



Insight

AID PROJECT

Student Information Pack



Insight

Aid Project – Student Information Pack

GENERAL INFORMATION

The Insight Aid Project is a student run initiative which demonstrates the ability of university students to make a positive contribution to their global environment. The project focuses on an existing problem in developing world health and identifies an opportunity for positive change.

The program itself involves university students obtaining 'wish lists' of medical equipment and supplies for hospitals and aid posts they intend to visit on elective placements. Insight then sources the required equipment and supplies from hospitals, medical practices, medical companies, individual practitioners or other relevant groups located in South Australia. Equipment and supplies are received as a donation towards a specific project.

In the majority of cases medical aid consignments will accompany students in travel and be handed over personally to donation recipients. In cases where this is not possible, Insight will consult exterior experienced individuals and organisations through which alternative arrangements will be made.

In addition to providing assistance to disadvantaged global medical facilities, the Aid Project provides significant educational experiences for Insight members. The donation of aid also acts as an expression of gratitude towards the health facilities providing students with their elective experiences.

Included in this Student Information Pack:

- Aid Request Checklist
- Humanitarian Aid Request Form
- Humanitarian Aid Delivery Receipt

Please take some time to read through these documents. If you have any queries or concerns please contact the Insight Aid Coordinator:

aid@insight-health.org.au



Aid Project – Student Information Pack

HUMANITARIAN AID REQUEST FORM

REQUESTING STUDENT DETAILS

Name

Qualifications / Study

Mail Address

Phone

Fax

Email

**It is expected that you have consulted Insight regarding your placement and aid request*

DESTINATION DETAILS

Country to receive Aid Consignment

Specific Address for Aid Consignment

Name of Recipient Organisation

Receiving Person / Doctor

TRANSPORT DETAILS

Are you traveling with this consignment?*

**If not, please contact Insight to discuss*

Departure Day & Date*

**Attach a copy of your itinerary*

How many boxes and what weight can you carry?*

**Check with your airline about the cost for excess baggage*

WHO ARE THE AID BENEFICIARIES AT YOUR PLACEMENT LOCATION?

Number of Beneficiaries

Timeframe for servicing

Beneficiary Age Range

0 – 2 years

2 – 18 years

18+ years

Unspecified

Type of Institution (i.e. clinic, hospital, medical outpost etc.)



Insight

Aid Project – Student Information Pack

HUMANITARIAN AID REQUEST FORM

MEDICAL SUPPLIES AND EQUIPMENT NEEDED

Please provide a 'Wish List' of non-pharmaceutical medical supplies and equipment including quantities:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Do you wish to receive only those requested or items similar/equivalent?

What expiry dates for supplies are acceptable?* (Please circle)

- Expired stock
- Short date stock 3 – 6 months 6 –12 months
- Long date stock - 12 months onwards
- Any

*Insight can only provide expired or short-dated supplies to aid recipients who have been advised of the shelf-life of the goods **in advance** and who require the aid for **immediate** use.



Insight

Aid Project – Student Information Pack

HUMANITARIAN AID DELIVERY RECEIPT

This delivery receipt is designed to ensure humanitarian aid reaches its intended destination within acceptable timeframes and good order. In order to receive aid, Insight requests an authorised delegate to complete this form and return it to the requesting person.

I / we have received _____ boxes of humanitarian aid from carrier _____

These goods are in good order and will be used for aid purposes within our humanitarian aid programs.

Signed:

Date:

Print name and position:

Contact details:



Insight

Aid Project – Student Information Pack

AID REQUEST CHECKLIST

1. Contact the Insight Aid Coordinator to express your interest in accessing humanitarian aid through the Insight Aid Project (contact details can be found on the Insight webpage). Please do this at least 12 weeks before you plan to leave for your placement. Early contact will improve your chances of obtaining requested supplies and equipment.
 2. After receiving confirmation of assistance from the Aid Coordinator, refer to the Aid Request Form.
 3. Contact the medical facility you will be visiting to obtain a wish list of non-pharmaceutical medical supplies and equipment. Examples of some of the supplies that may be requested are rubber gloves, suture material, syringes, stethoscopes and microscopes.
 4. Forward this wish list to the Aid Coordinator, ensuring you have attached the accompanying documentation as requested on the Aid Request Form.
 5. Remain in contact with the Aid Coordinator and assist wherever possible to obtain the requested aid from suitable donors. You will be required to assist in the collection and packaging of the aid consignment to ensure that you are aware of exactly what you are transporting overseas.
 6. Contact your airline and advise that you will be carrying humanitarian aid in your luggage. Confirm how much weight / how many boxes you wish to take (bearing in mind you may need to personally assist Insight with payment of any charges that are incurred to cover excess baggage).
 7. Prior to travelling ensure that your aid consignment is sealed and secure. These boxes should go in your undercarriage luggage (they may have liquids and scissors in them and are unsuitable to use as cabin luggage).
 8. Deliver the boxes to the authorised and listed recipients on the original Insight request form or schedule.
Ensure an aid receipt is signed so that you relinquish liability for those goods.
 9. Whilst on placement obtain written and photographic documentation to provide evidence for the successful delivery of aid consignment to intended location. Forward this documentation to the Aid Coordinator.
-