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| **SSMED-1409** | **Shoreside Referrals and Fitness to Travel** |
| **Version No.** | 1 |
| **Content Owner** | Vikand Technology Solutions, LLC. |

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|  | * 1. If a Crew is required to be treated ashore, it will be free of charge, unless it is an elective appointment wherein all appointments are self-pay.   2. Permission to re-board/resume duty will be permitted only if the Crew agrees to a shore side consultation and obtains the appropriate documentation detailing fitness status for travel and/or fitness for duty.   3. If not fit for duty, the decision to board will be made by the Captain upon advice of the Doctor, VIKAND and / or Silversea.   4. The Doctor should inform the port agent and the Crew Purser if medical assistance will be required at that port.   5. Shoreside referrals need to be non-confidentially communicated via email to Crew’s head of department, Captain, Staff Captain, Bridge, Hotel Manager, Human Resources Manager and Crew Purser. * Ensure patient confidentiality by only using initials instead of full name.   1. Notify (cc): Vikand Medical Management for all referrals and disembarkations. |

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|  | * 1. **For Emergency Care** * For emergency care in any port of call, the Medical Staff shall contact the local emergency authorities and coordinate the emergency disembarkation of the patient. Thereafter, the Medical Staff shall send an email to the Port Agent, VIKAND and the Company’s Crewing Department informing of the medical emergency disembarkation outlining the type of emergency, name of emergency services being utilized (ambulance, fire rescue, air-evac, etc.), name of hospital the patient will be transported to and provide a genuine copy of the Shore Side Referral form to the medical appointment request. * Ship’s Doctor/Nurse should directly call local emergency services (911 or equivalent) and then direct their email informing of the medical emergency disembarkation. * Port Agent   1. **Documentation and Reporting a Shoreside Referral for all CREW** * The Crew Purser shall provide the port agent with customs and immigration details of the Crew. * Port Health Authorities must be notified in all cases as defined in the International Maritime Declaration of Health. * Requests made to the Port agents by the Doctor, should include the following:   + Patient initials, year of birth, gender, cabin number and diagnosis. Identifying information must not be sent through non-encrypted electronic communications. Ambulance/transportation requirements.   + Medical equipment requirements (if any).   + Any medical instructions or follow up requirements if/when the patient returns to the vessel.   + Fit to work or travel needed. * Repatriation will be arranged through the selected travel agency and arrangements will be made by the Crew Purser. * The Risk Managers will be notified to follow up with the Crew or the crew manning agency until Maximum Medical Improvement has been achieved. * Personal Effects belonging to medically debarked Crew will be landed by the Crew Office. * Crew requiring disembarkation for medical treatment will have an inventory of their personal effects taken by the Security Officer and witnessed by at least one additional Officer. * The Crew’s valuables, cash, traveler’s checks, private papers, jewelry, camera etc. are to be packaged and sealed separately. * Each package should be clearly marked Effects of “Name of Crew”. * The inventory is to be a complete and accurate record of all articles belonging to the Crew. * There is to be a separate inventory for each individual package. * Each inventory is to be signed, in triplicate, by those who witness it * The Crew will be issued a sign off pay owed from the crew office and will be required to settle their onboard crew accounts. * The copies of the inventory are distributed accordingly:   + One remains with the package   + One is to be sent to the Next-of-Kin/Emergency Contact * One copy is to remain on board. |
|  | **References**  Flag State Guidelines  ILO Convention C164  MLC  The International Medical Guide for Ship (IMGS) by ILO/WHO |