

ANZGITA Clinical Governance Policy

1. Purpose:

- 1.1. ANZGITA is committed to assist in the training of gastroenterology clinicians (doctors and nurses) and scientists in regional host countries. The Clinical Governance Policy provides a framework for delivering training which ensures patients' safety and rights and trainer protection, physical and legal.

2. Management Structure:

- 2.1. The ANZGITA Board (the "Board") has overall responsibility for the strategic direction and governance of ANZGITA. The Quality and Risk Committee (Q&RC) under the Board is responsible for Clinical Governance. The Q&RC will be responsible for determining Clinical Governance process and compliance.
- 2.2. The management of Training Programs will be the responsibility of the Programs Coordinator who will report through the Q&RC for clinical matters to the Board; the Country Program Leaders and Team Leaders for programs will report through the Programs Coordinator.

3. Clinical Credentials:

3.1. Medical

All doctors volunteering for ANZGITA training programs must:

- 3.1.1. Demonstrate that they hold a medical specialist qualification and registration with the relevant Registration Board in their home State or Country.
- 3.1.2. Demonstrate that they have an appointment at a Hospital which has a recognised, active clinical credentialing process, and are credentialed by this Hospital to undertake and teach the skills required by the ANZGITA training program.

Prospective trainers are encouraged to participate in a Train the Trainers Program, preferably the Australian NETI or the British Society of Gastroenterology Course.

3.2. Nursing:

All nurses volunteering for ANZGITA training programs must:

- 3.2.1. Demonstrate that they hold appropriate Nursing qualifications and registration with the relevant Registration Board in their home State or Country.
- 3.2.2. Have the necessary experience to undertake the tasks required by the ANZGITA program.

3.3. Other Professional Trainers:

Any other trainer being considered for an ANZGITA program must hold the appropriate professional qualifications and be able to demonstrate current relevant experience.

4. Temporary Registration:

- 4.1. All clinicians will meet the legal requirements for practising in the host country regarding the need for temporary registration with the appropriate Medical and Nursing Boards. The Programs Coordinator will facilitate this process for volunteers.

5. Professional Indemnity:

- 5.1. All medical volunteers will hold current Medical Indemnity cover and will confirm in writing that their insurer will continue this cover while providing clinical and training services on the ANZGITA program.

5.2. ANZGITA through the Programs Coordinator will ensure that all nurse volunteers will be included in the cover provided by the host hospital for its nursing staff. The details of this cover vis-a-vis coverage at Australian Teaching Hospitals shall be assessed in consultation with the Nursing Director. The Programs Coordinator will advise the Q&RC if any action need be taken to ensure adequate coverage.

6. Code of Conduct:

6.1. All volunteers will agree in writing to comply with the current ANZGITA Code of Conduct before embarking on an ANZGITA training program.

7. Reporting of Adverse Clinical Events: The volunteer trainer must immediately report any adverse event, whatever the severity, to the Team Leader.

7.1. A written report of the incident will be prepared by the Team Leader. This will be forwarded as soon as possible to the Country Program Leader and the Programs Coordinator.

7.2. If any immediate action is required, the Programs Coordinator will initiate this action and inform the Chair of the Q&RC. If no immediate action is indicated, the report will be forwarded to the Q&RC in due course.

8. Inadequate Clinical Performance on Program:

8.1. If an ANZGITA volunteer is concerned about a colleague's procedural skills, or behaviour, this must be discussed confidentially between the parties involved. If despite this discussion, there is still doubt, the Team Leader must be involved as soon as possible.

8.2. If doubt regarding competency (or appropriate behaviour) persists, the Team Leader must discuss his concerns with the Country Program Leader and Programs Coordinator without delay. Depending on the outcome of this consultation, the Team Leader will discuss the matter with the partner's Program Leader, the senior medical administrator and the volunteer involved; if deemed necessary, the ongoing involvement in the program by the volunteer will be terminated.

9. Appeal against ANZGITA decisions:

9.1. Serious concern regarding the clinical or teaching performance of a volunteer would make them ineligible for future programs.

9.2. A volunteer suspended from an overseas program, could:

9.2.1. Appeal to an appropriate ANZGITA tribunal selected by the Board. The decision of the tribunal will be final. The tribunal will be made up by the following membership:

- One member selected by the clinician in question.
- One member who has previously been an ANZGITA program member and selected by the Board.
- One member who is an experienced medical administrator selected by the Board.