

President: Professor David Gordon FRCP FMedSci

## Policy on advisory visits by the staff and advisers of the World Federation for Medical Education

This document is guidance for organisations who request an advisory visit from the World Federation for Medical Education (WFME), other than an advisory visit to an accreditation agency. Different arrangements apply to advisory visits to accreditation agencies.

WFME is pleased to provide such advice and guidance within its capacity to do so.

Normally, the person or persons involved in such an advisory process will be members of WFME staff or [WFME advisers](#), or other experts proposed by WFME. WFME will determine whether the visit should be made by only one person, or whether additional adviser(s) or staff should attend.

After the request has been received, reviewed and agreed, WFME will notify the organisation of information that is required before the visit takes place.

### Organisation

1. A request for an advisory visit must be made in writing, on headed notepaper and sent to [admin@wfme.org](mailto:admin@wfme.org) as long in advance as possible, ideally at least four months in advance of the proposed visit.
2. The adviser(s) and any staff members for the visit will be selected by WFME, in consultation with the requesting organisation. Care will be taken to select adviser(s) relevant and appropriately skilled to meet the request.
3. Once the advisory team has been confirmed, discussion of detailed arrangements will be made through the WFME office, until it is appropriate for the adviser(s) to be put into direct contact with the organisation requesting the visit.

### Finance

1. The requesting organisation must meet in full the travel, any necessary visa, subsistence and other incidental costs of the adviser(s), from the home institution of the adviser and return, including the costs of a *locum tenens* for any adviser, if this is required.
2. Travel and accommodation must be arranged by the requesting organisation in accordance with WFME travel policy.
3. The requesting organisation must also cover the overhead costs of the WFME office in managing this general advisory programme. This contribution will normally be US \$2,000 for visits of up to one week duration.
4. The cost of the visit will also include a fee to each adviser. The fee is US \$500/day. An invoice will be issued by WFME to the requesting organisation for this and all other costs. All financial transactions must go through the WFME office.

WFME advisers are required to abide by the WFME staff and advisers participation agreement which includes a declaration of Conflicts of Interest; Duty to Maintain Confidentiality; Work for Hire Agreement and Assignment; and Hold Harmless Statement. Advisers make a new declaration for each advisory visit or activity conducted on behalf of the World Federation of Medical Education. The declarations and agreements are reviewed for any actual or perceived conflicts of interest. No adviser with an actual or perceived conflict of interest is permitted to be involved in an advisory visit or other WFME activity.

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