



Fellow and Intern Guidelines

Table of Contents

G4 Alliance Overview 1

Who We Are, Vision, Mission 1

Fellowship Overview 2

Objectives 3

Fellowship Timeline 3

Standing Responsibilities and Tasks 4

Interns 5

G4 Alliance Overview

Who We Are:

A coalition of associations and organizations around the world working to increase awareness, foster political will, shape policy, and mobilize resources to make access to quality, safe, timely, and affordable emergency and essential surgical, obstetric, trauma and anesthesia (SOTA) care a global health priority and a reality for all.

Vision:

Universally available, accessible, acceptable and quality emergency and essential surgical, obstetric, trauma, and anesthesia care.

Mission:

To advocate for the neglected surgical patient.

Fellowship/Internship Overview

The Fellowship/Internship program opportunity at the G4 Alliance provides a unique and valuable experience for professional growth. As a leading alliance dedicated to advocating for surgical, obstetric, trauma and anesthesia care, we are committed to fostering the next generation of professionals who share our vision for accessible and equitable healthcare worldwide. This is an unparalleled opportunity to contribute to a global movement that seeks to address critical healthcare challenges and transform lives. Each year, we invite talented and dedicated individuals to join us in our mission, to learn and grow alongside experts in the field, and to play a pivotal role in shaping the future of global health.

Fellows need to have completed an undergraduate degree; they may be enrolled in a postgraduate degree program. A 6-12 month commitment is also required. It is anticipated that fellows allocate at minimum 4 hours per week working with the G4 Alliance. The Fellowship/Internship program is a primarily virtual experience, with some in-person opportunities.

The first few months of the fellowship will be focused on detailed, efficient rounding through G4 Alliance working groups. After each rotation, the fellow should be able to summarize the working group's key leaders, participants, and efforts within the G4 Alliance to support the organization's strategic plan. The fellow will have the opportunity to select an area of interest, and exposure to the working groups will help align their interest with direct initiatives being completed by the groups.

After completing these rounds, the fellow transitions into a period of meaningful project work in their designated area. Having visited and engaged with multiple PC members and working group leads, the fellow will better understand their interest areas and be able to return to the leaders they rounded with for project work. Project work will include initiatives that fulfill an organizational need and align with the fellow's interests.

Mission

The G4 Alliance Fellowship Program transforms talented individuals into polished global health leaders who can think critically and creatively while acting in the best interest of the patients and families we serve. The internship program supports the professional development of more junior team members who are beginning to explore opportunities in the field.

Vision

To develop a continuous pool of high-quality leaders who will contribute to the future growth and development of the G4 Alliance by continuing into leadership roles across different organizations after the conclusion of their fellowship.

Objectives

After completing their fellowship/internship, the fellow/intern should have developed or improved the following healthcare management skills.

- Grow their knowledge of the global advocacy environment for surgical, obstetric, trauma and anaesthesia care
- Be able to communicate and establish professional relationships effectively
- Demonstrate the character of a strong leader
- Conduct themselves in an ethical and professional manner

Fellowship Timeline

Pre-Fellowship Experience

Please refer to the recruitment section for recruiting details. After the incoming fellow/intern accepts their offer, the fellows are welcome to attend G4 Alliance meetings. An orientation call and introduction session will be held to familiarize the fellows with the organization.

Month 1-2

The fellow's first few weeks will be focused on orientation to the organization, meet-and-greets with Board of Directors and Permanent Council leaders, and working group meetings. A schedule of working group meetings will be provided, and fellows will rotate through these to gain knowledge and form connections. Fellows will also be assigned a board member mentor, and an introduction call will be established during this time. Group leadership calls will also begin with each cohort of fellows/interns.

Month 3-12

The fellow will choose, in connection with the program director, a work project that can be executed at the direction of the Board of Directors, Permanent Council, G4 Alliance staff, or a working group. Multiple projects can be assigned. A project mentor will be responsible for the day-to-day oversight of the fellow's work. Board mentoring calls and group leadership calls will continue. Work efforts can be in the following areas:

Administration and Operations

Policy and Advocacy

Finance

Health Care Delivery

Education

Research/Outcomes

Capacity Building

Standing Responsibilities and Tasks

Standing Meetings

The fellow will be responsible for regularly attending certain recurring meetings with his or her mentors and high-level meetings. Each meeting will require a different level of engagement from the fellow, and some will require the fellow to bring materials to the meeting. Below are descriptions of the fellow's standing meetings with a list of the key meetings fellows should attend (this list is not exhaustive, and fellows can add additional meetings as they see fit).

Monthly Meetings with Program Director: The fellow will have monthly, one-hour meetings with the fellowship director and other members of the cohort. These meetings can discuss a wide variety of topics, such as the fellow's rounding experience, the fellow's project work, the preceptor's perspective on a recent topic of discussion, etc.

Semi-Weekly or Monthly Meetings with Working Group: If the fellow is supporting a G4 Alliance working group project, the fellow will be expected to attend most regular working group meetings. The fellow will be responsible for administrative tasks related to working group meetings, including maintaining the working group contact list, scheduling meetings, sending meeting and other reminders, creating the meeting agenda, and taking minutes.

Bi-Weekly Meetings with Project Lead: The fellow will have bi-weekly, 30-minute, or more meetings with the lead once a project is identified. The goal for the fellow is to have the lead provide constructive feedback on the fellow's progress throughout the fellowship journey, help the fellow lay out a plan for growth in his or her areas for improvement, and guide the fellow through his or her self-exploration during project completion. It is helpful for the fellow to plan an agenda and send any materials he or she would like her to review or that were requested by the lead at least 24 hours before the meeting.

Regular Meetings with Board Mentor(s): The fellow will be paired with a board member as a part of a mentor/mentee relationship. Mentors should be leaders in areas of interest to the fellow or areas where the fellow would like to grow their skills. The role of a mentor will be to provide insights and guidance as the fellow is exposed to the mentor's area of expertise in global SOTA care and administration. These meetings should occur on a regular basis at a frequency agreed upon by the fellow and leader. The fellow will be responsible for providing any agendas or materials the mentor requests for their meetings.

Interns

The G4 Internship program is for outstanding high school and college-level students interested in a career in global health and SOTA care. It is designed for a 3-6 month experience working in an organization like the G4 Alliance.

The internship program will be similar to the fellowship program in design, albeit a shorter, more focused experience. Interns will not be assigned a board mentor and will not participate in scheduled mentoring calls.

Given the shorter duration of the internship, the intern will not have the exposure period afforded to the fellows. They will be assigned a work area based on their skills, interests, and the needs of the G4

Alliance. The intern will choose, in connection with the program director, a work project that can be executed at the direction of the BOD, Permanent Council, or Working group. Multiple projects can be assigned. A project mentor will be responsible for the daily oversight of the interns' work.

Administration and Operations

Policy and Advocacy

Finance

Health Care Delivery

Education

Research/Outcomes

Capacity Building

Following an internship, interns are welcome to apply for a fellowship role once they have met the fellowship criteria.