

Mission Jamaica Medical Team Registration and Information:

Instructions to New Mission Jamaica medical team volunteer.

Open and read section 1.

Your registration information is found in section 2. Print the form for your profession. Complete and return it, with all notarized attachments to your team medical leader. Your medical team leader knows your sponsor and location of practice for your team. Otherwise call Mission Jamaica 651 762-9112/ 9173 or e-mail missionjamaica@saintandrews.org

Mission Jamaica must have your medical credentials for the Jamaica Ministry of Health and for proper registration with the professional medical councils in Jamaica by December 1st of the preceding year.

Sections 3-6 provide additional information for the Medical volunteer.

Table of contents:

1. Dr. Jeff Jones M. D. Medical team introduction*
2. Registering with the Ministry of Health and the Professional Councils of Jamaica
 - a. Physician registration
 - b. Dentist registration
 - c. Nurse registration
 - d. Other health profession registration
3. Mission Jamaica over the counter and prescription drug recommendations*
 - a. MJ suggests OTC checklist
 - b. MJ suggests Rx checklist
4. Jamaica Ministry of Health requested Medical Equipment for 2003
5. Doctor and Dentist reports on the Mission Jamaica Clinical Experience.
 - a. Dr. Jeff Jones M. D. 2001 Penwood Clinic Experience*
 - b. Dr. Dennis Hetlund DDS 2003 Penwood Dental Experience
 - c. Dr. Neal Olson 2003 Penwood Clinic Experience
 - d. Dr. Jeff Davick 2003 St. John's Health Centre Experience
 - e. Nurse Dean Loss 1999 Penwood Clinic Experience
6. Appendix A: Summary of Patients Seen at Penwood Clinic*

*Courtesy Dr. Jeff Jones June 2001

INFORMATIONAL PACKET FOR MISSION JAMAICA MEDICAL TEAM VOLUNTEER

We want to offer you a warm welcome to your Mission Jamaica medical mission experience. As your team forms, and later as you provide service in Jamaica, you will indeed feel blessed in terms of the friendships that develop within the team and the service you are able to provide in Jamaica. When you have your initial meeting of the team, it is suggested that you designate one individual to act as a leader. This individual can help keep track of some of the things that need to happen for successful execution of the trip. This informational packet is designed to be used as you meet with your Mission Jamaica medical team and plan your departure for Jamaica. Based upon past mission trips, we have found that there are some issues that need to be addressed by each team:

1. Collection of information needed by Mission Jamaica so that we can provide voluntary medical services on the island

You will find several forms in the packet. You should complete the form applicable to you and prepare the documentation of licensure described on the form. This form and documentation should be provided to your leader as soon as possible. The information will be used by Mission Jamaica staff to inform the Health Clinics about the characteristics of the members of the team (this helps the clinic plan how to advertise to the community). It can also be used to register your team with Jamaican authorities. Your leader will be taking original copies of the material you submit along on the trip and photocopies will be kept by Mission Jamaica in the event they need to be provided when your team is in Jamaica.

2. Selection of medications and supplies for the team to take to Jamaica

You will be getting separate information about the use of a “second suitcase” to carry your missionary supplies. But some aspects are unique to the medical team. We have provided checklists of possible medications and supplies based upon our past experience. The amounts estimated are for 2.5 service days, with approximately 150 patients seen.

How to handle samples of medications supplied by drug company representatives has been somewhat problematic in the past. We offer the following guidelines:

- The team should consider purchasing prescription drugs. A fund has been created to help with this. There are several advantages to this. It may be possible to match drugs with anticipated needs more precisely and time required for repackaging and packing drugs is greatly reduced.
- Donated medications can not be expired.
- It is recommended that donated tablets be removed from their cardboard cartons and bubble (or foil) packets. This can be a time consuming process; however, we have found that a huge volume of material is reduced to a few small bags of medication when this is done.

- It is recommended that each individual who receives donated samples consider himself or herself responsible for repackaging those medications. If the task becomes too great, arrangements should be made to use volunteers from the congregation beyond the team members for this process.
- For each medication, tablets or capsules should be removed from bubble packets or foil packets and repackaged in ziplock bags containing a reasonable number of doses (generally 50 or 100). We have obtained some small ziplock bags from Associated Bag Company (1-800-926-6100 for catalog) for past trips. Other supermarket style bags could be used.
- A package insert and a small bubble packet should be included in each plastic bag of repackaged medication so that the medication and its characteristics can be readily identified and its expiration date can be determined. The bag should be labeled with a magic marker to indicate the medication, dose size per unit (tablet or capsule) and the number of units in the bag.

3. Organizing team service activities

Although you should expect a certain amount of anxiety about who will do what at the clinic, we have found that this tends to work itself out fairly naturally. We have fielded a team with one physician and several nurses and two physicians, nurse practitioners, and nurses, and found that both teams were quite capable of giving excellent service.

Mission Jamaica has designed a “Screening Registration Form.” These will be available at the clinic. It is strongly recommended that the team use these forms to assist it in the intake and processing of patients. The form provides a place to record identifying information, presenting complaint, medication history, findings, diagnosis, treatment, and some laboratory data. The forms are prepared in triplicate. One copy can be retained by the clinic, another given to the patient, and the third retained by the team (to be used to help plan future trips).

It is also strongly recommended that you pay some attention to how intake and triage of patients is done. The intake process is very important in keeping things organized. When multiple members of a family show up, one patient may be initially identified as the patient, but others may have problems as well. It saves time if everyone who intends to be seen gets a registration form completed and work is started on defining each person’s problem. The intake team members can also help identify individuals who should have a high priority for being seen and may need to be seen out of order (e.g. a patient requiring suturing). In general setting up intake outside the waiting room inside the clinic building helps control noise and the flow of patients more effectively.