



**CENTRE HOSPITALIER UNIVERSITAIRE  
UNIVERSITY TEACHING HOSPITAL**

**CENTRE HOSPITALIER UNIVERSITAIRE  
DE BUTARE**

**POLICY NUMBER : 521/2022**

**June, 2022**

**PROVISION OF TRAINING REQUESTED BY OTHER INSTITUTIONS**

**RATIONALE**

To ensure that CHUB provides all trainings requested by other institutions within its competences.

**POLICY STATEMENT**

All costs for training, including mission allowances for trainers, must be covered by the requesting institution.

Depending on the type of the training, details of the costs are found on **annexure A**. This policy is not applicable to regular supervisions and mentorships to District/Provincial Hospitals.

**PROCEDURE**

- Requesting letter and concept note addressed to the Director General at least 1 month before the start of training.
- Address the request to the Clinical Education and Research Division
- CHUB provides feedback to the requesting institution within 1 week.
- Submit the training report within 5 working days after completion of training (By Trainers).

**Dr. NSANZIMANA Sabin**

**Director General**

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**Annexure A: details of the costs depending on the type of training.**

Type/title of training	Requirements	Costs
	Didactic materials	
	Number of personnel	
	Food and drinks	
	Transport	As per law
	Allowances and Accommodation	As per law