## Salzburg OMI Observership Program

### Information Booklet

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<th>ELIGIBILITY</th>
<th>Observerships are only offered to Alumni of the Salzburg Medical Seminars (SMSI). You must currently be employed as a medical doctor in your home country and bring a copy of your Medical License to Austria. Fluency in English is required, German language skills are recommended.</th>
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| 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 final report to their Coordinator prior to departure from Austria |
| 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:**  
- You are **not allowed to bring family members, friends** with you during your observership in Austria.  
- If you decide to make your own travel arrangements and are eligible for reimbursement, you must bring all receipts from your trip 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 receipts. Please make sure to **arrive and depart within the Observership dates** stated in your invitation letter, as accommodation and insurance are only available during the time period stated in your invitation documents.  
AAF only reimburses costs in accordance with the AAF travel and reimbursement guidelines and does not cover expenses for additional accommodation abroad (hotel etc.) or any other additional expenses. Reimbursement is in EURO after arrival! |
| IMMUNIZATION RECORD | Prior to your Observership, please send your completed Immunization Record to your Program Coordinator with a recent chest x-ray including a report in English. |
| UPON ARRIVAL IN SALZBURG | Attached please find further information on how to get to Schloss Arenberg from Salzburg Airport. Once arrived at Schloss Arenberg, please check in at the reception desk. The receptionist will have your apartment key and further information ready. |
| REGISTRATION | Everyone entering Austria needs to be registered with the Austrian Record Section. The AAF will assist you with this. Therefore, please leave your passport at the reception upon arrival at Schloss Arenberg. |
| OFFICE HOURS | Our office in Salzburg is open from Monday to Friday (except holidays) from 8:00 to 17:00. |
| HOUSING | You will be accommodated in a single room at Schloss Arenberg. Please be prepared to live in a dorm setting and sharing kitchen facility – bringing basic amenities (alarm clock, power adapters, bathroom slippers, etc.) is likely cheaper and more convenient than buying these items in Austria. Please make sure you lock your doors – the owner of the apartment is not liable for theft.  
Your room will be cleaned once a week on Friday during your stay. Your bathroom will be provided with 1 large and 1 small towel, 1 small soap and 1 small shower gel. Additional towels, soaps and shower gels can be bought at the reception desk. (Subject to availability) |
| FOOD & SOCIAL EVENTS | You will have breakfast and dinner at Schloss Arenberg: Breakfast Mo-So (7-8am) and Dinner Mo-Fr (7-8 pm). You can have lunch at the canteen of the hospital. To receive a lunch pass, please contact the secretary of your department.  
**Fellows Dinners & Concerts**  
During Seminars, you are welcome to join the following events:  
Thursdays at 20:30: Concert at the Grand Hall at Schloss Arenberg  
Fridays at 18:00: Seminar Farewell Dinner  
Sundays at 19:00: Welcome Reception & Welcome Dinner  
Please confirm these days and your participation at the Salzburg Office |
| HEALTH INSURANCE | For Observers from Non-EU-Countries, Health insurance coverage (first aid only – no extra services) will be provided. This insurance is ONLY valid in Austria, so if you are planning to travel at weekends it is your responsibility to take out an additional insurance. Please note that AAF must be informed of any health problem prior to arrival in Austria. 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.  
Please note that the insurance provided by the AAF only covers emergencies and that you have to pay for examinations and treatments, if your disease or illness was present before you started your Observership. This insurance does not cover losses caused by robbery or theft. If you wish to be insured against theft, please organize such coverage in your country and at your expense. |
| REPORTS & CASE STUDY | All observers are required to complete a Case Study and Final Report at the end of their Observership.  
**Final Report:** needs to be completed and sent via email to your program coordinator in Vienna, in your final week of your Observership. |
Case Study: The case study needs to be prepared with your mentor prior to your departure from Austria and has to be signed by him/her. Hand in the signed Case Study at the Reception of Schloss Arenberg in your final week.

Forms can be downloaded from the AAF website at www.aaf-online.org
You will not receive a Certificate, if these documents are not handed in.

VIENNA:
Mr. Max Ortner
Program Coordinator Observership
Palais Todesco, Kärntner Str. 51/II, 2nd Floor
1010 Vienna, Austria
Phone: +43 (0)1 533 86 58-17
Fax: +43 (0)1 533 86 58-10
E-Mail: m.ortner@openmedicalinstitute.org

SALZBURG:
Ms. Lisa Friedrich
Schloss Arenberg
Arenbergstrasse 10,
5020 Salzburg
Phone: +43 (0)662 640 101
Fax: +43 (0)662 64 01 01 - 110
E-Mail: office@schlossarenberg.at

- Please bring your own white coat – there is also an option to borrow a white coat at the hospital for a deposit.
- The first day at the hospital will be the day after your arrival. Please report to your mentor at 07:30 AM.
- Due to 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. This means you can only watch/observe and discuss during your observership.
- On the first day at the hospital your mentor will want to see your passport and your medical licence. Please make sure you have them with you! You will be informed about required attendance at the hospital by your mentor and must follow these instructions. If for any reason you are not able to go to work, you must inform the AAF office.
- All communication at the hospital is in German. Although your mentor shall 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.
### Important Information

- **PLEASE NOTE:** You should always have a copy of your passport or a valid international identity card with you during your stay in Austria. You can make a copy of the document at the AAF office.
- For further information recommend you to buy a monthly ticket for the use of public transport. Please contact the reception.
- Be aware that every airline has certain weight restrictions and that it is very expensive if your luggage exceeds the weight limit. Please find out about the airline’s rules before traveling.

### Leisure Time

If you wish to get more information on what is happening in Salzburg during your observership month, please check out: [http://www.salzburginfo.or.at/](http://www.salzburginfo.or.at/)

### Shopping

- Be aware shopping in the city is expensive.
- You can shop much more conveniently in the malls of Salzburg. The largest one is Europark. You can reach it with bus No. 20.

### Directions

#### Airport to Schloss Arenberg


#### Schloss Arenberg:

The nearest bus stops are “Salzburg Volksgarten” and “Dr. Franz Rehrl Platz/UKH”

#### To Landeskrankenhaus:

- Take line No. 7 direction “Salzachsee”
- Get off at the stop “Landeskrankenhaus”

#### To Christian-Doppler-Klinik:

- Take line No. 7 direction “Salzachsee”
- Change at the bus stop “Hanuschplatz” to line No. 4 direction “Forellenwegsiedlung”
- Get off at the bus stop “Christian-Doppler-Klinik”

#### To the City:

- Bus lines No. 6 and No 7

*If the information given in this booklet is not up to date, please contact Mr. Ortner at m.ortner@openmedicalinstitute.org. Thank you very much for your help!*