre-departure preparation which will cover how to mitigate harm during these circumstances.

Emergency procedures

For each country where Global Links programmes operate there are emergency procedures in place. Our in-country partners have outlined what course of action should be taken if an emergency occurs, and ways of evacuation from the host country if necessary. Details of these country specific procedures will be given to you when your placement has been confirmed.

Alternatively, if you feel in immediate danger and the outlined emergency procedure does not seem appropriate, leave your area of placement immediately using the safest form of transport available to you. This could be to another location in your host country or a neighbouring country. The RCPCH will reimburse the cost of this journey.

It is important that you register with the UK embassy upon arrival in your host country since they will be able to offer help should an emergency occur.

In early 2013 the Foreign and Commonwealth Office (FCO) has announced a new strategy for advising British travellers during an overseas crisis or security alert. As of 14 May 2013, LOCATE registration will no longer be available. Instead, the FCO is encouraging British travellers to access current, [country-specific travel advice](#) by subscribing to their free email alert service or by following the FCO on social media via Twitter or Facebook. British Embassies and High Commissions abroad also have their own websites and may have

individual social media feeds or consular networks. Contact details for all British diplomatic posts overseas are available via the [FCO website](#).

FCO Links

[FCO: Consular Strategy 2016-20](#)

[FCO Locate: Registration of British Nationals Overseas.](#)

[FCO: Support for British nationals abroad: A summary.](#)

Whilst overseas we ask that you keep the College up-to-date with your in-country contact details: any new email addresses, your local mobile number and a local address. If you plan to be away from your placement for more than a couple of days – for example, if you are travelling to see another team member in a nearby location or are planning a more extensive trip - please inform us. It is very important that we know where you are in case there is the need to evacuate you, or contact you about an emergency back home.

If there is a serious security incident or natural disaster occurs in your placement country, one of the Global Links team will text or call to confirm your whereabouts and status. It would be helpful if clinicians replied as soon as possible.

Emergency at home/compassionate flight guidelines

The RCPCH will pay for one return flight to the UK in the event of a close family member dying or becoming seriously unwell. Close family members usually include parents, partners, siblings and children, although exceptions can be made in certain circumstances.

Clinicians can leave their placement and return home in the event of other home emergencies but regrettably the college cannot cover the cost of the return flight or replacement visa.

4. Advice for female travellers

As a woman, you might be more at risk of sexual harassment than in the UK. This often results from men perceiving western women as having different values regarding sexual conduct, based on what they have been exposed to in the media. Following local cultural norms, such as being modestly dressed, will reduce your vulnerability. Wearing a wedding ring can also help you avoid harassment.

Be wary of men who seem particularly over friendly and if you feel threatened draw attention to yourself by shouting and making a fuss. Acting confident is key; walk with purpose and try and avoid looking lost. Take extra precautions when out at night on your own by letting someone know where you are going and when you expect to be back. Try and use reputable taxi companies and never accept rides from strangers. Consider taking a personal alarm with you.

There are multiple websites with tips for women travellers you can use to help you prepare for your placement.

Speaking to returned or current teams from the same country or region about their experiences is a good way to discover what the risks are and how to avoid them.

5. Data protection and confidentiality

You are expected to maintain all confidential information of the RCPCH Global Links program and of our local partners, including not communicating this information with the press or via social media without discussing this first with your program Manager.

If you are choosing to write a blog during your placement, think carefully about what you write about your colleagues, placement hospital and the RCPCH Global Links program.

Individuals are also expected to refrain from:

- disclosing private or personal matters concerning any person, including personal addresses or phone numbers.
- revealing what appears to be personal information about another contributor that would identify them in the real world and which they have not otherwise made public online, including by posting links or URLs to any area that would reveal such information
- revealing email addresses not made public online by a contributor by connecting them to a known screen name used for posting
- taking photographs of individuals without their consent

The RCPCH is bound by UK data protection laws and works to ensure all subject data, held in manual or electronic form, is managed in accordance with the provisions of the law.

All data will therefore be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- kept only if necessary
- processed in accordance with the data subject's rights
- secure
- not transferred to countries without adequate protection

All your personal information is confidential and Global Links staff will treat all sensitive material with discretion.