|  |
| --- |
| **Visit report** |
| **Country visited** |  |
| **Institution or workshop** |  |
| **Dates of visit** |  |
| **Team members** |  |

**Consider the following headings. The more information you provide in each, the more help the report will be for future visits. Photos are always welcome!**

**Travel**

* Airline, airports and transfers and travel agent used
* Baggage allowance
* Visas and Immigration issues
* Travel to and from local airport and accommodation, transfer times and costs of transfer

**Accommodation and locality**

* Where and what facilities
* Who funded?
* Food
* Availability of ATMs

**Hospital politics**

* Staffing
* Attitude towards training

**Clinical interactions**

* Outpatients, ward rounds and organisation
* Operating theatre numbers, staffing and equipment availability
* A daily synopsis of what was achieved
* An overall synopsis of what was operated on using the table below:

|  |  |
| --- | --- |
| **Procedure** | **Number** |
|  |  |
|  |  |

**Social interactions**

* A daily synopsis of social interactions with and without the hosts

**A concluding overview**

* Of the situation, what was achieved and the ease of achieving it
* Change from previous visits and the conditions to be met for future visits
* Recommendations regarding
	+ sustainability as a venue
	+ needs for personnel development
	+ equipment required for the future
	+ improvements that could be made for future visits

**In the recommendation section please specify which information is ‘open access’ and could be viewed on the website, and what is confidential information intended for the Urolink committee’s consideration alone.**