

European Association of Urology Nurses Fellowship Programme

Guidelines and Rules for Short Term Visits

Maximum of two weeks General Guidance

This document provides guidelines for applicants and outlines the rules by which the EAUN Fellowship programme, Host Institutions and Fellows are bound. The rules outlined are intended to ensure that communication between all parties is open and that each party is aware of their responsibilities and those of others.

Applications for Fellowship may be submitted at any time during the year. However, decisions on awarding of Fellowships shall only take place on March 1st and October 1st each year. Applicants are required to view the programmes offered by host Hospitals / Institutions and make their selection based upon the ability of a host to meet their individual needs. Completed applications must be received at least 30 days before the date on which they will be considered, as follows:

Applications to be received by	Applications Awarded
31 January	1 March
31 August	1 October

Fellowship Rules

EAUN

- The EAUN shall reimburse all agreed expenses incurred during the visit to the host institution from the Fellow's home institution.

Applicants and Fellows

- EAUN members, with at least 2 years of membership can apply at no cost.
- Fellows agree to forward a report to EAUN for publication in EAUN Newsletter and for inclusion on the EAUN website within two months of their visit.
- Such reports will become the property of the EAUN.
- Successful applicants are responsible for their own travel, liability and health insurance.
- EAUN will be indemnified against any liability for actions or omissions on behalf of the Fellow or host institution.
- No reimbursement of agreed expenses will be provided unless accompanied by receipts.
- The Fellowship programme is observational only and Fellows agree not to participate in direct patient care. A normal stay will be a minimum of 1 and maximum of two weeks.

- Successful applicants must sign and return an agreement stating that they accept and agree to be bound by the rules of the Fellowship programme, prior to commencing the programme.
- Successful applicants must begin their programme within six months of having their application accepted. Failure to do this will result in the application being declared null and void unless otherwise agreed with the EAUN.
- Where applicable, Fellows agree to requirements of the host institution concerning health status certification and will be able to forward copies of appropriate documentation before beginning their programme.

Host Institutions

- Host institutions will provide a structured programme of observation for visiting Fellows which will be agreed prior to the programme commencing.
- Accommodation will be available at a reasonable distance from the host institution and at reasonable cost for the entire duration of the programme.
- Dining facilities will be available within the host institution.
- Host institutions will make clear to the EAUN any and all requirements they have concerning health status certification required from visiting Fellows.
- Languages indicated in the application form must be confidently spoken by staff in the areas of the Host Institution where the Fellows will be based.