

# Medical Missions

Processes and Tips for Bringing a Medical Team to Jamaica

## **Official Documents Needed:**

We recommend starting your paperwork approximately 6-8 weeks before your trip dates.

1. Professionals (doctors, nurses, med students, etc. NOT clinic volunteers) need to fill out the *Work Permit/Exemption Application Form*, sections 1-14 and 29
  - a. Forms are available at the Ministry of Labor and Social Security (or we can obtain the forms and fax them to you)
    - List the applicant name in the “Prospective Employee” section
  - b. All work permit forms must be accompanied by a *Work Permit Deposit Slip (Obtained from the Ministry of Labor)*
  - c. \$1000J (approximately \$16 US) fee is to be paid at NCB (National Commercial Bank) using the Work Permit Deposit Slip (You can send the money to us and we will obtain the slip and bring it to the bank for you.)
    - White copy stays at the bank, pink copy is the receipt of payment and the remaining copies are submitted to the MOH.
  - d. 2 passport style photos must be submitted with each form
2. Doctors need to fill out the *Professional Registration for Short Term Volunteers* application form (we can assist getting this form)
  - a. Applicable medical council must be indicated on the form (optometric, dental, etc.)
  - b. Local contact or sponsor (Jamaica Link representative) must complete relevant section
  - c. Local health authority (see above) must sign the form
  - d. Form and \$1500J (approximately \$25 US) fee must be sent to MOH in Kingston with supporting paperwork (no payment voucher)
3. Doctors must provide two (2) professional references
4. Doctors must provide copies of their diplomas and professional registrations
5. If medical supplies will be imported and left in Jamaica (medications, glasses, toothbrushes, etc) the following must be completed:

- a. A letter from the sponsor/importer (Jamaica Link) must be sent to the MOH in Kingston asking that MOH provide assistance in clearing the items through customs
  - b. The letter must indicate who will be carrying the items, flight# and time of arrival
6. The sponsor (Jamaica Link) must submit a letter to the MOH indicating the nature of the visit, the parish that the clinics will be taking place, the dates of the prospective clinics, and the names of the doctors and professional volunteers.
7. All items listed above must be sent to Janice Walker at the MOH in Kingston.

### **Important Contacts:**

#### **Janice Walker**

Secretary to Dr. Lewis Fuller

Ministry of Health

Oceana Complex

2-4 King St

Kingston, Jamaica

876.967.3538

walkerj@moh.gov.jm

*Comment:* Janice is the main coordinator for medical trips coming into Jamaica. She is an excellent resource.

#### **Lorain Allen**

*Comment:* Nurse at Cornwall hospital that can get documents to Janice Walker

#### **Dr. Panardo and Dr. Stentz**

Type 5 Health Clinic

876.979.7820-24

*Comment:* Local health officials for St. James. Their signature is needed for permission to hold clinics in the parish of St. James.

## **Dr. Tint**

876.955.2308, 2929

*Comment:* Local health official for Westmoreland. His signature/approval is needed for permission to hold clinics in the parish of Westmoreland.

For clinics in other parishes we can help you find the correct contacts and officials.

## **Tips for Holding effective medical clinics**

1. Get local organizations/churches involved: your trip will have a lasting impact if the local church is involved.
2. Advertise at least 2 weeks before the clinic (we can help with creating and distributing flyers, but you must cover the cost)
3. You will probably not be able to treat everyone that has a need a) there will be more people than you can possibly see b) there will be some people that you cannot assist. Have a plan to handle this, think about offering something small to people who made it through the screening process and have waited to be seen but you cannot assist.
4. Create a way to screen potential patients, the earlier you realize you cannot help someone the less time they take you away from other patients
5. Use tickets to assign people #'s
6. Do not let people take extra tickets for their friends / relatives. This is not fair to the people who are physically present and waiting to be seen. A person must arrive in person to get a ticket. They can leave and come back if necessary once they have their ticket.
7. Provide refreshments for the people that are waiting (they may be there for hours)
8. Traffic patterns at the clinic are very important to keeping the clinic orderly
9. All the volunteers should stop for at least 20min for lunch- have them sit and rest
- 10.** Periodically time how long each person is taking to get through and cut the line off accordingly so your team can leave at the prescribed time each evening.. Typically more people will show up in the morning than in the afternoon.