

Application Process to Volunteer with Medical Santo?

Read through the **Role Description** for the position you are interested in and contact us to ask questions if you are unsure of any details. We can use all medical professionals, educators and trainers in our clinic, mobile rural clinics and at the Santo hospital.

1. Please ensure you meet the **Key** requirements outlined in the Role Description.
2. **Pay a registration fee of A\$300 per person to Medical Santo** to process applications, permits and registrations etc.
3. Email the following documents to volunteers@medicalsanto.com
 - a) A scanned colour copy of the photo page of your current **Passport**.
 - b) Your **CV/Resume** with contact details of **two referees** that can provide evidence of your clinical abilities and suitability for the position.
 - c) A copy of your current **Professional Registration** from your country.
 - d) A copy of your **University Degree** for your qualifications.
 - e) Complete no more than an A4 page of information addressing the **Key Selection Criteria** in the **Role Description** document.
4. A Medical Santo representative will contact you and discuss your application and answer any questions you may have. Nurses will be required to fill in a Vanuatu Nurse Registration form that will be forwarded to you.
5. We will negotiate with you the dates and length of stay. (confirmed by email)
6. You will be required to read through our Role Description, Operations Manual and complete an Application Form and sign the declaration.
7. You need travel insurance for the full length of your stay in Vanuatu. If you do not have travel insurance please ask us and we can provide corporate travel insurance while you are volunteering with us.
8. Prior to travelling to Vanuatu you will have an induction session with one of our staff either face to face, via telephone or on Skype addressing the Operations Manual, Role Description and Key Expectations.
9. When you arrive in Luganville to begin operations you will have an "in country" induction.

10. On return you will have a debrief with a Medical Santo representative and will be asked to complete an online assessment of your time with us. This assessment is forwarded by you to an independent body.

IMPORTANT : If you have any questions please do not hesitate to contact us and ask.

- **Your passport** is required to have no less than 6 months validity from the date you arrive in Vanuatu.
- **It is your responsibility** to arrange a pre departure medical consultation (at least 1 month before you leave), immunisations including Malaria prophylaxis (not Lariam) and travel insurance.
- While volunteering in the clinic we are able to provide you with clean, basic accommodation above the clinic or within a 5 minute taxi ride from the clinic.
- Currently direct flights to Luganville (Santo) leave from Brisbane Australia on a Tuesday and return on a Sunday. There are many other flights that go via Port Villa (Vanuatu's capital) that leave from Brisbane, Sydney, Melbourne, Auckland, Nadi and Honiara with connections to the world. Some of these flights may require you to pay overnight accommodation in Port Vila before catching the transfer flight to Luganville.
- You may wish to take a side trip on the way home to numerous sites like the Island of Tanna to walk on the edge of an active Volcano or Pentecoast to see the Land Diving. All the organisation and costs of these will be at your expense and subject to normal Vanuatu immigration rules.
- We expect that you will volunteer your time at least 5 days per week and some of these days may be Saturday and Sunday. On top of this you may be required to be on call for emergencies.
- It is one of our priorities that while you are providing a volunteer service for the people in Vanuatu that you experience as many tourist activities as possible and we will ensure that you have 2 days off per week.



For more information Email volunteers@medicalsanto.com