



الموافق: ٩-٣-٢٠٠٤

الرقم: أ/٦٧/٢٠٠٤

الأستاذ الدكتور نائب الرئيس .....

الدكتور عميد كلية العلوم الطبية التطبيقية

الدكتور مدير دائرة العلاقات الثقافية العامة

السيد مدير وحدة الشؤون المالية / **الامل**

السيد مدير جهاز الرقابة الداخلية

السيدة مدير مكتب الشؤون القانونية

تحية طيبة، وبعد،

فأرفق طياً نسخة من مذكرة التفاهم الموقعة بين الجامعة الهاشمية والسادة  
International Humanitarian Organization Medecins sans Frontieres  
. France

للتفضل بالإطلاع، واتخاذ الإجراءات اللازمة بشأنها كل فيما يخصه وحسب الأصول.

وتفضلوا بقبول فائق الاحترام.

رئيس الجامعة

أ.د فواز محمد العبد الحق الزبون

[Partner]



## MEMORANDUM OF UNDERSTANDING

Signed between:

Hashemite University, Jordan

And

The International Humanitarian Organization Médecins sans Frontières -  
France

For implementation of:

"Collaborative Professional Training Programs"

*March, 2007*

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## DESIGNATION OF THE PARTIES

This Memorandum of Understanding (hereinafter referred to as the "MoU") is signed between:

The Hashemite University (hereinafter referred),  
Represented by (Hashemite University President).

And

The International Humanitarian Organization Médecins Sans Frontières (hereinafter referred to as "MSF"), whose representation in the country is established at Shmeisani, Issam Ajlouni Street, Friend's building, YY, and registered in the country under a Host Country Agreement signed with the Ministry of Foreign Affairs and Expatriate on the Y<sup>th</sup> of July Y.YA and published in the Official Gazette ٥٥٢٨/٦٤٢٢, on ١٧ October Y.YA.

Represented by Alexandre Crubezy, Head of mission and Country Representative in the Hashemite Kingdom of Jordan.

Together, hereinafter referred to as the "Parties" and individually as "Party".

## PREAMBLE

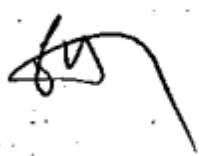
MSF is an international medical and humanitarian, non-profit, organization acting in accordance with the principles and rights of humanitarian assistance and international medical ethics.

In compliance with its Charter (Annex 1), MSF provides medical and humanitarian assistance to populations in need without discrimination on the basis of race, religion, creed or political affiliation, in contexts of epidemic, endemic, natural disaster and conflict in more than Y countries in the world.

MSF is independent of any political, religious, military or economic power and respects the humanitarian principles of impartiality, neutrality, independence, medical ethics and medical confidentiality.

MSF has been operating in Jordan since Y.Y, with the opening of a Reconstructive Surgery activity for the victims of the wars in the region. MSF also responds to the Syrian crisis in and from the Kingdom of Jordan since Y.Y. Since then MSF has also established several regional units to support our operations in and around Jordan.

In the Kingdom, and in agreement with the health authorities, MSF provides nowadays, in Y.Y, services for Chronic Diseases in Ramtha and Irbid; Mental Health and Psychosocial Support in Irbid and Mafrq governorates as well as it is running a Y-bed Reconstructive Surgery Program for the victims of the wars in the region, in Al Mosawah Hospital, located in Marka. All activities of MSF seek to a holistic and comprehensive approach of services, developing around the concept of patient centeredness.



In 1998, as recognition of the impact and the quality of its work, the Hashemite Kingdom of Jordan has granted Medecins Sans Frontieres with a Host Country Agreement under the Ministry of Foreign Affairs and Expatriates (MoFAE).

The Hashemite University is a governmental university. The Hashemite University as a youthful and prominent higher education institution is committed to actively participate in achieving the goals of the comprehensive national development through preparing loyal men and women who are not only technically competent in their professional fields, but also life-long learners who have a breadth vision, loyalty to their nation, and a sense of civic and moral responsibility and a devotion to the fundamental values of human life.

The Hashemite University recognizes that MSF has the relevant technical skills to receive its students for internship periods under the terms and conditions as stated in the following chapter.

## CHAPTER I. DEFINITION OF THE TRAINING AND OPERATIONAL PRINCIPLES

### Article 1. Purpose of the MoU

This MoU defines the framework of the collaboration between the Parties for the implementation of the training entitled "Internship/ Knowledge Exchange" (hereinafter referred to as the "Training").

It is understood between the Parties that MSF shall freely and regularly evaluate the evolution of the situation and the sanitary needs in the Project area and shall be permitted to adapt the content, the practical modalities and the budget of the Training depending on the evolution of the context and MSF's operational and financial capacity.

It is also understood that MSF will always prioritize the continuity of care towards its patients in front of any other external commitments.


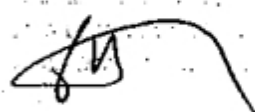
For the avoidance of doubt, the present MoU is only about the Training. Any medical research project that one of the Parties, including the person receiving the Training, may want to launch shall be subject to a separate agreement signed in writing by the Parties involved in such project.

### Article 2. Objectives of the Training

A. MSF and the Hashemite University have defined as general objective(s) of the Training to:

- Provide a formal framework for training and mentoring for beneficiaries at both institutions in line with international standards
- Facilitate knowledge sharing between professional staff at MSF Reconstructive Surgery Project hospital in Amman Jordan and the Hashemite University.
- Provide Hashemite University students with opportunities in international healthcare training at MSF Reconstructive Surgery Project (RSP) Hospital, Amman.

B. MSF and the Hashemite University have defined as specific objectives of the Training, the provision of:



Internship Training for Hashemite University Students, including:

- Technical training of Hashemite University students on medical and paramedical skills in the scope of its know-how in the field of reconstructive surgeries and rehabilitation management.
  - Understand the concepts of patients management through observation and didactic sessions
  - Practice technical skills through slight manipulation and light hands on work.
  - Develop communication and critical thinking skills through participation in hospital scientific activities
  - Acquire an understanding of cross functional teams in a hospital setting through a multidisciplinary patient-centered approach
- C. Within the capabilities of the university and means available, the Hashemite University provides the MSF staff with lectures or workshops free of charge.

#### Article 7. Operational principles

The Parties shall recognize and respect the humanitarian and impartial nature of MSF's action. They also recognize the importance of ensuring that healthcare and medical aid provided by MSF are available to all without discrimination and in accordance with the principles and rules applicable to medical missions contained in the relevant provisions of international humanitarian law and international medical ethics as well as respect by MSF of the operational principles mentioned below, particularly those of neutrality, impartiality, independence, ethics and medical confidentiality.

Each Party shall respect and ensure that its collaborators and those under its supervision and/or responsibility, in particular those receiving the Training, know and respect the following operational principles:

- The medical structure is a neutral and civilian medical facility.
- No-one bearing arms will be admitted within the medical structures regardless of the authority on which they depend and the mandate they have. In every medical structure concerned by this MoU, the access, the reception and the management of patients will be in accordance with medical priorities only.
- Patients will be treated irrespective of the reason for their medical condition and without any discrimination regardless of their origin, religion, race, gender, age, ethnicity, social status, or the origin of injury or illness.
- Medical staff, vehicles and medical structures will be respected as humanitarian and neutral and will not be subjected to any attacks, military intrusions, arrest, threats or intimidation of any kind.
- No patient will be arrested inside the medical structure as long as a doctor considers that the patient's condition requires medical attention.
- No person carrying out medical activities will be punished or prosecuted for carrying out medical activities compatible with medical ethics, regardless of the circumstances or the people benefiting from such activities.
- Medical and personal information, including patients' identity, is treated in a fully confidential manner, in accordance with medical and ethical principles. Medical staff may only be required to provide this information if the consent of the patient is obtained, regardless of the circumstances.

- No intimidation (be it verbal, physical or other) or threats of any type, or any lack of respect or inappropriate behaviour (such as drunkenness, fights, insults, or use of tobacco or drugs) will be tolerated within the medical structure towards any employees, patients or their visitors.
- It is understood that respect for these fundamental principles is a requirement and condition of MSF's activities within the medical structure.

## CHAPTER II. COMMON RESPONSIBILITIES OF THE PARTIES

### Article 1. General commitments

The Parties undertake to make every effort to ensure the Training proceeds smoothly.

They agree to inform themselves and consult each other regularly and undertake to facilitate communication between MSF and the persons receiving the Training within the medical facilities.

The Parties undertake to comply with and ensure the persons receiving the Training, their employees and any person under their supervision and/or responsibility comply with the provisions of this MoU and notably the operational principles stipulated in article 1 above.

### Article 2. Human resources

The persons receiving the Training shall not be in any way considered as MSF staff.

The Hashemite University warrants to MSF that the persons receiving the Training have not been and are not involved with illegal and/or fraudulent activities and that they are not subject to any kind of sanction and/or restriction.

The Hashemite University undertakes to indemnify and hold harmless MSF against any action or demand, notably from persons receiving the Training, to have the situation judged differently.

MSF only takes on the legal and fiscal obligations as an employer with regard to the members of its own staff, to the exclusion of any other person, notably the persons receiving the Training.

MSF assumes no civil or medical responsibility for persons receive training from the Hashemite University.

### Article 3. Rules applicable to the Training

MSF defines and implement rules applicable to the Training (schedules, hours, content, etc.) that persons receiving the Training must follow, which shall include the Behavioural Commitments defined by MSF and attached hereto as Annex 1.

The Hashemite University undertakes to inform the persons receiving the Training of the rules thus established and that these persons respect the rules and schedules established and act pursuant to the orders and instructions that MSF may give them.

Furthermore, in the event that MSF deems the work of any person receiving the Training to be unsatisfactory, for example due to any wrongful conduct or of conduct against MSF principles, MSF will refer to Hashemite University, who will take the necessary measures to restore the situation and may, if requested by MSF, withdraw and replace the person receiving the Training with a person of equivalent skills as soon as possible.

Within the framework of the Training, in no case must the persons receiving the Training carry out medical care on MSF patients without being supervised and authorised by an experienced MSF doctor/therapist.

#### **Article V. Conditions of medical practice**

##### **A. Medical practice**

No medical staff and no person receiving the Training will be prosecuted for having performed a medical activity in conformity with medical ethics and under the supervision conditions stipulated in this MoU, regardless of the circumstances or the beneficiaries of this activity.

##### **B. Gratuity of care**

Within the framework of the Training, medical care and drugs provided in the facilities supported by MSF will be provided free of charge to patients.

##### **C. Protection of patients' medical and personal data**

The Parties only gather personal and medical data necessary for the care and medical follow-up of patients. These data can only be disclosed or shared between persons or entities directly involved in patients' treatment.

MSF handles all patient data in accordance with the 2018 MSF Health Data Protection Policy, a copy of which is available upon request. MSF and its staff, as well as the Trainees are committed to strictly observe the medical confidentiality of these data.

Information protected by medical confidentiality can only be disclosed with the patient's consent.

Medical confidentiality protects all documents (paper and electronic) that contain patients' personal and medical data, including intake registers and medical files.

The Parties will agree on reasonable and necessary measures to protect and preserve the confidentiality of patients' personal and medical data.

The obligations of this article remain in effect even after the termination of this MoU for any reason.

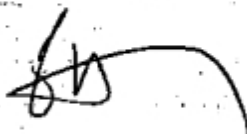
##### **D. Medical protocols**

Each Party undertakes to respect and ensure respect, by all persons under its subordination and/or responsibility, of the medical protocols validated by MSF. MSF will provide the Hashemite University with such protocols on request.

### **CHAPTER III. MSF RESPONSIBILITIES**

#### **Article A. MSF's commitments**

A. Within the limits of its resources and means available and able to be mobilised, MSF undertakes to provide the Training under the following conditions:



- Persons receiving the Training shall learn and practice the required technical skills pertinent to their respective school program at MSF Reconstructive Surgery Project, Amman. The exact learning content and training schedule will be provided to Hashemite University at the beginning of each Training.  
The exact number of persons receiving the Training per rotation, as well as the precise duration will be specified by RSP Hospital according to its capacity.
  
- B. The persons receiving the Training are chosen by MSF according to the following criteria. Students must :
  - o Be actively enrolled in an academic program at Hashemite University
  - o Be able to work/ attend during the full training program
  - o Demonstrate language skills, cultural and community knowledge relevant to potential internship placements
  - o Have strong interest in addressing the health needs of underserved communities
  - o Maintain professional and mature behavior through the whole training period
  
- C. It is understood that MSF is not the employer of the persons receiving the Training and shall not be held responsible for any employer obligations, including any obligation to pay any duties, taxes, fees or contributions or any reporting obligations the employer may have towards competent authorities.

#### **CHAPTER IV. THE HASHEMITE UNIVERSITY'S RESPONSIBILITIES**

##### **Article 1. Commitments of the Hashemite University**

- A. In order to implement the Training, the Hashemite University undertakes to:
  - provide its support and assistance, as required, as part of the implementation of the Training;
  - Comply with and ensure all of its employees and any person under its supervision, including the persons receiving the Training comply with the stipulations of this MoU.
  - ensure the persons receiving the Training sign and comply with the road map attached in Annex 9 of this MoU;
  
- B. The Hashemite University shall be responsible for the actions, negligence or omission of any person acting under its responsibility and / or supervision, including persons receiving training, by taking disciplinary measures against them in accordance with the laws and regulations of the University without incurring any financial obligations.
  
- C. Any medical liability for an accident or a medical error shall be assumed by the practitioner at the origin of the fact and / or the persons receiving the Training, by themselves.
  
- D. The Hashemite University declares to have verified that the persons receiving the Training are covered individually for their civil and medical liability.



- E. The Hashemite University acknowledges and accepts that all property, unless subject to a donation certificate or a formal donation agreement signed by both Parties, shall be and remain the property of MSF and MSF will be free to determine how such property will be assigned and used during and after the Training.
- F. In case of intentional damage to any of the property of MSF by the trainees, the University will hold them accountable and treat such property as the property of the University.

## CHAPTER V. DURATION AND TERMINATION

### Article 10. Duration

This MoU is concluded for a period of three (3) years upon its signature by the Parties and will be automatically renewed for the same periods of time unless either of the Parties notifies the other, by registered post with acknowledgment of receipt, one month before the end date, of its intent to terminate the MoU or to renegotiate its conditions.

This agreement shall take effect when executed by both parties and shall be for a term of three (3) years. The agreement shall be automatically renewed for successive three (3) years term unless terminated as provided herein. The agreement may be terminated by either party upon no less than ninety (90) days written notice to the other party. This agreement may be modified by written agreement of both parties at any time. Nothing within this agreement shall create any financial obligation or cause any hardship to either party.

### Article 11. Termination

- A. Each Party may unilaterally terminate the MoU after having notified the other Party of its decision at least ninety (90) calendar days in advance, following a written notice of termination sent to the other Party with acknowledgment of receipt.
- B. In case of force majeure, MSF may suspend, reduce or immediately end its activities and unilaterally terminate this MoU with no delay. A "force majeure event" means, in particular, any circumstances beyond the reasonable control of the Parties, any violation of the principles of international humanitarian law, medical ethics or MSF Charter, or when the security of MSF teams can no longer be assured in the area. Unilateral termination by the national authorities of MSF's legal registration in the country or of the present MoU or termination of MSF program within the structure where the Training takes place is equivalent to a force majeure event.
- C. The use of the right to termination shall not give rise to a right to compensation for termination for the other Party.
- D. Termination of the present MoU shall end all the Training Courses as well as the support of any kind given within the framework of the MoU.
- E. Each Party shall be free to determine the allocation of the assets it owns.

## CHAPTER VI. FINAL PROVISIONS

### Article 13. Communication and independence of the Parties

- A. The Parties undertake to respect the confidentiality of the information they become aware as a result of the execution of this MoU.

"Confidential Information" means any information that is not publicly known, or more generally, accessible to the public, and with respect to the work of the other Party, including this MoU and its provisions.

- B. The Parties are and shall remain independent and autonomous.

Neither Party shall be considered as representative of the other Party and this MoU shall in no way be interpreted as conferring a right to speak on behalf of the other Party, a right to make commitments on the other Party's behalf or to use its name, logo or any other distinguishing sign.

### Article 14. Amendments and addendums

- A. Any modification of the terms of this MoU will be made by an addendum signed jointly by the Parties.
- B. Annexes to the MoU form an integral part of this MoU and may be revised, periodically and in writing, by the Parties to meet the needs of the Training.

### Article 15. Reference language

This MoU is written and signed in English.

In the event this MoU is translated and/or signed in another language, and in case of any discrepancy or disagreement regarding the terms of the different versions, the English version shall prevail.

### Article 16. Good faith and interpretation

- A. To ensure the effective implementation of this MoU, the Parties undertake to apply and interpret its terms in good faith, in light of the MoU's purposes which are to facilitate the realization of MSF humanitarian assistance and to refrain from any action likely to harm the other Party.
- B. Any issues that were not addressed in this MoU shall be discussed in good faith between the Parties.
- C. Any matter relating to the technical conditions of the Parties' collaboration shall be referred to the officials nominated by each Party.

### Article 17. Dispute resolution

- A. In the event of any disagreement regarding the implementation or interpretation of this MoU, the Parties shall seek an amicable solution by means of negotiation.
- B. If such approach is unsuccessful, the Parties agree to submit the dispute to arbitration. In this case, each Party agrees to appoint an arbitrator. The two arbitrators shall appoint a third arbitrator and, together, the three arbitrators will grant a binding decision.

SIGNATURE

This MoU is signed in 7 original copies.

Signed in [place] the, [day of the signature].

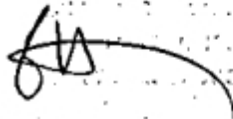
For the Hashemite university

For MSF

Prof.

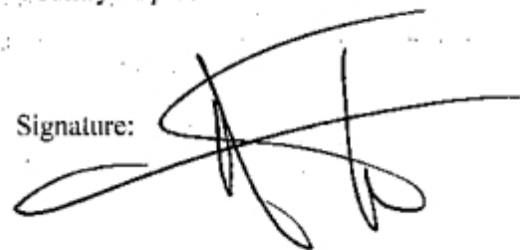
Fawwaz M. Al-Abed Al-Haq

Hashemite University President



Signature:

Alexandre Crubezy, Head of Mission and  
Country Representative in Jordan



Signature:

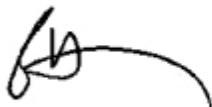
## ANNEX 1 - MSF CHARTER

Médecins Sans Frontières offers assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

Médecins Sans Frontières observes neutrality and impartiality in the name of universal medical ethics and the right to humanitarian assistance and demands full and unhindered freedom in the exercise of its functions.

Médecins Sans Frontières' volunteers undertake to respect their professional code of ethics and to maintain complete independence from all political, economic and religious powers.


As volunteers, members are aware of the risks and dangers of the mission they undertake, and have no right to compensation for themselves or their beneficiaries other than that which Médecins Sans Frontières is able to afford them.



## ANNEX 7 - BEHAVIOURAL COMMITMENTS

1. MSF staff members and operational partners shall behave respectfully and not discriminate against patients, colleagues or members of the local population on the basis of their race, opinions, lifestyle, gender, sexual orientation, socio-economic background, origin, religion or beliefs and others markers of identity;
2. MSF staff members and operational partners shall not abuse anyone physically (i.e. physical violence, sexual aggression or other form of physical abuse) or psychologically (e.g. bullying, abuse of power, harassment, discrimination or favouritism);
3. MSF staff members and operational partners shall not accept, under any circumstances, behaviour that exploits the vulnerability of others, in the broadest possible sense (sexual, economic, social, etc.). This includes exchange of goods, benefits or services for acts of a sexual nature, including the use of sex workers' services while on assignment;
4. MSF staff members and operational partners shall not accept child abuse, exploitation and violence and not engage in sexual relations with children<sup>1</sup>;
5. MSF staff members and operational partners shall not take advantage of their position for personal gain. Each member shall use MSF resources (including premises, goods, money, reputation, image etc.) with respect and care and in the interests of the organisation and the populations it seeks to assist.

<sup>1</sup> Article 1 of the United Nations Convention on the Rights of the Child, adopted and opened for signature, ratification and accession by General Assembly resolution 44/254 of 9 November 1989, entry into force 2 September 1990, in accordance with article 49: "For the purposes of the present Convention, a child means every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier."



**ANNEX 4- LIST OF THE PERSONS RECEIVING THE TRAINING**

Full name/date and place of birth [To be filled]	Positions [To be filled]
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Party:	[Partenaire]
Represented by:	
Signature:	
Date:	

Party:	MEDECINS SANS FRONTIERES-[X]
Represented by:	
Signature:	
Date:	




**ANNEX 0: ROAD MAP TO BE SIGNED BY THE PERSONS RECEIVING THE  
TRAINING AND THE PARTIES**



**ROAD MAP  
MEDECINS SANS FRONTIERES  
&**

**The Hashemite University of Jordan  
&**

**[Name and last name of the person receiving the Training]**

**Introduction**

This document has been created to present you the MSF Charter, the MSF operational principles and your rights and responsibilities during the training ("Training") which will take place at **[indicate location of training]**.

You undertake to preserve the present document as a road map.

**MSF Charter**

You commit to respect the MSF Charter according to which:

"Médecins Sans Frontières offers assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

Médecins Sans Frontières observes neutrality and impartiality in the name of universal medical ethics and the right to humanitarian assistance and demands full and unhindered freedom in the exercise of its functions.

Médecins Sans Frontières' volunteers undertake to respect their professional code of ethics and to maintain complete independence from all political, economic and religious powers.

As volunteers, members are aware of the risks and dangers of the mission they undertake, and have no right to compensation for themselves or their beneficiaries other than that which Médecins Sans Frontières is able to afford them".

**MSF Behavioural Commitments**

You commit to respect the following:

- 1) As MSF staff members and operational partners, the trainee shall behave respectfully and not discriminate against patients, colleagues or members of the local population on the basis of their race, opinions, lifestyle, gender, sexual orientation, socio-economic background, origin, religion or beliefs and others markers of identity;
- 2) As MSF staff members and operational partners, the trainee shall not abuse anyone physically (i.e. physical violence, sexual aggression or other form of physical abuse) or psychologically (e.g. bullying, abuse of power, harassment, discrimination or favouritism);
- 3) As MSF staff members and operational partners, the trainee shall not accept, under any circumstances, behaviour that exploits the vulnerability of others, in the broadest possible sense (sexual, economic, social, etc.). This includes exchange of goods.

benefits or services for acts of a sexual nature, including the use of sex workers' services while on assignment;

- e) As MSF staff members and operational partners, the trainee partners shall not accept child abuse, exploitation and violence and not engage in sexual relations with children<sup>1</sup>;
- e) As MSF staff members and operational partners, the trainee shall not take advantage of their position for personal gain. Each member shall use MSF resources (including premises, goods, money, reputation, image etc.) with respect and care and in the interests of the organisation and the populations it seeks to assist.

### **MSF operational principles**

You undertake to respect the following operational principles.

The Parties shall recognize and respect the humanitarian and impartial nature of MSF's action. They also recognize the importance of ensuring that healthcare and medical aid provided by MSF are available to all without discrimination and in accordance with the principles and rules applicable to medical missions contained in the relevant provisions of international humanitarian law and international medical ethics as well as respect by MSF of the operational principles mentioned below, particularly those of neutrality, impartiality, independence, ethics and medical confidentiality.

Each Party shall respect and ensure that its collaborators and those under its supervision and/or responsibility, in particular those receiving the Training, know and respect the following operational principles:

- The medical structure is a neutral and civilian medical facility.
- ~~Fire~~ ~~one~~ bearing arms will be admitted within the medical structures regardless of the authority on which they depend and the mandate they have.
- ~~In~~ every medical structure concerned by this MoU, the access, the reception and the management of patients will be in accordance with medical priorities only.
- Patients will be treated irrespective of the reason for their medical condition and without any discrimination regardless of their origin, religion, race, gender, age, ethnicity, social status, or the origin of injury or illness.
- Medical staff, vehicles and medical structures will be respected as humanitarian and neutral and will not be subjected to any attacks, military intrusions, arrest, threats or intimidation of any kind.
- No patient will be arrested inside the medical structure as long as a doctor considers that the patient's condition requires medical attention.
- No person carrying out medical activities will be punished or prosecuted for carrying out medical activities compatible with medical ethics, regardless of the circumstances or the people benefiting from such activities.
- No intimidation (be it verbal, physical or other) or threats of any type, or any lack of respect or inappropriate behaviour (such as drunkenness, fights, insults, or use of tobacco or drugs) will be tolerated within the medical structure towards any employees, patients or their visitors.
- It is understood that respect for these fundamental principles is a requirement and condition of MSF's activities within the medical structure.

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<sup>1</sup> Article 1 of the United Nations Convention on the Rights of the Child, adopted and opened for signature, ratification and accession by General Assembly resolution 44/254 of 20 November 1989, entry into force 2 September 1990, in accordance with article 11: "For the purposes of the present Convention, a child means every human-being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier."



### General commitments

You undertake to respect the following general commitments:

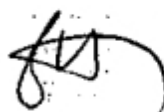
- Strictly observe the rules of hygiene;
- Respect the dress code imposed by MSF if applicable;
- Behave in a way that does not disrupt patients or staff, both on and off duty.
- Respect your colleagues, supervisors, the patients and their visitors.
- Recognize and respond positively to constructive criticism.
- Not to use MSF's name, logo or other distinctive sign, without the prior written authorization of MSF's Head of Mission, regardless of whether the use is commercial or not.

Respect the confidentiality of the information of which you are aware during the Training. "Confidential Information" means any information that is not publicly known, or more generally, accessible to the public, and with respect to the work of MSF.

### Rules applicable to the Training and conditions of medical practise

You specifically acknowledge:

- Not to be an employee of MSF and remain under the full responsibility of the Hashemite University of Jordan.
- That you have not been and are not involved with illegal and/or fraudulent activities and that you are not subject to any kind of sanction and/or restriction.
- That MSF is in charge of establishing and implementing the rules of the Training (schedules, plannings, content etc.), which shall include the Behavioural Commitments abovementioned, that you agree to respect.
- During the Training, you must act and comply with all orders and instructions that MSF may give you.
- In the event that MSF deems your work to be unsatisfactory, for example due to any wrongful conduct or of conduct against MSF principles, MSF will refer to the Hashemite University of Jordan, who will take the necessary measures to restore the situation and may, if requested by MSF, withdraw and replace you with a person of equivalent skills as soon as possible.
- As part of the Training, you shall not and cannot, under any circumstances, carry out medical care on MSF patients without being supervised and authorized by an experienced MSF doctor.
- Access to medical care and medical care and drugs provided in the facilities supported by MSF will be provided free of charge to patients.
- The Parties only gather personal and medical data necessary for the care and medical follow-up of the patients. These data can only be disclosed or shared between persons or entities directly involved in patients' treatment. MSF handles all patient data in accordance with the 2018 MSF Health Data Protection Policy, a copy of which is available on request. Information protected by medical confidentiality can only be disclosed with the patient's consent. Medical confidentiality protects all documents (paper and electronic) that contain patients' personal and medical data, including intake registers and medical files and is unlimited in time. You undertake to respect these principles.
- Within the framework of the Training, you will respect and apply the medical protocols validated by MSF.
- The presence of MSF in the health structures within which the Training takes place and in particular in the dedicated premises does not affect in any manner the responsibility of the supported health structures for the care and maintenance of these



structures and the health structures within which the Training takes place remain entirely responsible for all damages or injuries to third parties, including the persons receiving the Training. ~~damages~~ ~~the structure~~ ~~within the structure~~.

**Responsibility of the persons receiving the Training**

You acknowledge being responsible for your actions, negligence or omissions within the framework of the Training. Any medical liability, in the event of an accident, incident or error shall be assumed by you, as the practitioner at the origin of the fact and/or by the Hashemite University of Jordan. The responsibility of MSF can in no way be engaged in this respect.

You acknowledge that you are covered individually by insurance for your civil and medical liability.

**Duration and schedule of the Training**

Training will take place from [date] to [date], Sunday to Thursday, from 8 am to 7 pm.

**Sanctions**

The violation of any of the obligations abovementioned may result in a disciplinary action by the Hashemite University of Jordan and in the immediate termination of the Training at MSF's sole discretion.

**Language**

This document is written and signed in English.

In the event this document is translated and/or signed in another language, and in case of any discrepancy or disagreement regarding the terms of the different versions, the English version shall prevail.

Signed in [place] the, [day of the signature] in three (3) original copies, one to be provided to each of the signatories.

**For MSF**

Represented by: [Last name, first name and position]

**For the [Partner]**

Represented by: [Last name, first name and position]

**For the person receiving the Training**

[Last name and first name]

