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## Synthes Observership

### Application Guidelines for Observers

Version: 1.2

Date: December 3, 2009

#### 1. Download application form

Application forms are available via the Internet at [www.synthes.com](http://www.synthes.com), at affiliated companies or authorized Synthes distributors worldwide or may be requested directly from Synthes Observership Office, Eimattstrasse 3, 4436 Oberdorf, Switzerland, email to [observerships@synthes.com](mailto:observerships@synthes.com).

#### 2. Send complete application to Observership Office

The application form must be endorsed by the hospital where the applicant is employed or practices. A valid application requires:

- the completed application form
- a recommendation letter on behalf of the applicant by the hospital
- the signatures of the hospital and the applicant

The applicant may express preferences regarding time, place and contents of the Observership in the application. While Synthes Observership Office will attempt to accommodate the applicant's preferences, Synthes reserves the right to offer different dates, places and content.

The application should be accompanied with the following documents:

- 1 current photo of the applicant
- Curriculum Vitae (CV) incl. list of research, publications, and major lectures given by applicant
- If English is neither the applicant's mother tongue nor the language used by the host Clinic, the application should include evidence of attendance at an English language course or a course of the language used by the host Clinic. Synthes Observership Office reserves the right to verify the applicant's language skills by way of interview or test.

Applications are accepted throughout the year, but should be sent at least 6 months before the desired period of the Observership. Send your complete application to Synthes Observership Office.

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### **3. Observership confirmation letter**

Synthes Observership Office will send a confirmation letter within two weeks upon receipt of your application.

### **4. Observership notification / invitation letter**

Observer applications are processed and selected twice a year. Synthes Observership office will send a notification letter carrying the selection decision. In case an application has been approved, the applicant will also receive

- the invitation for an Observership
- two samples of the Standard “Observer Contract” signed by Synthes Observership Office

### **5. Applicant’s acceptance letter**

The applicant must send confirmation of acceptance within 4 weeks after having received the invitation by Synthes Observership Office and return one signed original of the Observer contract. If no answer is received within that time, Synthes may offer the Observership to another applicant.

Should the applicant anticipate that he will be unable to attend the Observership; the Observer must immediately inform Synthes Observership Office in writing and explain the reasons for his non-attendance. Unexplained absence from an accepted Observership may result in the loss of the application approval.

### **6. Travel organization and expenses**

Synthes reimburses the travel expenses for the round trip from the home of the Observer to the location of the Observership.

Costs for any necessary visa, medical precautions, examinations or vaccinations as well as travel insurances are paid by the Observer.

Synthes does not reimburse nor finance pleasure trips directly before or after the Observership.

The fundamental principle is that all expenses will be settled after the event and against presentation of original receipts such as acknowledged bills, travel expenses receipts etc. (credit card slips will not be accepted as original receipts).

They must show the VAT number and amount and contain a description and the time of the service.

#### **6.1 Travel by air**

All air travel must be Economy Class.

The Observer shall plan his travel by air early upon receipt of the invitation letter by Synthes Observership Office and evaluate the most economic flight offers. The Observer must submit the planned air travel fares to Synthes Observership Office before booking.

The Observer may only book the flight upon receipt approval by Synthes Observership Office via e-mail, fax.

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## **6.2 Travel by rail**

All Observers are entitled to travel by 1st class rail.

## **6.3 Travel by bus, tram and taxi**

For short distances which have to be covered during the travel to and from the host clinic, Observers will be refunded the costs of tram and bus journeys.

Where necessary, Synthes will refund taxi costs to a reasonable amount. Whenever possible, however, use must be made of public means of transport or of transport provided by airlines and hotels.

## **6.4 Private cars**

Private cars may be used for travel to an Observership if this results in a considerable saving of time and/or money or if the Observer cannot reasonably be expected to use public transport.

Synthes will refund the expenses for the private car in the form of a kilometer allowance. This is CHF 0.70 per kilometer. The kilometer allowance covers all costs arising from an employee's use of his own vehicle.

Use of a private car for travel to/from the Observership is at the Observer's risk.

Refunds will not be given for fines of any kind.

## **7. Preparing for the Observership**

If a visa is required to enter a specific country this should be sought well in advance. The Observer should state that this is for visiting purposes only and not for work. The host Clinic will provide a letter of invitation to facilitate the visa procedure upon request.

The Observer is required to maintain valid and customary health, accident and liability insurance for the duration of the Observership. Failure to provide written confirmation of the required insurance to the hosting Clinic before the start of the Observership may result in cancellation of the Observership.

Upon arrival at the host Clinic, a certificate of Hepatitis B and C as well for HIV has to be presented. Failure to present any of the certificates results in non-admittance to the Observership.

## **8. Obligations during the Observership**

The Observer should attend all scheduled activities, comply with the customs of the host country, the directives of the host Clinic and follow the instructions of the Clinical contact persons assigned to him. The Observer is expected to follow the daily routine of the host Clinic and be available for emergencies at night and on weekends. The Observer must refrain from taking any actions considered abusive to the host Clinic, its facilities or personnel. Infringements of any of these obligations may result in the expulsion from the Observership.

The Observer possesses the status of an Observer during the Observership and shall not perform any surgery or other professional services.

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The Observer shall fill in the feedback form at the end of the Observership and send it to Synthes Observership Office. Failure to provide it will result in Synthes' refusal to hand out a Synthes Observership certificate.

Temporary leave of absence from an Observership requires approval from both the head of the host Clinic and Synthes Observership Office.

Additional duties and obligations of the Observer are set forth in detail in the Synthes Observership Observer Contract, which is available on request.

## **9. Multiple applications**

Unsuccessful applicants may reapply after two years.

## **10. General rules**

All coordination and arrangements within the scope of the Synthes Observership are executed by Synthes Observership Office. The terms of the Observership may not be varied by agreement between an Observer and a host Clinic or otherwise without Synthes Observership Offices' prior written consent. A violation of the obligations stated in these guidelines or in the respective Observer contract may result in the expulsion of the Observer from the Synthes Observership.

During the Observership, the Observer is not covered by insurance against illness, accident or liabilities through either Synthes or the Clinic. It is the Observer's obligation to ensure and eventually conclude sufficient valid international health, accident and liability insurance for the duration of the Observership. Failure to provide written confirmation of the required insurance to the hosting Clinic before the start of the Observership may result in cancellation of the Observership.

The applicable law for all contractual relationships regarding the Synthes Observership is the law of Switzerland. The place of jurisdiction is at the registered office of Synthes in Switzerland.

Oberdorf, Switzerland, December 3rd 2009

### **Please contact us in case of questions:**

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