

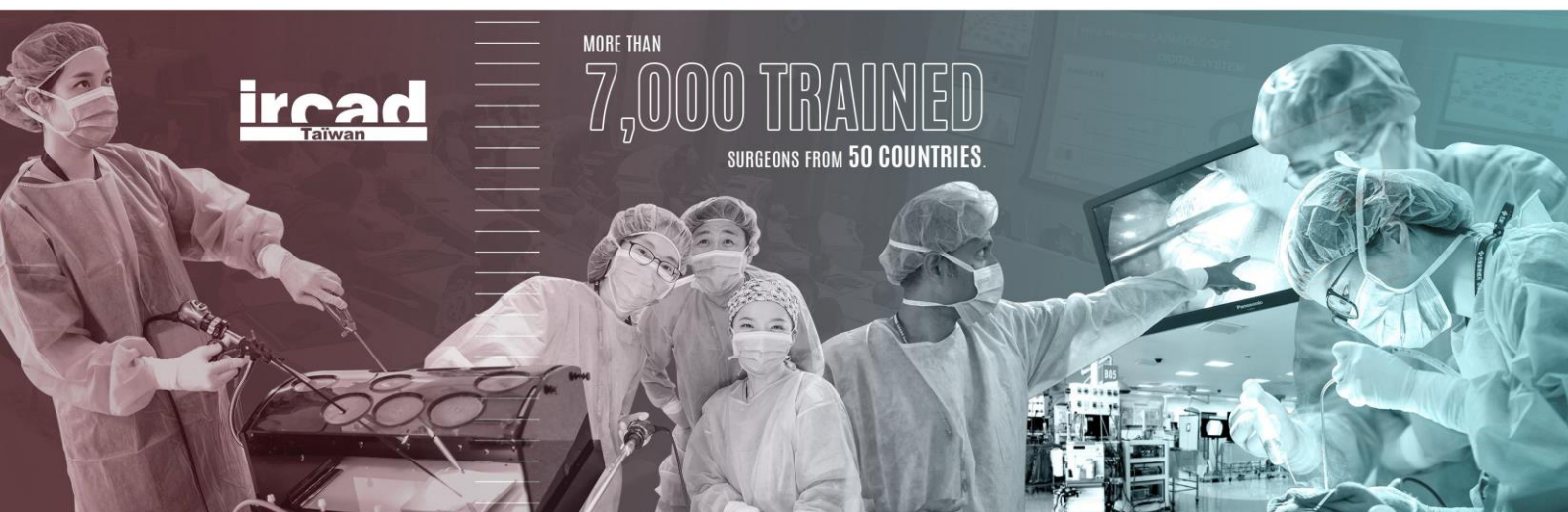


IRCAD-Taiwan

Fellowship

Program

Information Guide



ABOUT THE FELLOWSHIP PROGRAM

The program is designed to focus & center on the minimally invasive surgery training courses held by **IRCAD-Taiwan**. Fellows get the opportunity to listen for the lectures for free, and will also receive special discount on our lab training, which offers complete & comprehensive hands-on training.

Other than IRCAD courses, the core of your program will take place in our associated hospital – **Chang Bing Show Chwan Memorial Hospital** – which is located next to IRCAD-Taiwan. Fellows will experience the entire spectrum of Taiwanese health care system, including inpatient & outpatient, pre & post-surgical procedures, and patient care.

Fellows will shadow & conduct clinical observations in the operation rooms with our doctors. Surgery types will include all open, MIS (minimally invasive surgery), & robotic surgeries (depending on actual patient situation). *Hands-on assist is only available for fellow of duration over 3 months & with mentor's approval and supervisor.

Fellows may choose field(s) of interest from the following:

Hepatobiliary & Pancreatic (HBP)

Colorectal

Endocrine

Bariatric

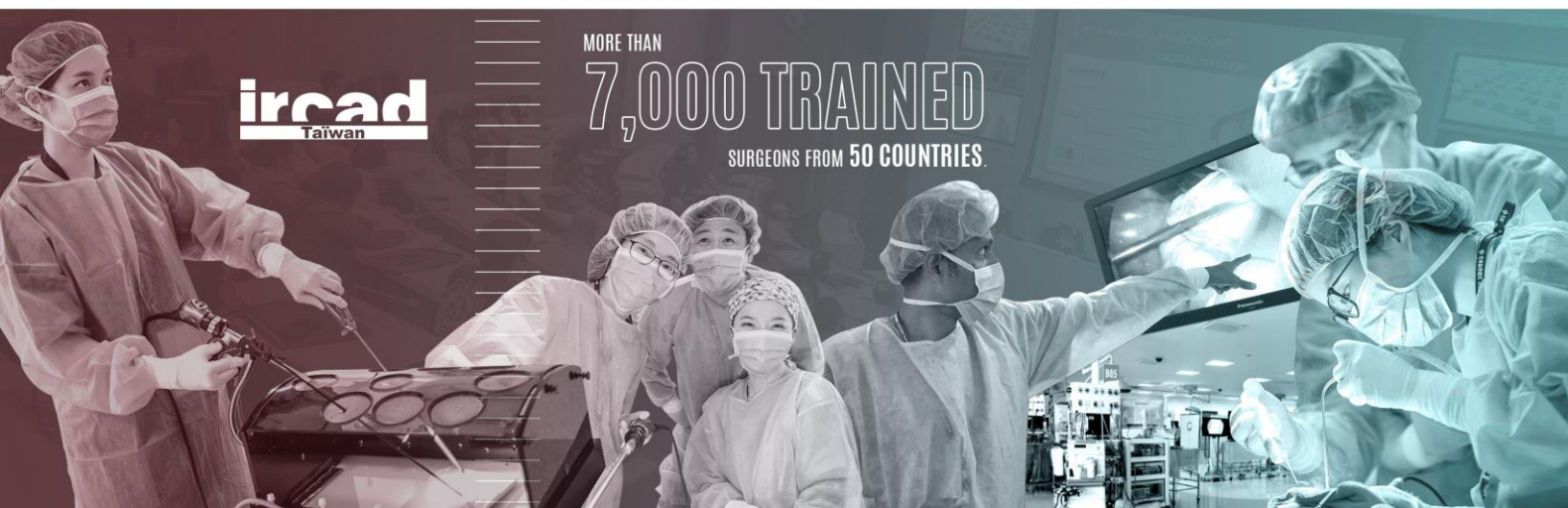
Upper Gastrointestinal (UGI)

& Other Specialty if instructor is available.

Actual instructor availability may depend on situation.

Minimum of Duration: 3 months – 1 year

Extension can be applied after instructor's approval.



ABOUT THE APPLICATION

I. Submit Your Application:

- A. Fill out the **Online Pre-Registration** at: http://www.aits.tw/en-us/fellowship_apply.php
- B. Please kindly indicate your name, field(s) of interest, intended date and duration, & email all **Required Documents** to register@ircadtaiwan.com.tw

II. Hospital Administration will proceed to review your application.

III. If your application is accepted: our Course Manager will contact you to finalize your fellowship program dates and send out your **Acceptance Letter**.

IV. Our Course Manager will submit your documents to Taiwan's Ministry of Health & Welfare to apply for a **Health Permit**.

V. If your permit is approved: our Course Manager will send out your **Health Permit & Confirmation Letter**.

VI. Upon receiving your Health Permit, please kindly proceed with your **Visa Application**. More information is available in the Visa Section of this guide.

VII. Once your Visa Application is approved, please make your **Travel Arrangements**.

VIII. After your arrangements are made, please confirm with our Course Manager again.

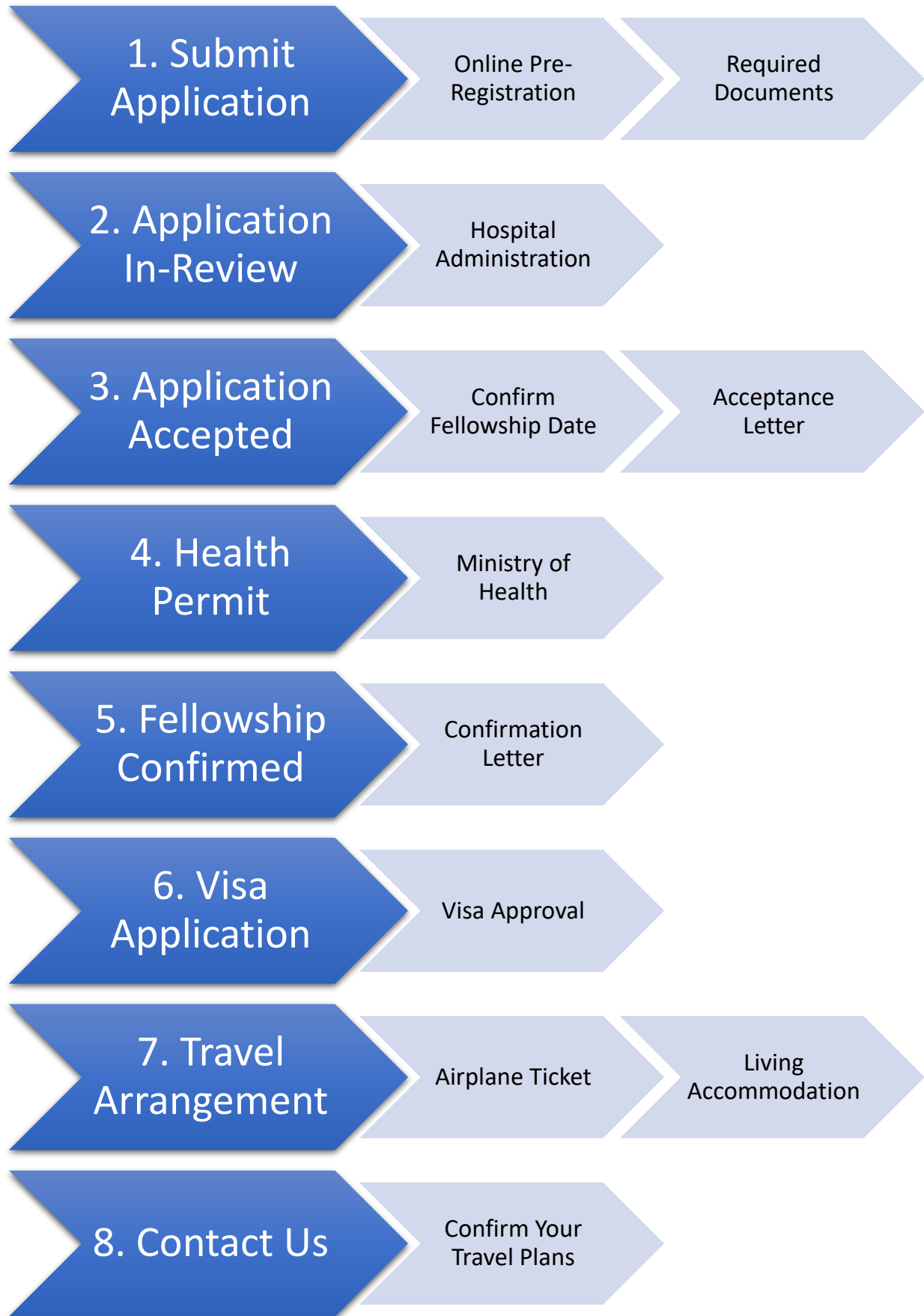
NOTE:

IRCAD-Taiwan reserves the right to modify the program at any time. Your fellowship program is not confirmed until the final step.

Application must fulfill all requirements & must be submitted at least 3 months prior to your planned fellowship date.

IRCAD-Taiwan is not responsible for your visa application and travel arrangements.

Fellowship Application Process



REQUIRED DOCUMENTS

1. One 2x2 in **Color Identity Photo** (*with White Background*)
2. A copy of **Passport** (*at least valid for 6 months*)
3. **Curriculum Vitae (CV)**
4. A copy of **Diploma** (*Bachelor, Master, and/or Ph.D., notarized if necessary*)
5. A copy of **Medical Practice License** (*with English Translation if necessary*)
6. A copy of **Certificate of Working Experience** *more than one year*
7. A copy of **Certificate of Current Employment** *within 6 months of date*
8. Two **Recommendation Letters** (*at least one is required, two is preferred*)
9. A **Letter of Intent** (*including your purpose of study, exact duration of your stay, intended field of interest, and/or possible clinical project for this program*)
10. **Health Report** (**Please refer to details below**)
11. Any other **supplement materials** (*optional*)

All documents must be copies of the original document.

Documents are required to be in **English/Chinese**. If the original document is in a language other than English or Chinese, a translation must be attached with the copy of the original document.

Files must be in either PDF, WORD, JPG, or other file types that are accessible by Microsoft computers.

REQUIRED DOCUMENTS

Health Report

1. Preliminary Health Report is required at time of application.
2. Another Health Report is required to be done within a year from fellowship starting date before you arrive Taiwan.
3. If results show **POSITIVE** for either, please also attach a report of vaccination

ENGLISH HEALTH REPORT MUST CONTAIN THE FOLLOWING:

FELLOWSHIP DURATION **WITHIN 3 MONTHS**

English Health Report MUST CONTAIN:

- Chest X-ray
- Hepatitis B & C

FELLOWSHIP DURATION **OVER 3 MONTHS**

English Health Report MUST CONTAIN:

- Chest X-ray
- Hepatitis B & C
- RPR(STS)/VDRL test
- Measles
- Rubella (MMR)

All documents must be copies of the original document.

Documents are required to be in **English/Chinese**. If the original document is in a language other than English or Chinese, a translation must be attached with the copy of the original document.

Files must be in either PDF, WORD, JPG, or other file types that are accessible by Microsoft computers.

ABOUT THE ACCOMMODATION

Fellows may choose to stay in our hospital's accommodation or arrange own accommodation outside the hospital.

Hospital accommodation is provided at discounted price for fellows in our hospital dormitory located 5 minutes walking distance away from the center.

Fellows are responsible for their own accommodation if they are choosing to arrange their own outside of our hospital dormitory. We would strongly suggest to use only trustworthy websites.

Please kindly see below for more information on hospital's accommodation:

Dormitory Information:
Chang Bing Show Chwan Heidelberg Dormitory Address: No. 1-1, Lugong Road, Lukang Township, Changhua County 505, Taiwan, R.O.C.
彰濱秀傳紀念醫院 - 海德堡 (醫院宿舍) Address: 505 彰化縣鹿港鎮鹿工路 1-1 號

Room Description:

Single occupancy with single bed, private bathroom, and furniture included.

Room Amenities:

Bed frame, mattress, pillow, sheets, blanket*, bedside table, wardrobe, desk & chair, shelves & cabinets, mini-refrigerator, air-conditioner, independent bathroom & shower, hair dryer, & one-time bathroom amenities.

**Fellow may exchange for thin blanket in the summer & thick blanket in the winter. Please visit our dorm supervisor in the dorm office located next to the daycare center.*

Common Area:

Kitchen Amenities: Kitchen sink & cabinets, refrigerator, electric stove, microwave, & water dispenser (hot & cold water).

Laundry Amenities: Coin-operated washing & drying machine, spinning water extractor, & clothes drying yard (NTD 10 coin per wash / dry).

Other Facilities: Television room, dining room, table tennis room, & daycare center.

Accommodation Fee:

Room charge includes electricity, water, internet, & other utilities.

Item	Payment (NTD)
Dorm Room	NTD 4000 / month

Cleanliness:

Rooms are all Non-Smoking. Subject to penalty fee if found smoking.

Fellows are responsible for the maintenance & cleanliness of your own room. You are responsible for your own cleaning supplies. You may also submit request to have your room cleaned.

Below are the associated charges for each:

Item	Payment (NTD)
Room Cleaning	NTD 200 / time
Sheets Changing	NTD 200 / time

*Subject to additional charges if room is found damaged or in any state other than original condition. Additional charges applied to additional service.



ABOUT THE FEE

Program fee: **FREE**

Administration fee: **NTD 10,000**

*including application, document, processing, & other miscellaneous fees

Cover includes dorm room, identity card, operation room locker, hospital phone, white coat, & other hospital property if borrowed.

If property is damaged or otherwise, will be charged by the following:

Item	Charge (NTD)	Notes
Dorm Room (1 Month Rent)	NTD 4000	
Identity Card	NTD 250	
Operation Room Locker Key	NTD 350	May result in additional charges if lock is damaged or broken
White Coat	NTD 600	Fellow may bring their own white coat
White Coat Laundry Fee	NTD 100	Laundry fee will be collected after use of hospital white coat
Hospital Phone Package	NTD 4000	Hospital phone is required by every staff in the hospital. Free to call within the hospital line. Does not include text message, internet data, local, or international calls. Fellow are responsible If additional charges occur.
Phone Model: Asus Zenfone or equal	NTD 3,500	
USB Phone Charger Cord	NTD 100	
AV Phone Charger	NTD 250	
Phone Earphone	NTD 150	



IRCAD-Taiwan

秀傳亞洲遠距微創手術中心

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Fax: 04-707-3222

E-mail: register@ircadtaiwan.com.tw

