

Partners In Health

Policy on International Collaborators and Volunteers

Approved by: Cynthia Maltbie, Chief Human Resources Officer

Date: March 27, 2018

I. PURPOSE

PIH is fortunate to host many volunteers and international collaborators, who help to train our staff, provide expert advice and, in some cases, performing direct service. When these individuals travel to our sites, we want to make sure we take appropriate steps in preparation so they will have a safe and productive experience during their stay and so that PIH is protected from liability and unexpected expenses.

For the purposes of this policy, the definition of “**International Collaborators**” means any individual from the United States who is a volunteer, advisor, visitor, intern or fellow who is not employed by PIH and who will be visiting or volunteering at a PIH international site for more than one day. This definition includes volunteers or advisors who are affiliated with academic institutions or hospitals or referred to PIH by an academic institution or hospital, even if PIH has an MOU in place with the institution or hospital. Please note that PIH will consider expanding this policy to cover other volunteers after a reasonable trial period.

This policy applies to all PIH international sites, including Haiti, Peru, Mexico, Rwanda (including UGHE), Lesotho, Liberia, Malawi, Sierra Leone, Russia, and TB sites in Ethiopia and Kazakhstan.

II. POLICY AND PROCEDURES

PIH requires that all International Collaborators register with PIH Boston Human Resources *before making travel plans*, and that PIH Sites accept international collaborators only after receiving confirmation from PIH Boston HR that they have completed the registration process.

Registration involves providing PIH Boston HR complete and up-to-date personal information, including evidence of health insurance coverage and emergency contacts, as well as certifying they have reviewed and will comply with the PIH Code of Conduct and related policies, signing a release of claims, and agreeing to undergo a background check as necessary. International Collaborators who will be providing clinical services will be required to provide their medical license and other information required by the PIH Site. International Collaborators who will be staying at PIH Site for more than four weeks also are required to complete PIH’s medical clearance/occupational health process.

PIH Sites should not allow International Collaborators on their premises unless and until they have completed the registration process.

In addition, PIH does not allow International Collaborators under the age of 21, except for students age 18 to 21 who are volunteering through a formal college program. International Collaborators are not allowed to bring spouses or children to a PIH Site, unless the Executive Director of the Site has provided his or her prior written approval. Such requests will be considered only on a case-by-case basis. Some PIH Sites do not permit children to visit.

Each PIH Site should designate a point person to coordinate review, approval and onboarding of International Collaborators at the Site. The site point person will work with PIH HR (to be contacted through HRhelp@pih.org) and the PIH Safety & Security Director to manage the registration process.

Registration Process:

Step 1: When a PIH manager or PIH site employee decides to sponsor an International Collaborator, they start by completing the [International Collaborators Form](#) on Sharepoint. In the event that an International Collaborator reaches out directly to HR, HR will notify the site point person.

Step 2: PIH Boston HR sends the International Collaborator an email and adds them to Jobvite to initiate the appropriate Collaborator Onboarding process. The International Collaborator will receive an email from Jobvite with instructions on how to complete the process. The International Collaborator registration process requires provision of emergency contact information, proof of health insurance, agreement to the terms of the PIH Volunteer Agreement and a release of claims, and medical clearance for visits that exceed four weeks.

Step 3: When the International Collaborator has completed all registration materials and certifications required on Jobvite, including providing appropriate documentation, PIH Boston HR will email this information to the internal sponsor and site HR lead.

Step 4: Site HR will notify the site leadership, internal sponsor and International Collaborator that the International Collaborator has been cleared to travel to the Site.

Step 5: International Collaborators who make multiple trips will need to recertify that their information is accurate before each trip.

III. ADMINISTRATIVE RESPONSIBILITY

This policy and any changes thereto shall be approved by the Chief Human Resources Officer in writing. As delegated by the CEO, the Chief Human Resources Officer shall have the responsibility of the day-to-day administration of the policy.

Violations, disregard or misuse of this policy will be brought to the attention of ELT. PIH retains the right to take whatever action it deems appropriate for violation of this policy given the circumstances, up to and including termination of the offending party.