

**Memorandum of Understanding:**  
between Health Serve Australia and  
Partnerships in International Medical Education (PRIME International)  
on the setting up of the PRIME Project of Health Serve Australia

**1) Preamble:**

- a) **HealthServe Australia Inc (HSA)** was established by Christian Medical and Dental Fellowship of Australia Inc (CMDFA Inc) in 2004 to give practical help in the health field to in economically disadvantaged areas of the world. It is as a completely independent organisation and is associated with like minded Christian organisations in Australia, and HSA continues to maintain its special relationship with CMDFA Inc.
- b) **PRIME Partnerships in International Medical Education (registered as a charity in UK no 1111521) (henceforth referred to as PRIME)** is a network of Christians of various countries involved in healthcare education. The charity's objects are the relief of sickness for the benefit of all people through health and medical education in partnership with appropriate organisations throughout the world. It is committed to improving the quality and depth of healthcare of patients, especially those in poorer situations. PRIME does this both through running courses and programmes using tutors from well-resourced countries and through training and empowering national teachers everywhere (in both rich and poor countries) to replicate the core teaching and values:
- Courses are offered from a Christian understanding of the person, integrating body, mind and spirit
  - Courses are accessible and acceptable to those of all faiths or no faith without any form of proselytisation
  - Courses are developed to reflect the teaching and example of Jesus Christ in truth and compassion as and where appropriate to the participant group

The PRIME office is located currently in UK and coordinates both the activities of the current volunteer tutor database drawn largely but not exclusively from UK ("PRIME UK") and also the integration of PRIME related activities worldwide, including the establishment of new national groupings of PRIME tutors ("PRIME International")

- c) The relationship between HSA, CMDFA and PRIME grew through the ICMEDA conference and through the involvement of individuals in medical education trips. HSA and CMDFA invited John Geater of PRIME to present in a conference in Brisbane in April 2009 for CMDFA members and others who were interested in the PRIME concept. It was decided at this meeting to work towards the PRIME Project of HSA (PP-HSA).
- d) Rather than set up a new legal entity it was felt better to make use of the administrative and legal supports provided by HSA in order to facilitate tax

deductible donation etc. fulfilling the requirements of the Australian Taxation Office and AusAid. PRIME Project of HSA would operate within the stated aims of both HSA and PRIME. To encourage good communication between the entities it is desirable for PP-HSA to be represented on the boards of HSA and PRIME.

- 2) **As two organisations under the Lordship of our Lord Jesus Christ and having much in common, HSA and PRIME agree to work together to establish the PRIME Australia project as a project of HSA and as a branch of PRIME sharing the core values of that organisation.**
- 3) **Name:**
  - a) PRIME Project of HealthServe Australia (PP-HSA) is the official name.
  - b) The term “PRIME Australia” may be used in its relationship with PRIME.
- 4) **Purpose:** PP-HSA is a network of Christians involved in healthcare education, committed to improving the quality and depth of health care especially in poorer situations.
- 5) **PP-HSA subscribers**
  - a) Persons subscribing to the PP-HSA communications list do not have to be members of HSA or PRIME but should be encouraged to be so.
- 6) **PP-HSA steering committee**
  - a) Those becoming involved in the project steering committee will be requested to become members of HSA after signing membership declaration.
- 7) **Recruitment of members and volunteer faculty:**
  - a) PP-HSA will recruit volunteer teachers willing to go on teaching trips from the health professions
  - b) Such volunteers will be sympathetic to the principles of HSA, PRIME and not opposed to the Christian ethos of these organisations.
  - c) Volunteers will be invited to become members of HSA but this is not mandatory
  - d) PP-HSA will use the PRIME guidelines in conjunction with the HSA guidelines and procedures for recruitment including application, CV, referees. These applications will be perused by two persons appointed by the PP-HSA steering committee, and will be reviewed by PRIME as a subsequent step.
  - e) PP-HSA volunteers will be encouraged to give permission for their details to be shared with PRIME.
  - f) PP-HSA will arrange appropriate training in PRIME methods and ethos, which shall generally be undertaken by volunteers from Australia
- 8) **Sharing of information:**
  - a) PP-HSA will share its database of volunteers with PRIME. Consent for this will be part of the recruitment process.
  - b) PRIME will share information on volunteers with the Coordinator of PP-HSA in accordance with current UK legislation on data protection.
  - c) When PP-HSA project or PRIME corresponds with people on each other’s databases a cc will be sent to the other (PP-HSA or PRIME).

d) PP-HSA and PRIME will protect the privacy of all such volunteers.

**9) Communications:**

- a) The Coordinator of PP-HSA (known in HSA as “Project Champion” and in PRIME as “Associate Director PRIME Australia”) will relate to respective PP-HSA leaders for the following areas of activity
  - i) PP-HSA Educator (responsible for education and training of potential volunteers).
  - ii) CMC Vellore PGDFM program
  - iii) Oceania
  - iv) Tanzania
  - v) Others as may be determined from time to time after due discussion
- b) PP-HSA Coordinator will communicate with the PRIME International Committee, generally through the International Director and with respective desk holders representing other areas such as Africa, Nepal etc.
- c) PP-HSA Coordinator will communicate with HSA with regard to finances and administrative procedures of the HSA office.
- d) PP-HSA and PRIME will refer to each other in their respective newsletters and websites giving the reader a sense of the international collaboration involved in order to foster the objectives of PRIME and has.
- e) PP-HSA will include the HSA logo in its letterhead, web site and all communications.

**10) Representation:**

- a) PP-HSA will be represented on the HSA board (usually by the PP-HSA Coordinator)
- b) PP-HSA will be represented on the PRIME board (usually by the PP-HSA Coordinator)
- c) HSA will develop the steering committee of PP-HSA with advice from PRIME.

**11) Fund raising and trip proposals**

- a) When tax deductible donations are to be raised, PP-HSA will develop the proposal but these will approved by HSA before submission to AusAid and ATO.
- b) A copy of such proposals and other documents such as periodic reports will be forwarded to PRIME.

**12) Finances:**

- a) PP-HSA will raise money required for PP-HSA operations.
- b) PP-HSA money will be held in the HSA account and will be processed through HSA.
- c) HSA is finally responsible for any liability and for the finances of PP-HSA which will be audited along with other aspects of HSA operation.
- d) HSA will retain an agreed proportion of such money raised to cover administrative expenses as in keeping with other projects.
- e) HSA may forward to PRIME agreed amounts to cover PRIME office expenses related to PP-HSA activities and contributions towards international communications and support of PRIME teachers from poorer countries when

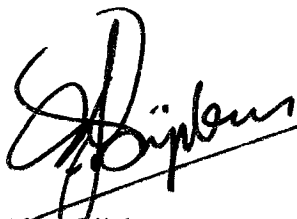
they engage in PRIME activities.

**13) Care of volunteer teachers on PP-HSA organised trips:**

- a) PP-HSA will designate a leader for each trip arranged for providing health education under the direction of HSA.
- b) Volunteers will usually be self funding and self insured for their trips.
- c) PP-HSA will take responsibility for orientation and making sure that volunteers have completed check lists for security, communications, health etc. before they depart
- d) In case of emergency, the trip leader appointed by PP-HSA will communicate and act on behalf of trip members as necessary in communication with PP-HSA Coordinator and the HSA executive officer.
- e) Where volunteers have come through PRIME to take part in PP-HSA organised trips, the trip leader will follow the same line of communication but also include the PRIME office in such correspondence.

Signatories

John W Caroe,  
Chairman, PRIME  
Date

  
Alan Gijsbers,  
Chairman, HSA  
Date: 14/11/09.

John G Geater,  
International Director,  
PRIME  
Date

  
Clifford Smith  
Chief Executive Officer  
HSA  
Date: 14/11/09