Volunteer Information Packet
Hospital Bernard Mevs
# Table of Contents

- Letter from Executive Director ............................................................................................................. 3
- About Us .................................................................................................................................................. 4
- Hospital Bernard Mevs .......................................................................................................................... 5
- Pre-Deployment Requirements ............................................................................................................. 8
- Travel Logistics and Airport Arrival ...................................................................................................... 11
- Volunteer Packing List .......................................................................................................................... 12
- Urgent Supply List .................................................................................................................................. 13
- What to Expect in Haiti ......................................................................................................................... 14
- Things to Remember During Your Deployment .................................................................................. 15
- Frequently Asked Questions ............................................................................................................... 16
- Get Involved & Stay Connected .......................................................................................................... 17
Dear Friend,

In 2001, I arrived in Haiti for the first time as a Peace Corps Volunteer. I knew very little about the country that I was about to call home or the amazing people who were about to become my family. What I did know was that I wanted to help Haiti in any way that I could. Now, as a volunteer with Project Medishare, you have that same opportunity to help Haiti.

Since 2010, Project Medishare has partnered with Hospital Bernard Mevs to provide critical care to thousands of critically ill and injured patients, and training to medical staff. As a volunteer, you will work alongside some of Haiti’s most talented and hardworking healthcare professionals, saving lives and helping to build a stronger health system.

We are very excited for you to join our community of more than 9,000 volunteers. Our work would not be possible without your selfless generosity. Thank you for your commitment to Project Medishare and to the people of Haiti. Thank you for making a difference!

With gratitude,

[Signature]

Renee Lewis
Executive Director
Project Medishare
About Us
For more than 20 years, Project Medishare has been dedicated to improving the health and quality of life of all Haitians. Our goal is to build healthy communities that allow vulnerable populations to improve their wellbeing and live productive lives. We provide nearly 80,000 people in rural communities in the Central Plateau with direct access to healthcare. Through our partnership with Hospital Bernard Mevs in Port-au-Prince, we provide healthcare to thousands of critically ill and injured patients, and training to medical staff. The care provided by our team and global volunteers is both lifesaving and life-changing.

Our Mission
We believe healthcare is a fundamental human right. We empower Haitians to provide and receive access to quality healthcare. We share our knowledge and resources with local partners to improve health infrastructure and grow the skills of medical professionals.

Our Approach
We work with communities, government institutions, local organizations and global medical professionals to enhance the quality of life of Haitian families by strengthening local healthcare capacity and infrastructure. Our programs are community-based and locally led.
Our Strategic Goals at HBM – And How Our Volunteers Are Helping Us Reach Them
In June 2010, after treating more than 30,000 earthquake victims at a tent hospital, Project Medishare moved into Hospital Bernard Mevs (HBM), which was only partially functional due to post-quake conditions. With the installation of high-tech equipment and upgrades that included intensive care units for adults, children and premature babies, Project Medishare transformed HBM into one of the only trauma and critical care hospitals in Haiti.

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 sustainable access to critical care for the Haitian people. When you work at the hospital you’ll observe two aspects of our strategic goals at work:

1. Shifting all operations and key leadership positions to local staff. Until we reach that goal, volunteers continue to play a crucial role by:
   - Mentoring and supporting the Haitian staff.
   - Backfilling for Haitian staff while they are in training.
   - Providing specialized services and expertise 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 to close this gap.

2. Creating a broad base of recurring revenue sources to drive financial sustainability. This is consistent with the Government of Haiti’s efforts to re-establish 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, HBM bills the insurer. For patients without insurance, payment is expected for initial assessments, diagnostics and medication. We remain committed to providing the poor with access to care, and thus 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 Project Medishare – including volunteer fundraising and supplies – are 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.
Our Facility
HBM is currently composed of the following units and services outlined below.

- Intake & Inpatient Units

<table>
<thead>
<tr>
<th>Unit Name</th>
<th># of Beds</th>
<th>Typical Day Staffing</th>
<th>Typical Night Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triage</td>
<td>Vary</td>
<td>EMT, 1 RN</td>
<td>1 EMT, 1 RN</td>
</tr>
<tr>
<td>Private Rooms</td>
<td>5</td>
<td>1-2 RNs</td>
<td>1-2 RNs</td>
</tr>
<tr>
<td>ESU</td>
<td>4</td>
<td>1 RN</td>
<td>1 RN</td>
</tr>
<tr>
<td>Peds ER</td>
<td>Vary</td>
<td>1 RN</td>
<td>1 RN</td>
</tr>
<tr>
<td>ED</td>
<td>3</td>
<td>1 RN</td>
<td>1 RN</td>
</tr>
<tr>
<td>ICU</td>
<td>6</td>
<td>3 RNs</td>
<td>3 RNs</td>
</tr>
<tr>
<td>Adult M/S A</td>
<td>7</td>
<td>1 RN</td>
<td>1 RN</td>
</tr>
<tr>
<td>Adult M/S B</td>
<td>12</td>
<td>2 RNs</td>
<td>2 RNs</td>
</tr>
<tr>
<td>Gen Peds</td>
<td>10-12</td>
<td>2 RNs</td>
<td>2 RNs</td>
</tr>
<tr>
<td>PICU</td>
<td>4</td>
<td>2 RNs</td>
<td>2 RNs</td>
</tr>
<tr>
<td>NICU</td>
<td>4</td>
<td>1 RN</td>
<td>1 RN</td>
</tr>
</tbody>
</table>

- Doctors on Call
  - Day: 1 in ER, 1 in Triage, 1 covers MSA and MSB and ESU 1, 1 Private Room, Peds 1-2
    Attending and Residents for all Pediatric Units
  - Night: 1 for all adult units, 1 Attending and Residents for all Pediatric Units

- Outpatient Services
  - Clinics
    - Physical Therapy
    - OB Gyn
- 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)

### Available at outside hospital/lab (with cost)

- Ultra sound
- EEG
- MRI
- Echocardiogram
- Dialysis

### Medication available for intubation

- Diazepam
- Midaolam
- Morphine
- Propofol
- Ketamine
- Succinylcholine
- Rocuronium
- Vecuronium
- Ventilators
- Bipap
- High Flow

LMAs, Bougies available
Pre-Deployment Requirements

1. Submit Volunteer Registration
The first step you must take in order to volunteer is to register on our website, where you will have a chance to indicate your dates of availability. Currently, we only accept Physicians, Nurses, Emergency Medical Technicians/Paramedics, Respiratory Therapists and Physical Therapists. You will be asked to enter your active professional license number. All volunteers must enter this information in order to proceed through the rest of the volunteer registration process. Your license must be active for at least the next six months as of the day of your deployment. Once you have submitted your information and intended dates of travel, you will be contacted via email to confirm your registration. In the event that you have not heard back within 7-10 business days, please contact us at +1 786-483-8870 or email stephanie@projectmedishare.org.

2. Complete Volunteer Forms
Along with the email confirming your registration, you will be required to submit volunteer forms.

- Volunteer Service Agreement & Release Form
- Emergency Contact Form
- Photography & Videography Policy
- US Citizens Background Check Form
- Canadian Citizens Background Form*
- A copy of your professional medical license

*Canadian citizens are required to also submit a copy of their driver’s license and passport identification page.

EMAIL TO: Stephanie Caro, Development Coordinator
stephanie@projectmedishare.org

OR

MAIL TO: Project Medishare for Haiti
8260 NE 2nd Avenue
Miami, FL 33138
3. Ensure that Your Passport is Valid for Six Months
For passport information, view the US Department of State’s website for travelers to Haiti. We recommend registering with your country’s Embassy or Consulate in Haiti and review travel warnings. We encourage you to enroll in the Smart Traveler Enrollment Program if you are a US citizen or national. This free service will allow you to be kept up-to-date with important information and safety alerts.

4. Raise Funds to Support Your Deployment*
Every volunteer is required to submit a $300 volunteer fee to Project Medishare. For deployments beginning April 3, 2018 and after, the fee will increase to $500. Volunteers staying longer than one week are required to pay $50 for each additional week. This fee covers local transportation, lodging and meals, as well as medical supplies and translation services. You can either donate the full amount yourself or you can create a personal fundraising page and invite your family, friends and co-workers to help you raise the required fee. Check out these fundraising tips to get started.

Once you receive your deployment confirmation email with your confirmed deployment date, you can begin to fundraise or donate the volunteer fee.

If you choose to fundraise, you will be able to personalize your fundraising page and receive a link that you can share with your family, friends and co-workers. This link will take your supporters directly to your personal fundraising page. Any amount donated or raised above the minimum will support Project Medishare’s work in Haiti.

5. Purchase Your Flight to Port-au-Prince
You are required to make your own travel arrangements to Port-au-Prince**. We ask that you arrive no later than 3:00pm local time and depart by 12:00pm local time. The volunteer week is scheduled for volunteers to arrive and depart on Tuesdays. Please send us your flight itinerary a minimum of one month before your departure. If you need to arrive or depart outside of this window, please contact the Development Coordinator before booking your airfare.

6. Vaccinations
Check the Center for Disease Control’s health information for travelers to Haiti to ensure you have the appropriate vaccines and medicines. Vaccinations such as Malaria Prophylaxis, Hepatitis A, and Typhoid are highly recommended.

*You are required to have this task completed a minimum of one month before your travel date. Failure to do so may result in the cancellation of your volunteer trip.

**If you are receiving a grant or funding from your employer and wish to have us book your airfare, please contact the Development Coordinator directly: stephanie@projectmedishare.org
Travel Logistics and Airport Arrival
Deployments are a minimum of one week. In order to ensure continuity of care at the hospital in Haiti, we only schedule volunteers from Tuesday to Tuesday. We will provide local transportation from and to the airport in Port-au-Prince. If you are travelling with a group, you are required to arrive and depart on the same flight as your group members.

Upon landing in Haiti, you will go through immigration. Visitors to Haiti must pay a $10 entry fee (US or Canadian currency). We recommend having the exact cash amount handy prior to deplaning. If you have checked luggage, please note that the baggage claim area at the Port-au-Prince airport can be chaotic. There will be several people offering to assist you with your luggage. We encourage you to pick up your own bags. However, if you choose to accept assistance, be aware that a generous tip is expected.

After you clear customs, you will exit the airport and proceed under the covered walkway to the greeting area, where you will be met by a Project Medishare representative wearing a Project Medishare t-shirt. If you don’t immediately see him/her, please wait patiently. Do not enter the parking lot – it is much easier for a staff member to locate you under the covered walkway. Do not leave the airport with anyone other than a Project Medishare staff member.

Haiti Bag Limitations
If you are travelling with American Airlines, please check the latest baggage policy regarding carry-ons and checked bags. There are seasonal baggage limitations to the Caribbean. The standard for Haiti is one free carry-on item, and the first checked bag is complimentary. Additional and overweight bags require an extra fee. Don’t forget to check the baggage policies for your connecting airlines.
Volunteer Packing List

You Must Bring for Your Personal Use:

- Twin sheets and blanket, or sleeping bag and a pillow. Some of the rooms will be colder than others depending on the air conditioning, be prepared for both warm and cold sleeping conditions. We would appreciate it if you could bring sheets, blankets and pillows you are willing to donate to the hospital.
- Basic Medical Supplies
- Gloves (enough for your deployment)
- Stethoscope
- Lots of hand sanitizer
- BP Cuff (optional but useful)
- Portable Pulse-Ox (optional but very useful: $20-$30 on line)
- Digital thermometer (optional, but also very useful)
- Personal Hygiene/Toiletries
- All Personal Medications
- Mosquito Repellent (a bug net is NOT needed unless you are going to the Central Plateau)
- Towel/Washcloth
- Anti-bacterial hand soap
- Disinfectant wipes
- Enough clothing and scrubs to last your deployment. There are no laundry facilities available, you can hand wash clothes and dry them on a line.
- Water bottle
- Protective footwear for your shift

We also suggest packing:

- Fanny pack to keep your medical supplies in
- Food: We recommend you bring snack items, quick energy foods, powdered drink mix and instant meals.
- Sun block/hat
- Flip flops for the shower/pool
- Bathing suit (we try to give you an opportunity to enjoy a pool on your day off)
- Earplugs
- Flashlight/headlamp
Urgent Supplies List

Items Most Needed at the Hospital
- Hand Sanitizer
- Energizer RECHARGABLE AAA Batteries
- Gauze- 2x2 and 4x4
- Batteries- AA and AAA and C 9v
- Diapers- Any size preemie to adult
- IV tegaderms
- HMEs
- Neonatal stethoscopes for NICU
- Digital Thermometers
- Micropore and silk tape
- Bleach Wipes
- Neonatal vent tubing (especially for the GE Carestation)
- Inline suction, all sizes
- Portable suction machines
- Suction canisters
- Formula
- Protein powder

Medications Most Needed
- Acetaminophen suppositories and tablets
- Acide folique IV injection
- Caffeine citrate injection
- Cefazolin 1 g injection
- Chlorure de calcium IV injectable
- Dobutamine injection
- Docusate sodium tablets
- Labetalol IV injection
- Norepinephrine 4mg/4ml injection
- Nitroglycerine spray SL
- Polyethylen glycol 3350 (powder)
- Simple syrup for oral compounding
- Vancomycine IV injection
- Vasopressin IV injection

If you're interested in donating supplies, please check with us first as the Government of Haiti has specific regulations to which we must adhere.
What to Expect in Haiti

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.

The volunteer quarters are much like a hostel or dorm. There are nine rooms with a maximum of four volunteers to a room. Each room has a sink and shelves for your belongings. There is a full kitchen for your use, a dining area, five restrooms with showers that have hot water. The quarters are a great place to unwind. Stacy, our volunteer coordinator lives in the quarters as well and will be happy to help you with anything you need during your deployment.

Shifts are long and can be physically and mentally demanding. We ask that you arrive with this in mind. Notwithstanding, many of those who have participated have described the experience as inspirational and deeply rewarding and have returned to volunteer multiple times.
Things to Remember During Your Deployment

- **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 is served 7:00-9:00am. Lunch is a traditional Haitian meal of rice and beans with meat (chicken or beef, sometimes goat or pork) and is served between 12:00 and 1:00pm. Vegetarians will be accommodated, often this means a little more rice with a vegetable side. We recommend you bring snacks and instant meals with you in addition to the meals provided. For dinner, Project Medishare will provide transportation to a local restaurant where volunteers can purchase their own meal. If you work the night shift, we suggest asking a fellow volunteer to bring you back a meal. There is a full kitchen in the volunteer quarters including stove, refrigerator and microwave.

- 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) are available in the volunteer quarters.

- **You will have limited access to an ATM.** Bring cash for dinner, souvenirs and your day off. We recommend some small denominations. (Note: Haitians will not accept any bills that are torn or overly worn). If you are traveling from outside the US, please change your currency before arriving to Haiti. The average meal is $10-$15 and drinks are $2-$4. We suggest bringing at least $250.

- 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. You do not have to carry your passport in the hospital. 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 five people per tour and the cost is $50 per person.

- Understand you are working in a high stress environment and prepare for possible challenges.
Frequently Asked Questions

1) I am a physician assistant, medical assistant, nurse practitioner, pre-medical student. Can I volunteer?
   
   We staff medical professionals based on the hospital’s staffing needs. At this time, we do not accept any of the above specialties. Medical school students in at least their third year or above are welcome to volunteer at the Central Plateau.

2) What do I wear?
   
   Scrubs. Generally, try to bring a pair to wear each day you are volunteering. There is not a color requirement.

3) Will there be washing machines?
   
   If you are staying longer than one week, you will have access to a washing machine. Please note that your clothes will have to be air-dried.

4) I want to donate medical supplies. What does the hospital need?
   
   Please contact us with a list of the supplies you are interested in donating along with their expiration dates. We will let you know if we can use them.

5) Will I be expected to care for patients on my own?
   
   No, Hospital Bernard Mevs is a fully staffed hospital with nurses, physicians, etc. You will never be alone. You will be in the unique position of partnering with our local staff to provide care.

6) Do I need to bring an electrical converter to charge my electronic devices?
   
   No. Haiti uses the same electrical plugs as the US.

7) My co-workers and I want to volunteer together. How do we do this?
   
   We are happy to welcome groups. Groups should plan to arrive and depart on the same flights. There should be a group leader who will serve as the main person of communication.
Restrictions on Photography and Videography
While we encourage our volunteers to document their time in Haiti, please keep in mind that out of respect to our patients, volunteers and coworkers, photography and videography are restricted to personal use, and must be used for legitimate, academic or scientific uses.

Photographs and videos of patients in pain or suffering, and/or without the consent of patients, volunteers or coworkers are strictly prohibited.

Sharing Journals and Photographs
Future volunteers love to get a sense of what awaits them by reading blog posts and browsing pictures on our website from past volunteers. Please share yours by emailing them to the Development Coordinator: stephanie@projectmedishare.org.

Stay Connected
During your deployment, we encourage you to share updates with your friends and family. On social media, be sure to tag us using #projectmedishare.

Before and after your deployment, you can stay connected with Project Medishare by:

- Checking our [website](#) for updated information regarding our programs and recent activities
- Subscribing to our [Youtube](#) channel
- Liking us on [Facebook](#)
- Following us on [Instagram](#) and [Twitter](#)