

Procedures for Volunteers Evacuated for Medical Reasons to Australia: Requirement for a final medical clearance

AVI's 24-hour medical emergency provider, ACE Assistance, arranges and manages the logistics of all medical evacuations for volunteers on assignment. AVI Melbourne is informed by ACE Assistance of your evacuation and your arrival in Australia.

Once you arrive in Australia, **AVI Melbourne will be your primary contact** to provide support and to explain the following procedures for returning to assignment. If you are not contacted whilst in Australia please contact the Volunteer Program Coordinator (VPC) at AVI in Melbourne (03) 9279 1829.

All volunteers that are evacuated for medical reasons to Australia require a final medical clearance from our consultant at TMVC *'The Travel Doctor'* after completing treatment and before returning to assignment. This is based initially on a paper review of your medical case. This is part of our duty of care to you and to your employer.

The steps in obtaining this final clearance are outlined below:

1. After receiving treatment, ask your treating doctor (and specialist if applicable) to complete a written report advising of a prognosis/diagnosis, suitability to return to assignment and any treatment plan agreed to.
2. Collect these reports and email or fax through to the VPC in Melbourne at the details below, who will then coordinate the review by the TMVC consultant. Please attention and title your correspondence as follows:

Subject: CONFIDENTIAL - MEDI-VAC {*your name*}
ATTN: Volunteer Program Coordinator

schessell@australianvolunteers.com
Fax: 03 9419 4280
Ph: 03 9279 1829
Postal: PO Box 350
Fitzroy VIC 3065

3. TMVC will contact the VPC, advising whether you are cleared to return to country or require a further consultation with a TMVC Clinic. AVI will inform you of any outcome and what needs to happens next.
- 4a. **If cleared**, AVI contacts ACE Assistance to authorise your return travel to your country of assignment.
- 4b. **If not cleared** you will need to contact TMVC and arrange a further appointment with your closest TMVC Clinic (the costs of which will be covered by AVI). Ask the treating doctor to forward a written report directly to Dr Gherardin at TMVC Melbourne. Based on this report, your case will be reconsidered.

Your final medical clearance through TMVC confirms your return travel to your assignment. Without it ACE Assistance is not authorised to book your return travel.

5. ACE Assistance will then contact you to arrange your return flights. It is important that whilst in Australia, you update AVI with any information that may delay your return to country.

Note: After four weeks out of assignment, AVI and your employer will be required to review the feasibility of your assignment (Section 6.5 Volunteer Guidebook).