GRAZ
OBERVERSHP INFORMATION BOOKLET

ELIGIBILITY

Observerships are only offered to Alumni of the Salzburg Medical Seminars (SMSI). You must currently be employed as a medical doctor and bring a copy of your Medical License to Austria. Fluency in English is required, German language skills are recommended.

PROGRAM RULES

The AAF has established a few program rules which Observers are expected to obey:

- Obligatory attendance at the hospital
- Obligatory attendance at Social Events
- NO traveling during the week
- Bringing family is not allowed during your Observership
- All Observers are required to hand in a case study and a final report to their Coordinator prior to departure from Austria

CONTACTS IN AUSTRIA AND OFFICE HOURS

- Mr. Max Ortner
- Kärntnerstraße 51/ II, Top 4, A-1010 Vienna
- Phone: +43 (0) 1 533 8658 17
- Fax: +43 (0) 1 533 8658 10
- Email: m.ortner@openmedicalinstitute.org
- Our office in Vienna is open Monday to Thursday from 9:00am to 4:00pm and on Friday from 9:00am to 3:00pm (except for holidays when the office is closed).

TRAVEL

Please download the OMI travel and reimbursement guidelines from our homepage. If you have any further questions, please contact Mr. Max Ortner at m.ortner@openmedicalinstitute.org

PLEASE NOTE:

- If you make your own travel arrangements and are eligible for reimbursement, you must provide all booking confirmations stating the prices and submit the AAF Travel Form 4 – 6 weeks prior to your departure. AAF cannot guarantee reimbursement of your travel expenses, if you provide incorrect, missing or incomplete information. Please make sure to arrive and depart within the Observership dates stated in your invitation letter, as accommodation and insurance are only available during that time.
- AAF only reimburses costs in accordance with the AAF travel and reimbursement.
- Reimbursement is in EURO during your visit to Vienna.

UPON ARRIVAL IN GRAZ

Please find directions to the accommodation in the City & Hospital Information section on our website.

- Your accommodation is at Akademikerhilfe Schönbrunnheim (Untere Schönbrunngasse 7, 8043 Graz).
- If you arrive outside of the opening hours (Monday – Friday from 8:30am - 4:00pm), you will find your room key in a key box or you will get it from another person. You will find all information regarding your room number and your stay at the main entrance door.
- If you have questions concerning your accommodation, please refer directly to Ms. Putz (phone: +43 699 14017631).

As per March 2019

Observership Program
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LODGING

- You will be accommodated at a basic studio-apartment at Schönbrunnheim (Untere Schönbrunngasse 7, 8043 Graz). Please take into consideration that you are living in an apartment and not in a hotel and you need to be prepared to live in a dorm setting – bringing basic amenities (hair dryer, alarm clock, power adapters, bathroom slippers, etc.) is likely cheaper and more convenient than buying these items in Austria.
- The housekeeper will clean your room before you arrive.
- You will find fresh bed sheets in the cupboard also as tableware package and toilet paper and soap in the bathroom of your apartment.
- TV & Wireless Internet connection (free of charge) is available in your apartment, but you need to bring a laptop with a wireless function.
- Please make sure you lock your doors – the owner of the apartment is not liable for theft.

FOOD

Meals are not provided, but kitchen facilities (cooker, microwave, fridge, coffee machine) and a set of kitchenware are available for your use. Lunch is available at the hospital canteen (for approximately EUR 3.00).

PARKING IN GRAZ

- Should you decide to come by car, please inform us before your arrival, if you need parking during your stay in Graz.
- Please note that parking in the city center is subject to charges. It is your responsibility to check where you are allowed to park your car. For information on parking fees, park & ride facilities etc., please see: http://www.parken.graz.at/.

HEALTH INSURANCE

Observers from EU-Member-Countries should have a European Health Insurance Card (EHIC) and are responsible for their insurance during the Observership.

For Observers from Non-EU-countries, a health insurance coverage (first aid only – no extra services) will be provided. This insurance is for medical emergencies ONLY and you have to pay for examinations and treatments, if your disease or illness was present before you started your Observership. Please note that AAF must be informed of any health problem prior to arrival in Austria! The insurance is also ONLY valid in Austria, so if you are planning to travel at weekends, it is your responsibility to take out additional insurance.

In case you get sick and need to see a doctor, you have to inform the AAF immediately. If you make a doctor’s appointment or go to a hospital or clinic for treatment without informing the AAF, you have to cover the costs yourself.

Any additional insurance (travel, theft etc.) you need to organize by yourself.

SOCIAL EVENTS

- Once during your Observership month, you will be invited to Vienna to attend a Social Event or Workshop. You will be informed about the scheduled workshops and events by your program Coordinator via email. Please select the event you wish to attend and inform your Coordinator as soon as possible.
- AAF will book your train tickets and send the booking confirmation to you via email prior to your departure. Please print it out and take it with you on the train (together with your identity card).

PLEASE NOTE: Your participation at one of the AAF social events or workshops is obligatory.
AT THE HOSPITAL

- Please bring your own white coat.
- Your first day at the hospital is the day after your arrival.
- Under Austrian law, you are not entitled to perform diagnostic examinations or give reports, unless you have an accepted Austrian license / recognition of your medical degrees and specifications achieved in your country. So at present, you can only watch and discuss during your Observership.
- On the first day at the hospital, you might need your passport and a copy of your medical license to register at the hospital. Please make sure you have these documents with you! You will be informed about the required attendance at the hospital by your mentor and must follow these instructions. If for any reason you cannot attend, you must inform your mentor and the AAF office or Mrs. Kenner.
- All communication at the hospital is in German. Although your mentor should try to translate some parts and discuss things in English, most communication is and will be in German (due to time constraints during routine work), which may impair the benefit you can draw from this visit. Therefore, we urge you to take a German language course prior to your departure! We are sure you will benefit much more from your time in Austria, if you understand basic German.
- You can check your emails at the hospital library.

REPORT & CASE STUDY

All observers are required to complete a Case Study and a Final Report at the end of their Observership. If you do not send us your final report and case study, you will not receive a certificate for your Observership!

**Final Report:** needs to be completed and sent via e-mail to your program coordinator in Vienna (m.ortner@openmedicalinstitute.org), until Wednesday in the final week of your Observership.

**Case Study:** The case study needs to be prepared with and signed by your mentor prior to your departure from Austria. Hand in the signed Case Study to Mrs. Kenner in your final week.

Forms can be downloaded from the AAF website at: [http://www.aaf-online.org/index.php/how-to-apply.83.html](http://www.aaf-online.org/index.php/how-to-apply.83.html)

IMPORTANT INFORMATION

- You should have at least a copy of your passport or a valid international identity card with you during your stay in Austria, at any time.
- If you buy a monthly-ticket ("MONATSKARTE") for the public transport, please validate your ticket only ONCE, the first time you take the tram, at one of the validation machines in the tram.
- Please be aware that every airline has certain weight restrictions and that it is very expensive if your luggage has overweight. Please find out about the airline’s rules before traveling.

If you feel that any of the information given in this booklet might not to be correct, please contact the AAF office in Vienna. Thank you very much for your help!