

## Healthcare Personnel Training Program

### Terms of program

**Notice:** Before signing the Letter of Invitation and Acceptance (LOIA), please ensure you have read these instructions through and are fully aware of all obligations and regulations required by the program.

#### 1. Entitlements of Participants

- (1) Airfare: The TaiwanICDF will arrange and provide a round-trip, economy-class flight ticket on a direct route. The ticket will be issued by the TaiwanICDF and you will not be able to change the flight schedule (exceptions may only be granted at the discretion of the TaiwanICDF). Once the ticket is issued, you are responsible for paying any additional costs incurred due to rearrangements.
- (2) Unavoidable Stopovers: If it is necessary for you to make a stopover while traveling on a direct route, you will be expected to catch the first available onward flight. If there is no connecting flight on the same day or evening, you will be expected to travel on the first available flight, usually the following day. Should this occur, you may be provided with local accommodation at the airline's expense. It is possible that only the first 24 hours will be paid for. If accommodation expenses are not covered by the airline, please retain your original accommodation receipt(s) (showing your nationality, name, the date and your signature) to qualify for a reimbursement for any accommodation expenses. You may apply for up to US\$120 in reimbursement for one night's accommodation, and up to US\$240 for two nights' accommodation. If stopovers exceed 12 hours returning from Taiwan to your country, you may apply for up to US\$120 per stopover in reimbursement; if stopovers exceed 30 hours per stopover returning from Taiwan to your country, you may apply for US\$240 in reimbursement (according to your original flight schedule provided to the TaiwanICDF). **The maximum subsidy for unavoidable stopover fees is US\$240 per participant per round trip.**
- (3) Accommodation: Accommodation will be provided by the TaiwanICDF and host institutions. We will arrange accommodation (for the training period plus a maximum of 4 extra days), including room, but excluding personal expenses such as phone calls, laundry, room service, mini bar, etc.
- (4) Living allowance: for your daily expenses and living costs, the TaiwanICDF will

provide each participant with a first month's allowance of NT\$20,000 (approximately US\$600) for the initial purchase of more supplies, and NT\$17,000 (approximately US\$510) in the each of the second and third months.

- (5) Insurance: The TaiwanICDF will arrange insurance covering hospitalization and accidental death, disability or injury. **Please note that any known chronic illnesses are not covered.**

## 2. Duties of participants

- (1) You should submit all required documentation with this application form, as follows (if this has already been done, please ignore):

- A. Photocopy of passport;
- B. Physical Examination Table;
- C. Highest diploma;
- D. Certificate of employment containing a reference to employment exceeding one year; or reference from employer describing your duties and responsibilities;
- E. Professional certification related to this program.

- (2) Prepare and present the following:

### A. **Country Report**

- i. 1 page about yourself;
- ii. 4 pages giving a general introduction about the medical and health care sector in your country;
- iii. 4 pages giving a general introduction about your medical institute or workplace;
- iv. 6 pages introducing your department and your job;
- v. 1 page on your expectations from this program;
- vi. As a supplement to your report, you are also welcome to provide the audience with other documents or brochures (optional).

Please note that if you are required to present a country report, it will be done in the first week at your host institution, either as a PowerPoint file or with handouts. Please submit your presentation to TaiwanICDF staff **upon your arrival in Taiwan.**

### B. **Monthly Reports**

Each participant should write and submit the Monthly reports by the due dates stated in each participant's handbook.

Please note that these reports will be sent to your employer or organization after the end of this program.

**C. Accomplishment Report**

Please use the following points as an outline for your presentation :

- i. What did you gain mostly from the training (including personal benefits)?
- ii. How do you plan to transfer and adopt the training experiences, the acquired knowledge, information and skills in your work?
- iii. Your conclusions, suggestions and comments about the program.

Please note that you should finish your accomplishment report with the assistance of your instructor at the host institution. The report may be either a PowerPoint file or handouts. You will also be expected to do an oral presentation during the program's closing ceremony, speaking for a maximum of 15 minutes. Please submit your report to your instructor or program coordinator **three days before you present it.**

- (3) Agree to share program-related photos, papers and documents produced during your stay in Taiwan.
- (4) Agree to follow all program regulations as required by the TaiwanICDF.

**3. Program Regulations**

- (1) **In accordance with medical laws and regulations in Taiwan, you may only observe patients, and not touch patients or perform any medical practice during the training period.**
- (2) The program is conducted mainly in English. You must have reasonable English language proficiency, in order to benefit from the program offered.
- (3) The program focuses on in-service training; therefore, you must have more than one year experience in related areas.
- (4) You should forward your completed Application Form to the TaiwanICDF through the Taiwan Embassy/ Consulate General/ Representative Office in your home country.
- (5) You will receive a certificate for successfully completing the program.

- (6) Your reports should be submitted in accordance with the requirements of the program.
- (7) Your stay in Taiwan may not be accompanied by any family members or friends, and you may not bring pets. Any additional expenditures and arrangements incurred by doing so will be your responsibility.
- (8) You should return to your home country promptly following completion of the program. Any additional expenses or risks incurred due to a change of flight schedule will be your responsibility.
- (9) You should inform your program coordinator in the event that you are unable to attend class due to a sickness or an emergency.
- (10) The TaiwanICDF may terminate your Fellowship, as well as your participation, if you:
  - A. Are found guilty of serious misconduct;
  - B. Are found to be engaging in political activities or any form of employment for profit or gain;
  - C. Are found to be unable to participate fully due to language problems.
  - D. Are found to be mentally or physically incapable of participating in the program;
  - E. Are found to be in violation of any instructions or conditions set by the TaiwanICDF and/ or agencies sponsoring the program;
  - F. Disobey direct instructions or are deemed to have adopted a poor attitude toward learning (we will issue written warnings and require you to return home upon receipt of three written warnings);
  - G. Are absent from the program without prior permission more than once without the approval of the TaiwanICDF or agencies sponsoring the program;
- (11) Pay for your return flight ticket and return any prepaid allowance, if you drop out of the program due to personal reasons or requirements.

#### 4. Program Advisory

- (1) Pre-departure
  - A. Confirmation of Participation:

Please fax the LOIA with your signature to the TaiwanICDF via the Taiwan Embassy/ Consulate General/ Representative Office in your home country.

**B. Passport:**

Please ensure you have a valid passport (good for at least 6 months before its expiry date) and travel documents. You or your employer will bear any expenses incurred while acquiring documents.

**C. Quarantine:**

Please check with health authorities about any inoculations or vaccinations that may be required, and obtain them with the necessary certification. You or your employer will bear any expenses incurred while doing so.

**D. Visa application:**

When applying for a visa to Taiwan, you should present your LOIA. Upon receiving the visa, check to make sure that it is the appropriate one and covers the entire duration of the program in Taiwan. The visa fee for any third country should be borne by you.

Please note that the visa you've been provided with is a single entry visa. Once you leave Taiwan, it will not be valid for you to enter Taiwan again.

**E. Uniform :** To maintain personal hygiene and a professional appearance, it is recommended wear your uniform during the training program

**F. Air ticket:**

The TaiwanICDF will inform you of your flight itinerary at least 15 days before your trip via the Taiwan Embassy/ Consulate General/ Representative Office in your home country. Please maintain contact with the office for help and advice. Your round-trip, economy-class air ticket will be issued by the TaiwanICDF three days before your date of travel. Should you wish to make any adjustments and/ or cancellations to this itinerary, you should inform the TaiwanICDF promptly. You are responsible for paying any additional costs incurred due to rearrangements and/ or cancellations.

**G. Curriculum :**

Make sure you and your supervisor check the curriculum we provide along with the host institution information, and advise if the arranged curriculum has to be amended. If we do not receive your feedback before your departure, we

will assume you have agreed to the curriculum. To amend the curriculum after your arrival, we will require a written and signed permission from your supervisor to confirm the change, and the curriculum can only be amended **ONCE** after your arrival.

(2) Arrival at Taiwan Taoyuan International Airport

- A. Your arrival date should be within 1 or 2 days of the orientation of your program. If your arrival is unduly delayed, the TaiwanICDF reserves the right to cancel your participation and air ticket (if issued).
- B. Upon arrival at Taiwan Taoyuan Airport, the TaiwanICDF will arrange a shuttle bus from the airport to the hotel.

(3) Program Period

- A. Program coordinator in each host institution is responsible for the care of participants. If you have any problems or difficulties in living or learning, please contact your coordinator in the first instance. The coordinator will, if necessary, communicate with other relevant parties to ask for further assistance.
- B. Please set a good example by attending all sessions punctually and attentively. If you must be absent from the program for some important reason, you must obtain permission in advance from sponsoring agencies or your TaiwanICDF project manager. Poor attendance may result in the termination of your participation in the program, after which you may have to refund, in full, costs for your allowance, accommodation and airfare.
- C. During the course of the program, all matters related to the program will be settled in accordance with the TaiwanICDF's rules and regulations; the TaiwanICDF's decision will be final, and will be implemented accordingly.
- D. Please devote the majority of your time in Taiwan to the program. Please ensure that you do not engage in any employment, business, or political activities.

(4) Program Completion and Evaluation

- A. Your performance will be evaluated by the faculty and relevant parties involved in implementing this program. As a participant, you will also be asked to evaluate the program and your host institution, so that improvements can be made to future programs.

- B. A certificate will be issued to you when you have completed the program successfully.
- C. You should complete training reports and submit them to your program coordinator in each host institution, describing your learning and living situation, and difficulties if any.
- D. You should complete an accomplishment report with the help of your instructor.

(5) Return

- A. Depending on the itinerary set by the TaiwanICDF, you are expected to return to your home country within 1 or 2 days of completing the program.
- B. If your departure date from Taiwan is within 2 days of the closing ceremony of the program, the program coordinator will help you to reconfirm your flight during the final days of your training.
- C. If you are due to leave immediately following the closing ceremony, the coordinator will arrange a shuttle bus for travel to Taiwan Taoyuan International Airport.
- D. Any additional expenses or risks incurred due to your extending your stay, or a changing the flight schedule, will be your responsibility.
- E. After returning to your home country, please visit the Taiwan Embassy/ Consulate General/ Representative Office to complete your participation in the program.

(6) The TaiwanICDF Alumni Society

The end of the program is the beginning of a new phase for you. After returning to your country, the TaiwanICDF hopes that you will:

- A. Use the knowledge and skills you have gained within your organization;
- B. Share the experience, the knowledge, and all the documents you have gained with your colleagues;
- C. Help your organization to disseminate the knowledge you have gained through seminars, training programs, discussions, etc.
- D. Keep in touch with us and remain in contact with the Taiwan Embassy/Consulate General/ Representative Office in your country, so that you can participate in the activities of the TaiwanICDF Alumni Society in your country.

- E. Provide assistance if the TaiwanICDF and your host institution are conducting any medical cooperation project in your country and/or become involved in any TaiwanICDF project(s) being is carried out in your country after your return. Your performance and capacity to work with Taiwanese teams will also be evaluated.