

## DOCUMENTATION CHECKLIST FOR TONGA TRAINERS (2024)

This a checklist of what must be completed before you leave for the Tonga Training Program. It is required for industry-agreed best practice governance of our programs and, for doctors, temporary registration in Tonga. It will involve you:

- Uploading documents to the ANZGITA Trainer Portal
- Responding to emails from a couple of services organisations we use to collect and generate other information required.

**NOTE:** If we already hold some the following documents this will be identified on the Portal and you do not need to submit it again.

### DOCTORS (Portal pages)

Provide the following on your Portal page:

- Completed Registration Application Form (blank form on the Portal)
- Copy of data page of your passport
- Copy of Medical Qualification Certificate(s)
- A Professional Reference by a senior colleague
- Confirm that you have applied for a Certificate of Registration Status (CoRS) from AHPRA or the New Zealand Medical Board to be sent directly to the Solomon Islands Medical and Dental Board.
- Evidence of current Medical Indemnity cover
- Working With Children clearance evidence (e.g. card, letter, etc)

### NURSES (Portal Pages)

Provide the following on your Portal page:

- Completed Registration Application Form (blank form on the Portal)
- Copy of data page of your passport
- Copy of Qualification Certificate(s)
- A Professional Reference by a senior colleague
- Confirm that you have applied for a Certificate of Registration Status (CoRS) from AHPRA or the New Zealand Medical Board to be sent directly to the Solomon Islands Medical and Dental Board.
- Working With Children clearance evidence (e.g. card, letter, etc)

### BOTH DOCTORS & NURSES (not on the Portal)

- Read & sign the following documents which ANZGITA will send to you via DocuSign:

⑩ Volunteers  
Agreement

⑩ Code of  
Conduct

⑩ Child Safeguarding  
Policy