**RCPsych Principles for Volunteering**

The Royal College of Psychiatrists is a global mental health organisation, with over 18,000 members based in over 89 countries. It is a lead voice in global mental health, working to improve the standards of care delivered to patients worldwide.

As stated in the College’s International Strategy, we will build mutual partnerships with appropriate stakeholders, such as health ministries, national psychiatric associations, universities, third sector mental health organisations and NGOs to create shared goals and a common vision. We will seek out strong partnerships to share learning and to ensure all international projects have established modes of supervision, monitoring and evaluation to guarantee their sustainability.

Lastly, our partners will embody the College’s values Courage, Innovation, Respect, Collaboration, Learning and Excellence throughout their activities and interactions.

**New Volunteer Projects**

All new projects are invited to complete this Host Registration form which is considered by our International Advisory Committee in the first instance. Please use this form to capture as much information as possible about the project.

**Project criteria**

* It must be respectful of the people, laws and cultures in the relevant regions and nations we will engage with
* It is accepted and supported by the local ministry of health and health professionals
* The project has sufficient buy-in from local partners to remain sustainable
* The project addresses a training need and/or gaps in services
* The project is aligned with the RCPsych International Strategy and meets its values
* Clear, measurable deliverables have been established
* The project is human rights based
* There will be a formal evaluation conducted at the end of the project
* It does not expose members to unacceptable risk.

If approved, the RCPsych International team will work with hosts to set out the parameters of the project, create any relevant role descriptions for volunteers, and ensure that it is accompanied by a clear business case to be considered by the Senior Management Team and Finance Management Committee. Please see the volunteer project flow chart for more information about the process.

If the College should decide that the project does not meet the above listed criteria, or it does not have capacity to support the project, RCPsych will not provide resources.

*Please note you only need to complete sections relevant to your placement.*

Host contact details

|  |  |
| --- | --- |
| Project country |  |

|  |  |
| --- | --- |
| **Host organisation name** |  |
| Name of contact person |  |
| Position |  |
| Address |  |
| Phone |  |
| Email |  |

|  |  |
| --- | --- |
| **Full name of relevant ministry department** |  |
| Name of contact person |  |
| Position |  |
| Address |  |
| Phone |  |
| Email |  |

|  |  |
| --- | --- |
| **Partner university name** |  |
| Name of contact person |  |
| Position |  |
| Address |  |
| Phone |  |
| Email |  |

|  |  |
| --- | --- |
| **Partner hospital/clinic name** |  |
| Name of contact person |  |
| Position |  |
| Address |  |
| Phone |  |
| Email |  |

Placement Details

Please use the space below to provide an overall summary of the placement you wish to offer and the skills and knowledge which may be particularly useful in this placement (e.g., curriculum development, training, developing services, integrating mental health into primary care, CME, guidelines, clinical governance, etc.)

Travel, accommodation, subsistence

Please indicate whether you are able to offer any of the following:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Travel | | Accommodation | | | Subsistence | | |
| Return air fare | In-country travel e.g., trains/buses | With locals | Hotel | Other\* | Full salary | Pocket money | None |
|  |  |  |  |  |  |  |  |

Please use the space below to give details of any other assistance you may be able to offer, e.g., free meals.

Are there any concerns (e.g., security, health issues, etc) that volunteers should be aware of? If so, please give details below.

Data Protection

The College’s Data Protection Statement can be viewed at <http://www.rcpsych.ac.uk/dataprotection>.

Please submit the completed form to Agnes Raboczki, RCPsych International Liaison Manger, [agnes.raboczki@rcpsych.ac.uk](mailto:agnes.raboczki@rcpsych.ac.uk)

Feel free to get in touch if you have questions about the form.