

IMPORTANT INFORMATION ABOUT YOUR UPCOMING TRIP AND YOUR OWN SAFETY

Dear Doctor

Thank you once again for taking on the role of examiner at the forthcoming examination.

1. General - Important safety and security considerations

For country specific travel and safety advice from the Foreign and Commonwealth office, please see: <https://www.gov.uk/foreign-travel-advice>

- Stay connected with The Federation and your travel companions. Keep your phone charged and/or carry a portable charger/power bank.
- Familiarise yourself with the geography of the airport, your hotel and the exam centre in advance of your travel. (Rough Guide or Lonely Planet are useful references).
- Familiarise yourself with the local emergency numbers.
- Carry the hotel address/contact information with you, especially if you are unfamiliar with the city/country, to ensure you can easily return to the hotel in situations where your phone may run out of battery, or you may encounter technical issues.
- Familiarise yourself with the hotel's emergency exit so you can leave easily in an emergency.
- On arrival check the door lock of the room you will be staying in, if in doubt change rooms.
- Avoid discussing room number details with strangers/loudly in public areas. Use discretion when sharing this information, especially in the presence of unfamiliar people.
- Ensure passports and valuables are kept on your person when you leave the room or are kept in the safe of the hotel room.

2. Travel and Insurance

Selective Travel should now have confirmed your flights and sent you an itinerary outlining these. Please check your itinerary matches with the exam schedule. An insurance document is attached to your information email, please keep a copy of this handy and save a copy of the phone number in your mobile or diary. We also suggest that you print your flight and hotel details to keep with you whilst away.



3. Visas

Please contact us and Scott's Travel immediately if you require a visa and have not started the process yet. ross@scottstm.co.uk

4. Dress Code

Please ensure that you have professional clothing with you on your examining trip. A formal dress code is required in the formal meetings organised by the Federation or the Host Centre. Some social events may be attended in smart/casual clothes and your host will advise you on this. Please be aware of cultural norms in more conservative countries. For example, full length trousers and long sleeve shirts are the safest attire.

5. Health, Security and local customs

The health and wellbeing of our examiners on Federation business is of our utmost concern. Whilst examiner trips are covered by insurance and we provide contact information for the travel provider in case of emergencies, there are country specific guidelines that should be followed to support a safe and positive examination experience, and please find this information enclosed to review. For further advice, please see the [Foreign Office travel website](#) and the [NaTHNaC website](#), but the best advice will come from the host and local examiners on arrival. Most exam and training centres are not in areas that require specific vaccines or malaria prophylaxis and these days traveller's diarrhoea is less of an issue, but use the websites above to confirm what health related issues may arise. Ensure you have some first aid medication with you (paracetamol, loperamide etc.).

The emergency contact number for Selective Travel is: 02890 442063

6. 24 hours before departure

There is the risk of airlines losing luggage upon and being unable to recover them before the exam. Considering this, please make sure that you carry suitable clothing for the exam in your carry-on bag to avoid any unexpected hassle. If at all possible, try and travel with hand baggage only. The allowances are usually generous in business class, and it avoids losing bags.

Domestic connecting flights can be subject to short notice cancellation, and this is why we need your contact telephone numbers. In this eventuality, Selective Travel will reschedule your flight, usually booking you in for an earlier departure and advising you by mobile message. If your itinerary includes a connecting flight, we suggest that you plan for this contingency, avoiding on call, ward rounds or other last-minute

commitments and ensure that you leave your mobile on and check for messages regularly.

7. Arrangements with the Hotel and Social Program

On arrival at the hotel, we suggest you confirm that your room has been booked for the duration of your stay. Your itinerary contains details of any dinners and meetings which have been organised on behalf of the Federation; the Hosts will advise you of any further arrangements which they have made. Please be aware that your attendance at the Federation dinner and examiner briefing (along with any other official event) **is mandatory** and must take priority over personal plans. Those accompanying you are very welcome at the dinner; please tell us they will be attending so bookings can be accurately made.

8. Expenses

You will need to retain all **itemised receipts** for items you wish to claim on your return to the UK. Card payment slips, and room service bills are not enough evidence for the claim.

Please click on this link to be taken to the [Online Expense System](#). Guides on how to register and how to make a claim can be found there. If you have any difficulties using the system, or any questions, please get in touch with us and we can advise you ourselves or forward you to the Expenses team. Alcohol is not reimbursed and cannot be claimed on the expense system. The only exception is the Federation dinner.

9. Details of examining duties and other useful documentation can be found [here](#). We would like to thank you once more for assisting the federation and wish you a pleasant trip.

Kind regards

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International Examination Team, MRCP(UK) Central Office

The Federation of the Royal Colleges of Physicians of the UK – global leaders in physician education