

Routines for out-stationing personnel for international work on behalf of SUS - Global Health

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1. Aim

This procedure describes routines for personnel that are out-stationed abroad in relations to international work on behalf of SUS. This is to ensure personnel safety, as well as ensuring all necessary work permits and insurances.

SUH's global health commitment is described in "The Global Health Strategy 2018-2023", see attachment under "Related documents".

2. Scope

This procedure is relevant for personnel employed in activities related to the global health initiatives of SUH and other international projects where SUH have an active role. The procedure is not relevant for personnel involved in global health activities of other institutions, nor for personnel involved in activities outside of their role at SUH that are initiated at their own accord.

3. Definitions and abbreviations

- GHS - Global Health Secretariat
- SUH - Stavanger University Hospital
- HSE - Health, safety and environment

4. Responsibility

The research department is responsible for the implementation of this procedure.

Responsibility for assessing the project and approving the personnel's international engagement lies with the line manager. The "Clarification of project and participant in connection with international engagement" must be completed by the line manager (see Appendix 2 below).

For Global Health projects, the project manager is responsible for completing the status report in accordance with the attached template (see Appendix 5 below). The report shall be completed annually unless otherwise agreed with the Global Health Secretariat (GHS).

All completed documentation, reports and minutes should be submitted to the Global Health Secretariat by the Research Director for review and archiving.

For help with linked resources that are only available in Norwegian, please contact the GHS for assistance.

5. Description

Selection of projects and out-placement of personnel are carried out by the Project manager and the GHS, which then will need approval by the Research Director according to the criteria listed in Appendix 1 and Appendix 2 below. This applies to both criteria for selected countries and projects, and criteria for selected personnel. The security assessment shall comply with the applicable guidelines described by

the Ministry of Foreign Affairs at all times, see

<https://www.regjeringen.no/no/tema/utenrikssaker/reiseinformasjon/id2413163/> (only available in Norwegian).

5.1 Special conditions

5.1.1 Before departure

For all personnel with international employment on behalf of SUH, it shall be ensured that guidelines for employment in Norway and the individual country are followed. It is particularly important to secure relevant authorisations for clinical personnel, as well as research permits and ethical clearance for researchers. Liability insurance for exercise of the profession should also be clarified before departure.

Before personnel travel to, and start working on a project, the project manager must ensure that the checklist given in Appendix 3 is filled out and sent to the GHS via the Research Director for review and archiving.

It is also important to secure relevant work permits and authorisations for clinical personnel. Research permits and ethical clearance must also be obtained for researchers where relevant. All permits and approvals must be made in cooperation with, and approved by, the collaborating institution in the country concerned. Insurance terms and conditions for travel on behalf of SUH are defined through insurance contracts by the Western Norway Regional Health Authority. Employees, project managers and GHS are obligated to always remain informed about the given contents of the insurance contract.

A risk and vulnerability analysis must be carried out prior to project start-up:

- For risk assessment of the out-stationed employee, see Appendix 6
- For risk assessment of the project, see Appendix 7

The individual employees are required to register their intended abroad stay on the Norwegian government pages: <https://www.regjeringen.no/no/aktuelt/reiseregistrering/id2605635/> (only available in Norwegian)

For projects defined as Global Health projects and other international projects with SUH as a partner institution, it must be clarified prior to each project how additional relevant expenses for the personnel stay (e.g., insurances, vaccines, etc.) will be financed by the project.

5.1.2 During the stay abroad

Emergency preparedness in the event of an adverse event

In the event of an undesirable event, including threat, violence, natural disaster, civil disorder, terrorism or armed conflict, etc., the employee must contact the Norwegian consulate present in the country of stay or the Norwegian Ministry of Foreign Affairs, as well as the coordinating body for the insurance company, and follow the advice given. The employee, in collaboration with GHS and the project manager, is responsible for maintaining a contact list for these agencies during their stay.

The project manager at SUH must be informed of the undesirable event as soon as possible. The project manager must then immediately inform the Research Department at SUH, which in turn must immediately inform the Director of Human Resources and the CEO of SUH, when this is relevant for further assistance.

The project manager documents the undesirable event, together with the affected employee, in a report to be presented to the Research Director.

Residency and travel

This is organised by the partner institution or otherwise through the project.

Laws, regulations and conduct

Employees are obliged to comply with applicable legislation nationally and at the partner institution for residence and work. The employee must respect local cultural and institutional guidelines and appear as a good role model and representative of SUH. The employee is also encouraged to report any questionable conditions that can be addressed in a project context. See "[Guidelines for reporting cesurable constitions](#)" (EQS, only available in Norwegian) and [The Norwegian Working Environment Act](#) (official law, only available in Norwegian).

5.1.2 After the stay abroad

The employee, project manager and GHS debrief and evaluate the stay against achieved objectives, implementation, safety and learning points for improvement. This is done, among other things, by reviewing the reports for the project, as given in appendix 5. A final report must be written for each project submitted to GHS by Anne Terese T. Gabrielsen.

6. Deviations

Deviations from the procedure must be reported to the Research Director.

The Director of Research has the authority to grant exemptions from the procedure.

7. References

- SUH Global Health Strategy, see attachment under "Related documents"
- Travel advice from the Norwegian Ministry of Foreign Affairs: https://www.regjeringen.no/no/tema/utenrikssaker/reiseinformasjon/id2413163/_ (only available in Norwegian)
- Registration of intended travel in a Norwegian government register: https://www.regjeringen.no/no/aktuelt/reiseregistrering/id2605635/_ (only available in Norwegian)
- SUS guidelines for reporting censurable conditions: "[Guidelines for reporting cesurable constitutions](#)" (EQS, only available in Norwegian)
- Norwegian laws on work environment: [The Norwegian Working Environment Act](#) (only available in Norwegian)

8. Appendix

Appendix 1 – Form to be filled out for selection of partner country and institution – Global Health SUH

Selection of a Global Health partner, institution and project participants should be according to the following criteria:

		Comments by the GHS
Country	Must select a safe country and focus on a country that «we know» have clear needs. Based in internally mapped competence and experience at SUH.	
Institution	Should consider institutions that SUH (or national collaborative partners) already are acquainted with and that locally have the capacity for expansion. Again, based on internally mapped competence and experience at SUH.	
Subject	Must amend to local and global needs. Must have the potential or achieve benchmarks and contribute to change or improvements that address specific challenges with the partner institution and SUH.	
Coworkers	Must have the abilities to understand (and adapt to) the local needs and culture and generate synergistic effects that can be further implemented/developed at SUH.	

Appendix 2 - Form to be filled out by the line manager for clarification of the project and the employee in international involvement

Project name:	Project leader:	Co-worker(s): Name / department	Line manager (who fills out this form):	Comments:
1. Is the project financed as part of SUH Global Health strategy?	If yes, fill form as given in appendix 1 and appendix 2, together with the GSH. Contact GHS for clarifications if needed.	If no, see question 2		
2. Will the project be carried out under the auspice of SUH and with SUH resources?	If yes, line manger is responsible (or may delegate responsibility to project manager) for ensuring that the project and the employee(s) are safeguarded according to SUH guidelines.	If no, the employee must be informed that SUH is not responsible for the research activity, the HSE or other conditions related to the abroad employment. The abroad employment is considered as a private affair.		

Appendix 3 - Checklist for project implementation Global Health SUH

This checklist is to be filled out in collaborative effort by the project leader, employee and GSH.

Project name:	Project leader:	
Elements	Comments:	Status / Coniderations
Countries with established collaborations with SUHL		
Institutions with established collaborations with SUH		
Project adherence to SUH		
Project adherence to collaborative partner institutions of SUH		
Implemented Needs Assessment according to subject?		
Collaborative partners in Norway?		
Plan of Progress established		
Benchmarks established		
Plan for Reporting established		
Profits/gains evident to both countries?		
Risk assessment of project	See separate tool for risk and vulnerability analysis	
Financing established		

Appendix 4 - Checklist for out-stationed personnel through Global health SUH

This checklist is to be filled out by the employee for the given project.

Project name:	Project leader:	Employee name / department / clinic:	
Elements	Responsibility	Comments	Status / Considerations
Travel advice by the Norwegian Ministry of Foreign Affairs	Employee	Register intended abroad stay on the Norwegian government pages, see section 5.1.1 above.	
Travel advice by the Norwegian Institute of Public Health	Employee	See section 5.1.1. above	
Insurance, including liability insurance for exercise of the profession	Employee and employer		Liability insurance for exercise of the profession (clinical responsibilities for patients)
Employee status during stay abroad	Employee and employer	Follow up on HSE, economy, risk assessments, preparedness, briefs and debriefs	
Comtence of culture obtained	Employee/GHS		
Etichal consideratoinis	Employee/GHS		
Risk assemsent	GHS	Travel advice by the Norwegian Ministry of Foreign Affairs, local contact	
Vaccines and madications	Employee	Joint considerations between the Department for Infection Control at SUH and the Occupational Health Service at SUH	
Voluntary membership in Norwegian National Insurance Scheme	Employee		Relevant for stays over 12 months
Pårørende informasjon	Employee / GHS		
Implementation of appendix 1 and 2	Prosjektleder / Employee		Inkludert ROS gjennomgang

Appendix 5 - Global Health Research – Stavanger University Hospital Report template

This template is to be fille out by the project for completing the status report.

Name of project:
Project leader / report by:
Reporting period:
Main collaborative partners (include responsible contact person at collaborative institution):
Brief summary of project (one paragraph):
Planned achievements in previous reporting period: (from last report)
Progress /activities in reporting period:
Brief description of gaps between plans and progress:
Describe any major changes to the project (if any):
Planned progress / activities in next reporting period (include roles, responsibilities, priorities and budget):
Challenges and risks to planned progress: (collaborative, logistics, bureaucratic, analytic, time, budget etc.)
Action points to control the risks:
Next report due:
Date and Signature:
Additional comments if needed (to be filled in by research department): (ethical clearance, collaboration, agreements, logistics, publications, budget, reporting, progress, other)
Recommendations:

Appendix 6 – Risk assessment for the out-stationed personnel

The SUH appointed tool for risk and vulnerability analysis must be used, see link <https://eqs-hst.ihelse.net/cgi-bin/document.pl?pid=hst&DocumentID=18650> (only available in Norwegian).

Following considerations must be made (as a minimum) related to:

- Serious, acute illness, accident, or injury
- Puncture wounds and lacerations
- Violence and threats of violence while working
- Tropical diseases
- Excessive workloads or responsibilities
- Exposure by radiation
- Exposure chemicals or cytostatic medication

Appendix 7 - Project risk assessment

The SUH appointed tool for risk and vulnerability analysis must be used, see link <https://eqs-hst.ihelse.net/cgi-bin/document.pl?pid=hst&DocumentID=18650> (only available in Norwegian).

Following considerations must be made (as a minimum) related to:

- Recruiting
- Financing
- Management support
- Management and implementation in partner institution
- Transfer of competence to SUH
- Other benchmark achievements (please specify)
- Corruption
- Formalia (work and residence permits, research permits, liability insurance)
- Evasion in relation to certain legislations (specify – e.g. tax legislations, social security, etc.)
- Behaviour (substance abuse, harassment, assault)
- Working conditions and well-being (place of residence, sanitation, food, travel, etc.)
- Reputation and trust
- Quality (project, employee, equipment, processes)
- How to assess censurable conditions or whistleblowing