



ST. JOHN EYE HOSPITAL - JERUSALEM

VISITING DOCTORS/SURGEONS POLICY Including other 'Health Professional' Visitors

Date Formulated: Revised January 2011 **Review Date:** January 2012
Policy applicable to: All Hospital sites including Gaza, Hebron and Anabta
Visiting doctors and surgeons. The policy also covers other health professionals who have patient contact e.g nurses, orthoptists etc

Aim: The aim of this policy is to ensure that the patients and staff of the St John Eye Hospital Group (SJEH) benefit maximally from the services of volunteers during their stay at the hospital.

Scope: This policy applies to all visiting doctors, surgeons and other professionals who have patient contact e.g nurses, orthoptists etc from all countries.

Accountability: Medical Director, Clinical Governance Committee.

Process:

1. All visiting doctors, surgeons and other health professionals must submit to the Medical Director their CVs in which they indicate their area of expertise with special reference to their work done in the 12 months prior to their arrival. Nurses should submit their CV to the Nursing Director. The CV should include a brief statement stating how SJEH will benefit from the visit.
2. Only surgeons who demonstrate that they have substantial recent (in the last 12 months) surgical experience will be allocated surgical time.
3. Visiting doctors are expected to be in current practice and up-to-date (maintaining continuous professional development).
4. It is recommended that surgeons carry out surgery at the hospital in their area of expertise and or a field in which they have most experience.
5. All visiting doctors, surgeons and other health professionals should submit a medical report including their hepatitis B status prior to their arrival. (Please note: you will need to ensure that you have your own adequate health insurance cover).
6. The length of stay should preferably be for a minimum of two weeks and ideally three (or more) weeks.

7. In accordance with the St John Hospital Group policy, no doctor above the age of 70 years is allowed to perform surgery, or work in the clinic above the age of 75 years.
8. Volunteers will be expected to teach and train residents and staff (including doctors from neighbouring hospitals).
9. All visiting doctors, surgeons, nurses and other health professionals (where appropriate) must, prior to commencing at SJEH, forward to the Medical Director or Nursing Director their General Medical Registration details and/or registration/licences from their country of origin/practice.
10. It would be helpful for volunteers to give 4-6 months notice of their proposed visit to allow for planning and co-ordinating of volunteers to SJEH.
11. The Volunteer Record should be completed and returned along with the required documentation to the Medical or Nursing Director as appropriate for approval before any flights or arrangements are made.
12. Visiting doctors are required to provide a short report for feedback following their visit in order to inform and improve the process.