

**DEPARTMENT OF NEUROLOGY
ADDIS ABABA UNIVERSITY
ETHIOPIA**

REQUIREMENTS FOR AN ELECTIVE OBSERVERSHIP OR ATTACHMENT TO THE NEUROLOGY DEPARTMENT

- 1) Letter of Intent, which must include the following:
 - a. Formal request for the observership or attachment
 - b. Purpose or expectations of the observership or attachment
 - c. Requested duration of the observership or attachment including specific dates
 - i. Residents and fellows are generally expected to spend a minimum of one month on an observership
 - ii. AAU and Departmental requirements mandate that visiting neurology staff spend a minimum of 2 weeks teaching, with goals of a long term partnership
 - d. How you envision your participation will benefit the AAU Neurology Department
 - e. Applicant must include a statement that he or she will cover all travel expenses and costs associated with any medical care due to accident, injury or illness
- 2) Curriculum vitae including details of neurology training
- 3) Certified copy of medical licensure
- 4) Three letters of recommendation from the applicant's institution, which must include:
 - a. For neurology residents and fellows in a recognized training program:
 - i. Program Director – The Program Director's letter should indicate his or her support for the applicant, and goals and objectives of the observership in Ethiopia
 - ii. Department Chairman – The Chairman's letter should indicate his or her support for the applicant, and how the Department will supervise, evaluate or assess the resident or fellow during this clinical observership in Ethiopia
 - iii. Faculty – A letter of support from the faculty member directly responsible for the resident or fellow, including expectations of how the observership will be mutually beneficial for the applicant and AAU Neurology Department

Note: If one individual serves two or more roles (such as the same person being both Program Director and Department Chairman), then additional faculty recommendations will be necessary to provide letters from three individual neurologists.

- b. For neurologist applicants, who shall be at the consultant level:
 - i. Three letters of recommendation from neurologists at the same or higher level
 - ii. If on university staff, one of the letters shall be from the Department Chairman (if the applicant is Chairman, then one of the letters shall be from the university Dean and the other two from neurologists)
- 5) A \$100.00 USD fee will be payable to AAU School of Medicine
- 6) Applicant must obtain a business visa for the rotation or attachment (secured through the Embassy of Ethiopia in the applicant's country of residence)

The above documents (1) – (4) constitute the formal application, and may be submitted in paper or electronic form.

The completed application shall be forwarded to GlobalNeuroCare.org at least six (6) months or more prior to the desired commencement date.

Dr. Johnston will perform the initial screening, and coordinate the review process with the Chairman or Acting Chairman of Neurology, Dean's office and appropriate staff members. Additional parties may participate in the review from time to time. Dr. Johnston will revert to the applicant once there is a final determination regarding suitability for the observership or attachment.

After approval, the Global NeuroCare team is available to communicate with the applicant and provide information regarding travel arrangements, hotel accommodations, visa applications, immunizations, and related matters, allowing the applicant to focus on the educational aspects of the trip.

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