

# SAGES INTERNATIONAL PROCTORING COURSES VOLUNTEER INFORMATION

*\* Guidelines and requirements have been reviewed and approved by the Global Affairs Committee and SAGES Board.*

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Dear SAGES Member:

Thank you for your interest in serving as a volunteer faculty trainer for the SAGES Global Affairs International Proctoring Courses (IPC). Please read this document carefully to review requirements, expectations, and support needed for the IPC. It is important to keep in mind that IPC volunteer faculty are acting under the umbrella of SAGES and as such represent the interests and mission of SAGES during the course.

### ***Mission statement***

To promote global collaboration and exchange of knowledge to optimize patient care.

### ***Goals:***

- Interact, foster, and collaborate with national, regional societies.
- Branding SAGES internationally
- Encourage global collaboration in research, education, and innovation

### **Criteria/Requirements:**

- SAGES membership: All IPC faculty must be active SAGES members in good standing. Global Affairs requires you to provide one written and recent clinical teaching reference.
- A letter of recommendation by your department chair must be submitted along with a copy of your CV, individual passport, and medical license
- Evidence of current medical insurance is required
- FLS certification: FLS/FES training is highly recommended for all IPC faculty and is required for lead faculty for each course.
- General vaccinations i.e. yellow fever, hepatitis, typhoid, tetanus, etc. are the responsibility of the volunteer faculty.
- Signed acknowledgment that you have read and understood the volunteer information, Code of Conduct, and Conflict of interest and agree to abide by SAGES' Global Proctoring Course Code of Conduct and Conflict of interest

## CODE OF CONDUCT (COC) & CONFLICT OF INTEREST (COI)

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As SAGES representatives, All IPC faculty must abide by a professional code of conduct for the entire duration of the IPC. Specifically, Faculty:

- Will follow all Global Affairs course guidelines and content
- Will defer to the course lead faculty and SAGES staff regarding course structure, changes, and content. Any potential conflicts with these guidelines should be discussed with the course lead faculty and SAGES staff prior to the course, or at the time they arise.
- Will be present and available during normal working hours (typically 8:00 am – 5:00 pm) for clinical, didactic, or other assignments during course workdays. During weekends and holidays, unless previous selected as course workdays, faculty are free to undertake other activities
- Will dress in a professional manner, appropriate to the site during work hours. US business attire is not required, however jeans, shorts, tennis shoes, T-shirts, and such may not be appropriate
- Will not conduct, assist, teach, proctor, or consult in medical or surgical care of any kind outside of the course offerings during the duration of the course
- Will not accept financial compensation or goods from local government, business, healthcare entities, or individuals during the duration of the course. Exceptions include the normal local support for the course including local transportation, meals, lodging, and sightseeing.
- Will not conduct any other local or regional business of a personal or corporate nature during the duration of the course (e.g. selling products, representing vendors, forming business alliances, etc.)
- Will not show favoritism or bias in the selection or teaching of IPC trainees
- Will not conduct any advertising or public relations (specifically newspaper, magazine, radio, or television interviews) without prior consent of the lead faculty and/or SAGES staff.

### **Conflicts of interest:**

Any pre-existing or potential conflicts of interest should be disclosed prior to the course or at the time they arise to course lead faculty and SAGES staff. Typical conflicts of interest include clear loco-regional business associations with medical supply and device vendors or re-sellers and local business ties.

### **Commitment:**

If you commit to being volunteer faculty for an IPC and can't attend, it is your responsibility to advise SAGES staff in writing (60) days prior to event. ***Last minute cancellations without justifiable reasons may result in not being considered for future courses and/or other SAGES Activities.***

## TRAVEL INFORMATION & GENERAL INFORMATION

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### GENERAL ASSIGNMENTS

Each IPC will consist of a lead faculty person, a SAGES staff person, plus one or more volunteer. The lead faculty will be an experienced international teacher with previous IPC experience. They are responsible for the medical and surgical content and structure of the course, including all assignments and decisions regarding trainees. SAGES staff will be responsible for administrative duties, assisting with the setup for didactic components, scheduling local PR (including radio/television interviews), and recording key metrics and feedback from the course. All volunteers are asked to complete a post-event evaluation form and turn in to the lead faculty on the last day of the course. Lead faculty & SAGES Staff will complete a post event report and will turn in within two – weeks after completion of the course.

A minimum of two conference calls will be scheduled with the selected faculty & staff to review the agenda and on-site plan of action, needs, conditions, etc. as each site may slightly vary.

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### TRAVEL

#### Lodging

The host hospital is responsible for lodging (up to 5 nights) for each individual team member.

Please note: Often the hospital has a limited budget and the hotel thus, the lodging provided may be very modest or shared lodging. \*

#### Airfare

All airfare should be booked directly through SAGES' travel department. SAGES will cover up to \$1,200 for Economy airfare to Latin America and up to \$1,750 for economy travel to Europe, Pacific Rim, and Africa.

*\* Flight change fees, incidentals, fees, etc., are the responsibility of the volunteer faculty.*

#### Meals

The host hospital is responsible for basic meals. Breakfast is usually included in the hotel lodging fee and the hospital often provides a modest lunch.

#### Attire

Sites are often located in rural areas. Attire such as close toe shoes, khakis, polo shirts, or dress shirt is recommended. Often, local media stops by on day one and the last evening (Thursday) is usually reserved for a farewell dinner with the local staff and SAGES team. \* Please keep this in mind when packing for your trip.

### LIABILITY

#### Medical Malpractice

All SAGES IPC courses are conducted with the prior written consent of the local hospital director, the Chief of Surgery, and the local medical authorities. SAGES obtain prior written authorization for IPC faculty to act only as consultants during the training, with the ultimate responsibility for the patients' care resting with the local treating surgeon. There has never been a case of medicolegal action against a SAGES IPC faculty member, however no

specific insurance coverage is available for international work. SAGES recommends that all faculty use common sense and act in a professional manner in accordance with U.S. guidelines to minimize the risk of malpractice.

**Medical Insurance**

Participating faculty are required to have active medical insurance as a condition to participate.

*I have read and understood the SAGES Global International Proctoring Courses Volunteer Information and I have also read and understood the International Proctoring Courses COC & COI. I understand that the COC & COI are a part of SAGES' commitment to maintain the highest professional standards among its members and colleagues and agree to abide by them.*

Name (Please print):	
Title:	Institution:
Signature:	Date: