Trip Requirements

Applicable to optometrists (including locums) engaged by BHF who travel to clinics / external sites to provide vision care services

These are the minimum requirements for every trip by an optometrist for the purposes of providing services (including VOS services). Detailed guidance, checklists and equipment lists are available from your BHF coordinator.

Before you leave: NSW

- Confirm your AHPRA registration, Working with Children Check (NSW: via Service NSW), police check and cultural awareness training are current (completed on contract signing).
- Confirm receipt of travel schedule.
- Check your equipment kit.
- You must travel to remote and regional areas with a satellite-capable phone (either an iPhone 15 or later, or Samsung Galaxy 26 or later, or a satellite phone made available on request to BHF). The phone must be in your possession, charged and accessible to you throughout the trip.
- Effective 1 January 2027, it is a **condition of your engagement** that you purchase (at your own cost) and at all times travel to remote and regional areas with a charged satellite-capable phone (capable of sending satellite messages in an emergency), such as an iPhone 14 or later. For further details, see: https://support.apple.com/en-au/105097

Before you leave: NT

- Confirm your AHPRA registration, Working with Children Check (NT: Ochre Card), police check and cultural awareness training are current (completed on contract signing).
- Confirm PCIS/Communicare access, any required Land Council permit, and accommodation.
- Complete the equipment kit check with your BHF coordinator.
- You must travel to remote and regional areas with a satellite-capable phone (either an iPhone 15 or later, or Samsung Galaxy 26 or later, or a satellite phone made available on request to BHF). The phone must be in your possession, charged and accessible to you throughout the trip.
- Effective 1 January 2027, it is a **condition of your engagement** that you purchase (at your own cost) and at all times travel with a charged satellite-capable phone (capable of sending satellite messages in an emergency), such as an iPhone 14 or later. For further details, see: https://support.apple.com/en-au/10509

During the trip

- Check in daily by text (NSW: Colina Waddell 0419 888 661), where there is no mobile coverage (call from Health Service), or by satellite phone in accordance with the schedule given at your briefing.
- Check in daily by text (NT: text Belinda Ludlow 0414 426 025 if not with BHF coordinator), where there is no mobile coverage (call from Health Service), or by satellite phone in accordance with the schedule given at your briefing.
- Report all incidents and safety concerns to BHF immediately.
- Comply with Optometry Board of Australia guidelines, infection control protocols and the Privacy Act 1988.
- Complete the patient data sheet and spectacle order forms and, in the case of NSW, Medicare forms, each day.
- NSW: send patient data and Medicare forms to Elizabeth Louwdyk, Project Officer, E: e.louwdyk@brienholdenfoundation.org T: 02 9065 0711. Send spectacle order forms to Elizabeth or pass on to the clinic.

- NT: send patient data and spectacle orders to Belinda Ludlow, NT Manager, E: b.ludlow@brienholdenfoundation.org T: 02 9065 0702.
- Follow region-specific cultural protocols.

After the trip: NSW
- Order any kit replacements with Joanne Higson, j.higson@brienholdenfoundation.org T: 02 9065 0727.

After the trip: NT
- Complete the kit check/replace list with your coordinator.

Emergencies
- Call 000 where there is mobile coverage; otherwise use the satellite phone.
- Call Complete Crisis Solutions 24/7 emergency hotline: 1300 311 603 (Press 1 for NT, Press 2 for NSW).

More information (remote or isolated work)
- NSW: http://safework.nsw.gov.au/hazards-a-z/remote-and-isolated-work
- NT: https://worksafe.nt.gov.au/_resources/documents/pdf/guides/guide-to-remote-or-isolated-work.pdf