

Team Broken Earth Travel and Funding Guidelines

Office of Accountability:	Chairs of the Clinical Disciplines Associate Dean, Postgraduate Medical Education
Office of Administrative Responsibility:	Office of Finance
Approver:	Clinical Chairs Committee
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Overview

Team Broken Earth (TBE) is a not-for-profit charitable organization founded in St. John's, Newfoundland and Labrador in response to the 2010 earthquake in Haiti. TBE was formed to provide tertiary medical services by creating a paradigm shift in the delivery of medical care. Organized teams of thirty (30) volunteers (physicians, nurses, physiotherapists) provide medical services not available in Haiti as well as education and support to Haitian medical personnel. Since its inception, the organization has grown exponentially to include over twelve (12) centers across Canada and over a thousand volunteers. Through the generous support of the Faculty of Medicine (FoM), private donors, and charitable fundraising efforts, TBE has been able to expand the educational component of the mission, teaching Haitian medical personnel and providing valuable learning and research opportunities for FoM faculty members and residents.

Purpose

To establish funding and travel arrangement guidelines for FoM personnel traveling with TBE.

Scope

Faculty members and residents from the FoM traveling with TBE.

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Guideline

1.0 General Provisions for Faculty

- 1.1 Faculty members are required to submit an [Absence from Campus Form](#) to the Manager of Academic Affairs for time taken to volunteer with TBE.
- 1.2 At the discretion of the Discipline Chair, faculty members traveling with TBE may be reimbursed up to a maximum of \$1000 per year, for approved travel costs. Normally, faculty members receiving reimbursement will be travelling with a discipline resident.
- 1.3 Requests for travel will follow the FoM rules governing travel pre-approval. A Travel Request Form must be submitted to the Discipline Chair for approval at least four (4) weeks prior to the departure date. Travel Request Forms must be submitted to the Office of Finance for final approval at least ten (10) days prior to the departure date. Any travel booked prior to approval may not be reimbursed.
- 1.4 Pre-departure training is mandatory which requires all new members to attend a session with the FoM's Global Health Office.
- 1.5 All traveling faculty are to abide by the provisions outlined in the [Memorial Travel Outside of Canada Policy](#).
- 1.6 TBE will be required to submit an annual report of academic deliverables to the Dean of Medicine.

2.0 General Provisions for Residents

The below guidelines are for resident travel with TBE that is officially recognized as part of a resident's training within a scheduled rotation/training experience.

- 2.1 A resident must have the approval of their Program Director and the Associate Dean, Postgraduate Medical Education (PGME), in order to travel with TBE.
 - 2.1.1 A resident must be in good academic standing to receive approval.

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- 2.1.2 The Program Director and Associate Dean, PGME, reserves the right to withhold or withdraw permission to travel with TBE at any time.
- 2.2 All represented disciplines who have residents on TBE teams must have formal goals and objectives outlining expectations for resident training.
 - 2.2.1 All goals and objectives must be approved by the applicable Residency Program Committee and forwarded to the PGME office.
- 2.3 Typically, there will be one (1) resident accompanying a faculty member from the same discipline on any given trip. There is a maximum of three (3) residents traveling per mission.
- 2.4 At the discretion of the Discipline Chair, residents traveling with TBE may be reimbursed up to a maximum of \$1000 per year, for approved travel costs.
 - 2.4.1 Requests for travel will follow the FoM rules governing travel pre-approval. A Travel Request Form must be submitted to the Discipline Chair for approval at least four (4) weeks prior to the departure date. Travel Request Forms must be submitted to the Office of Finance for final approval at least ten (10) days prior to the departure date. Any travel booked prior to approval may not be reimbursed.
- 2.5 Pre-departure training is mandatory which requires all new members to attend a session with the FoM's Global Health Office.
- 2.6 All travelling residents are to abide by the provisions outlined in the [Memorial Travel Outside of Canada Policy](#).
- 2.7 For inclusion in their assessment portfolio, residents will be required to provide a reflective piece or a research/scholarly project for each week away with TBE as per the [PGME Guidelines for Global Health Participation – FoM Supported/Funded](#).
- 2.8 A formal written assessment of a resident's performance with TBE will be completed by a faculty member. The assessment will document the resident's activities/duties.



Faculty of Medicine

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Related Links

[Travel - General](#)

[Electronic Travel Claim Form](#)

[Travel Outside of Canada](#)

[Travel Claim Checklist](#)