



VOLUNTEER INFORMATION PACKET



Project Medishare for Haiti

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**Hospital Bernard Mevs
Boulevard Toussaint Louverture,
Entrée Village Solidarité
Port-au-Prince, Haiti**



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ADDITIONAL DOCUMENTATION AVAILABLE

(Not included in this document)

- **REQUIRED FORMS YOU NEED TO FILL OUT**

Form A: Consent and Service Agreement

Form B: Emergency Contact Information

Form C: Photography and Videography Policy Acknowledgement

Form D: Consumer Authorization (Required for Criminal Background Check)

- **SEPARATE DOCUMENTS YOU WILL RECEIVE WITH YOUR CONFIRMATION**

- Email Template for Fundraising
- General Clinical Protocol for Volunteers
- Email Containing Instructions for Assembling at MIA and List of Project Medishare Contacts for Your Deployment
- Roster of Volunteers for Your Deployment



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Dear Colleague,

As we continue to seek volunteer physicians and allied health professionals to work in Haiti's main Critical Care hospital at Hospital Bernard Mevs in Port au Prince, we must immediately express our heartfelt gratitude for your willingness to help with our effort in Haiti. Our goal is to provide critical care and/or trauma care as well as to mentor Haitian Physicians and Nurses in order to establish Haiti's first Haitian-run Critical Care and Trauma Unit.

Hospital Bernard Mevs is a 52-bed critical care, trauma and rehabilitation hospital which aims to treat the five preventable causes of death in Haiti today: major trauma, heart attack, stroke, burns and maternal emergencies. Since 2010, Project Medishare has assisted in the operation of the facility and in training and education of the staff.

If you have any questions, please contact your Logistics coordinator at: HaitiLogicsCenter@med.miami.edu or call 305-243-6685.

Thank you again for your commitment to Project Medishare and to the people of Haiti. We are very excited for you to join us at Hospital Bernard Mevs, and we look forward to seeing you soon!

Best wishes,

A handwritten signature in cursive script that reads "A. Renee Lewis". The signature is contained within a thin black rectangular border.

Renee Lewis
Executive Director
Project Medishare

All contents of this document are important to your deployment to Haiti. Therefore, please read it in its entirety.



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II. PRE-DEPLOYMENT REQUIREMENTS

1) Submit Your Request to Volunteer

If you have not done so already, we ask that all volunteers submit their request to volunteer on our website, https://secure.med.miami.edu/Volunteer_for_Haiti/, (Please note, we do not and will not share the information entered at the website with other organizations). After you have submitted your data and have determined your desired dates of deployment, a member of our staff will contact you. If for any reason you do not hear from us within five days of submitting your application, please email HaitiLogicsCenter@med.miami.edu or call our office (305-243-6685) to coordinate your mission.

2) Ensure that Your Passport Is Up to Date and that it will be *Valid for Your Entire Stay in Haiti*.

(For Passport information view the US Department of State Website for travelers to Haiti at: <http://travel.state.gov/content/passports/english.html>)

3) Vaccinations (Malaria Prophylaxis, and Seek Other Medical Guidance).

We recommend getting all vaccinations the CDC guidelines state for traveling to Haiti. Check CDC recommendations at: <http://wwwnc.cdc.gov/travel/>

4) Complete and Submit Pre-Deployment Required Documentation

- ✓ Consent and release forms (Forms A, B, C found in this document)
- ✓ Consumer authorization or Canada Release Form (Form D, attached separately)
- ✓ 1 copy of your medical license
- ✓ 1 copy of your passport
- ✓ 1 copy of your driver's license
- ✓ A copy of your travel itinerary if you are NOT travelling with the group to and/or from Haiti

After you receive the confirmation from our logistics department, Fax, Scan or Mail ALL the documents listed above in one packet. **Canadian citizens** require a different background check form, make sure you fill out the correct form. Send back the consent and release forms (*DO NOT* send your forms if you have not received a Deployment confirmation from our Logistics Department):

FAX:	(305) 243 - 7045
EMAIL TO:	Haiti Command Center- Logistics Center HaitiLogicsCenter@med.miami.edu
MAIL TO:	Project Medishare/Volunteer Waiver PO Box 381208 Miami, Fl 33239-1208



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- 5) Raise Funds to Support Your Deployment** We are requiring every volunteer to raise a minimum of **\$800** tax-deductible volunteer fee to Project Medishare. You can donate the entire amount yourself or/and you can help us spread the word by using your email contacts and Facebook friends on your fundraising efforts.

Once you receive your deployment confirmation email from our logistics department with your confirmed *deployment date*, you will open your *Fundraising Account* on our Website, and select your *User ID & Password* for your account. Our web application will provide you with the tools to personalize your webpage and give you a *Link* and *Email templates* that you can send to your friends, family and coworkers. This *Link* will take your Supporters directly to your *Personal Fundraising Webpage*. Remember that the minimum goal is **\$800**. All the contributions made to your Personal Webpage will be counted toward your final goal.

We encourage you to raise as much money as you can to support our programs in Haiti. These contributions will help offset the costs of our operation and enable us to continue our much needed work at *Hospital Bernard Mevs*, which is currently Haiti's *only* critical care hospital. *This fee will cover expenses and the MIA-PAP-MIA Plane ticket*. You are responsible only for the cost of your transportation to MIA and Hotel accommodations (if necessary).

NOTE: If you are purchasing your own ticket to and/or from Haiti, the fundraising requirement is a minimum goal of **\$300**. Please contact your logistics coordinator to discuss.

DONATE TO HAITI - INFORMATION

Online: www.projectmedishare.org

By Phone: 305-243-6685

By Mail: **PROJECT MEDISHARE**
PO Box 381208
Miami, Florida 33238-1208

Please make checks payable to: PROJECT MEDISHARE



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III. TRAVEL LOGISTICS

Our deployments are a minimum of eight (8) days (seven (7) working days + one (1) day for travel). In order to ensure continuity of care at the hospital in Haiti, we prefer to schedule volunteers from Saturday to Saturday. We will provide transportation from Miami to Haiti/Haiti to Miami on American Airlines every Saturday. You have the option to arrange your own transportation directly to PAP without needing to come to MIA; if you choose this option send us your itinerary and we will pick you up at PAP and take you to the Hospital. Please note: If you come in on a day other than Saturday we cannot guarantee a day off, due to scheduling.

Our logistics coordinator will send you specific instructions on where and when to assemble at MIA for departure. This email will be sent out the Tuesday before your Saturday departure.

Once you land in Haiti, go through immigration, pick up your own luggage and clear customs, and then exit the building. Wait just outside the building where a Project Medishare Staff member will be waiting with a sign. If the staff member is not present, wait just outside the building until the Representative arrives.

Note:

- When you exit the airport building there will be men offering to carry your luggage. Please be aware that they are often very aggressive about it and expect a tip if you allow them to help you with your bags.
- In the unlikely event you need to contact us from PAP airport, it usually has a free wireless network available that you can use for email, Skype, etc. You can also ask to borrow someone's phone to make a local call to one of your volunteer coordinators.

Baggage Instructions

- You are allowed one (1) carry-on bag
- You are allowed one (1) free check-in luggage at 50lbs each. See restrictions below
- Please pack your bags considering all TSA regulations. There are no exceptions for those traveling on missions to Haiti. Please be aware, there have been thefts from items placed in checked luggage. Keep anything valuable in your carry-on and place a TSA approved lock on your checked luggage.

Haiti Bag Limitations

Please check the latest American Airline policy regarding carry-ons and checked bags. The standard for Haiti is one bag free, additional bags require an extra fee. Also, check the policies on your connecting Airlines.



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IV. SUGGESTIONS ON WHAT TO BRING WITH YOU

You “Must” bring for Your Personal Use:

- ✓ Twin Sheets and Blanket or Sleeping bag with a travel pillow
 - NOTE: We would appreciate it if you could bring sheets and blankets to donate to the hospital. Also, some of the rooms will be colder than others depending on the air conditioning, be prepared for both warm and cold sleeping conditions.
- ✓ Basic Supplies to conduct Patient Exams
 - Gloves (enough for one week)
 - Stethoscope
 - Lots of hand sanitizer
 - BP Cuff (optional)
 - Thermometer (optional)
- ✓ Personal Hygiene/ Toiletries
- ✓ All Personal Medications
- ✓ Mosquito Repellent and Mosquito net
- ✓ Towel/ Washcloth
- ✓ Anti-bacterial hand soap
- ✓ Enough clothing and scrubs to last your entire deployment. (there are no laundry facilities available, though you can wash clothes by hand and dry them on a line)

Also, we suggest bringing:

- ✓ Fanny pack to keep passport with you at ALL TIMES
- ✓ Food: We recommend you bring snack items, quick energy foods, powdered drink mix individual packets and instant meals (Breakfast & Lunch are provided. You also have the option to go out to dinner with the group each night)
- ✓ Coffee Mug (coffee is available at breakfast)
- ✓ Water bottle
- ✓ Sun block/ Hat
- ✓ Protective Footwear/ no clogs, open toes
- ✓ Flip flops for shower area
- ✓ Bathing suit (We try to give you an opportunity to enjoy a pool on your day off).
- ✓ Baby Wipes (An excellent way to freshen up)
- ✓ Toilet Paper
- ✓ Earplugs.

NOTE: Smartphone will have access to the internet via HBM's wireless network



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To Donate to the Project Medishare:

Project Medishare is always in need of critical supplies. If you have items to donate, please contact supplies@projectmedishare.org for additional information. We will send out a list of Urgent needed supplies a few weeks before your trip.

If you have specific questions on what donations to bring and not bring, please email supplies@projectmedishare.org or contact your Logistics Coordinator.

Warning: Do not bring medications or medical supplies that will expired within 14 months, it's against the law. The supplies will be confiscated by the authorities.

V. WHAT TO EXPECT IN HAITI

Current Conditions On-Site at Hospital Bernard Mevs

In many ways, HBM is similar to any county hospital in the US. We see patients with a variety of emergent, routine, and chronic conditions. Our clinicians – volunteers and local staff – aim to provide the highest quality care using the resources available and the policies adopted by the hospital. You will be practicing as part of a team of caregivers, within the scope of practice for which you are licensed and trained.



However, several dimensions of the experience will likely be new to you. Be prepared to adapt to things that are different from your experience working at home. This includes resource limitations, language barriers, cultural differences, variance in provider training and experience, historical attitudes about medications and health, and the role of patients' family members in the hospital setting.

Conditions are sometimes crowded, confused and loud; volunteer sleeping arrangements are not gender segregated; showering and personal comforts are adequate. *Shifts are long and can be physically and mentally demanding.* Therefore, if physical and emotional challenges are a concern, we respectfully suggest that you consider some other way of assisting. Notwithstanding, many of those who have participated have described the experience as inspirational and deeply rewarding and have returned to volunteer multiple times.





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We would like to reinforce the following information:

- All volunteers are required to stay on-site at the hospital, as there is limited security outside the complex. Volunteers are not permitted to leave the compound independently for the duration of their deployment.
- Depending on the hospital's needs, you may not be working in the area of your expertise. You must be adaptable and willing to work in multiple departments.
- It is necessary to be flexible about the times you will be working. Depending on the hospital needs you may be working day shifts, night shifts or a combination.
- You will receive two meals per day. A Continental Breakfast usually arrives around 10:00am and a meal of rice and meat/fish usually comes around 2:00pm. Vegetarians can choose a meal that is labeled "No Meat" – which usually means more rice or vegetables. We recommend you bring *snacks and instant meals* with you in addition to the meals provided. For dinner, Project Medishare will often provide transportation to a local restaurant at which volunteers can purchase their own dinner. If you work the night shift we suggest asking a fellow Volunteer to bring you back a meal. There is a communal kitchen with a microwave and a refrigerator that volunteers can use.
- Bring a water bottle that you can refill for the week. Filtered water is provided. It is recommended that you bring packets of Crystal Light or similar drink mixes for the filtered water that is provided.
- A coffee mug, sugar, creamer, etc. (coffee is not a guarantee but you will need a mug if there is coffee made).
- You will not have access to an ATM. Bring cash for dinner and for souvenirs. We recommend small denominations. The average meal is \$4 to \$8, drinks \$3. We recommend at least \$200 in small US denominations.
- You will have access, albeit occasionally intermittent, to the internet via wireless network. If you bring a smartphone, tablet, or laptop, be aware that you will not have any place to lock it up. Once at the hospital, keep your passport, phone, iPod, camera, money etc. on your person AT ALL TIMES. Electrical outlets have the same standards as in the US
- Depending on the political climate, there may be an opportunity to take a historical tour of Port Au Prince. There is a minimum of 5 people per tour and the cost is \$50 per person.



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While you are in Haiti please is mindful of some “Do’s and Don’ts”:

DO	DON'T
<ul style="list-style-type: none"> • Drink bottled water or purified 	<ul style="list-style-type: none"> • Do not drink tap water/ ice/shower water
<ul style="list-style-type: none"> • Observe universal precautions 	<ul style="list-style-type: none"> • Do not eat fresh food and vegetables from the island
<ul style="list-style-type: none"> • Keep your passport with you at ALL TIMES 	<ul style="list-style-type: none"> • Do not eat raw or undercooked meat.
<ul style="list-style-type: none"> • Understand that you are working in a high stress environment 	<ul style="list-style-type: none"> • Do not wander outside hospital site without authorization.
<ul style="list-style-type: none"> • Remember you are in a foreign country with unique customs and a proud history 	<ul style="list-style-type: none"> • Do not comment negatively to the press regarding any other governmental or non-government organization. We respectfully ask that you follow this rule as a guest of Project Medishare
<ul style="list-style-type: none"> • Voice concerns about patient or personal safety to your team leader 	<ul style="list-style-type: none"> • Do not take photographs/ videos of patients in pain or in compromised situations, or without their permission. The only photographs should be for academic or medical purposes
<ul style="list-style-type: none"> • Contact the Chief Medical Officer (CMO) IMMEDIATELY if you have an injury 	
<ul style="list-style-type: none"> • Journal your experience along the way to help document the historical nature of the response. 	



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VI. ABOUT HOSPITAL BERNARD MEVS

Our Strategic Goals – And How Our Volunteers Are Helping Us Reach Them

HBM is no longer in earthquake relief mode. We are in capacity-building mode – helping to create the physical and human infrastructure that will enable long-term, sustainable access to critical care for the Haitian people. When you work at the hospital you'll observe two dimensions of this strategic goal:

1. Our ultimate aim is to turn the hospital over to Haitian staff. Until we reach that goal, volunteers continue to play a crucial role by:
 - Mentoring and supporting the Haitian staff
 - Backfilling for Haitian staff so that the hospital can operate while they are in training
 - Providing specialized services and expertise that are not consistently available locally
 - Supplementing Haitian staff, especially during peak hours of the day. While the overall patient volume is no longer at the level of a post-disaster relief hospital, our units remain busy and there are generally more patients in the community than we can care for. Our volunteers help us to close this gap.

2. Our financial sustainability depends on developing a broad base of recurring revenue sources. This is consistent with the Haitian government's effort to reestablish the pre-earthquake privately-funded healthcare system. This means that:
 - The hospital's operations are currently supported by fees charged to patients for services as well as by monetary and in-kind donations.
 - For patients with health insurance, the Hospital will bill the insurer. For patients without insurance, payment is now expected for initial assessments, diagnostics and medication. We remain committed to providing the poor with access to care. We have a system in place that allows us to manage the care of patients within their means.
 - Every dollar that is charged to patients is reinvested in hospital operations and infrastructure. Contributions to HBM and PM – including volunteer fundraising and supplies – are still critical to the hospital. They help to defray costs that would otherwise be borne by the patient population we serve, and make it possible to offer a level of care that the population could not otherwise afford.



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Our Facility

HBM is currently composed of the following units and services:

- **Intake & Inpatient Units:**

Unit Name	# Beds	Typical Staffing (Day)	Typical Staffing (Night)
Triage	Vary	2 EMT and 1 Nurse	2 EMT
ED	3	1 Nurse	1 Nurse
ICU	4	2 Nurses	2 Nurses
Adult M/S A	7	1 Nurse	1 Nurse
Adult M/S B	9	2 Nurses	2 Nurses
Gen Pads	10-12	2 Nurses	2 Nurses
PICU	3-4	1 Nurse	1 Nurse
NICU	4	1 Nurse	1 Nurse

- **M.D.'s**

- **Day:** 1 in ER, 1 in Triage, 1 covers MSA and MSB, 2 Pediatric Attendings and 2 Pediatric Residents.
- **NIGHT:** 1 to cover adults, 1 on call at home and one Resident in Hospital to cover Pediatrics

- **Outpatient Services:**

- Clinics
 - Surgical clinic: Monday and Friday morning
 - Medical clinic (Adults): Monday to Friday mornings
 - Medical clinic (Pediatrics): Monday to Friday mornings
 - Wound care clinic: Monday to Saturday 9am - 3pm
 - Ortho clinic: Monday to Thursday 9am - 3pm
 - Ophthalmology: Monday and Thursday
 - Neurosurgery clinic: Monday, Wednesday, Friday afternoon
 - Hydrocephalus and cleft palate referrals: Miss Maggie 3679-2073



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Ancillary Services:

- **Consults**
 - ENT
 - Orthopedics
 - Neurosurgery
 - General surgery (on call list)
 - Obgyn
 - Thoracic surgery (ask CMO first)
 - Urology (ask CMO first)

At night surgery and anesthesia have an on call list (Ask the OR nurses)

- **Diagnostics available at HBM**
 - CT
 - 12 lead ECG (kept in the ICU)
 - Ultrasound machine (no tech)
 - Istat for blood gases and rapid electrolytes/Hgb (use sparingly)
- **Available at outside hospital/lab (with cost)**
 - Ultra sound
 - EEG
 - MRI
 - Echocardiogram
 - LTV ventilators
 - Bipap can be done on the LTV ventilator
- **Medication available for intubation**
 - Diazepam
 - Midaolam
 - Morphine
 - Propofol
 - Ketamine
 - Succinylcholine
 - Rocuronium
 - Vecuronium

LMAs, Bougies available