Team Leader Guidelines

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Team Leaders are the force that makes Clínica Carolina viable. Without you, the building would stand empty. The people in Limon and in the remote areas served would be without the medical care they have come to trust and depend upon.

These guidelines are written to assist in planning so that you will have a successful mission. All documents required by the team leader are posted on the website www.CHHF.org

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ADVANCE PLANNING INFORMATION

Team Reservation Form: Each team leader must complete a Team Reservation Form. For preparing the budget, this form is a tab on the Excel worksheet posted at www.CHHF.org. When you complete the volunteer information on the Excel budget sheet, that information will automatically populate the worksheet.

One of the first decisions to be made is that of which remote clinics will be served. The team coordinator will work with you on this as teams are planned to visit various villages without duplication. Peggy will provide advice as to which villages should be visited.

Please submit this form **6 weeks** in advance of your trip. The calculation for payment of fees to CHHF is on this form as well as information as to whether your team needs to obtain lempiras using the CHHF bank account. Payment should be sent to CHHF 6 weeks in advance if you desire to utilize the CHHF bank account for obtaining lempiras. Other fees should be sent at least 4 weeks in advance. Of course, all fees can be sent in one check if desired.

Upon receipt of the Team Reservation form,
- Funds are transferred into the Honduran savings account for team leaders who want to obtain lempiras at the bank in La Ceiba.
- Facilitator David Kelly, Community Development Coordinator Gladis Aquiriano, and Bus Driver Douglas Goff are informed of the plans for arrival and departure and of the work schedule for each day.
- Interpreters and other hired staff are requested.
- Details as to the medical, dental, or vision services available on your team are publicized.

All this information is used to ensure that the team on the ground in Honduras will be ready when you arrive.

Team Member Requirements: The government of Honduras and the Board of Directors of CHHF expect all teams to maintain a high standard of medical practice at the CHHF clinics. A licensed medical practitioner must be present. Team leaders are to obtain a copy of the current professional license from each Doctor, Dentist, Optometrist, Nurse Practitioner, and Physician Assistant; the team leader should carry a copy of these licenses to Honduras.

Travel: Team Leaders are responsible for arranging travel. Remember that the name on the airline ticket must exactly match the name on the passport. Generally, teams fly into San Pedro Sula; however, a few teams fly into Roatan. Team leaders who fly into Roatan must consider that exchanging dollars to lempiras is problematic. Those teams need to arrive on a weekday which permits them to reach the mainland and a bank during banking hours (Monday through Friday and Saturday until noon.)

Most teams spend one night in a hotel in La Ceiba or on Roatan before going to Limón.
Ground transportation between San Pedro Sula and La Ceiba takes approximately 3 hours. Ferry service and flights are available from Roatan to La Ceiba. Travel from La Ceiba to Limón takes approximately 3 hours. Teams should plan the itinerary to ensure reaching destinations before dark. Except in an emergency, CHHF vehicles are not to be on the roads after dark. At the end of the volunteer week, most teams spend the final night in a hotel near the airport. The team coordinator maintains a list of hotels frequently used by teams.

When traveling, most team leaders like to have with them, or have the pharmacist carry for them, a supply of travel meds: Loperamide, Ciprofloxacin, Meclizine, Acetaminophen, IBU. Inform your volunteers as to who had the medication and ask that they seek assistance quickly while on the road or at the clinic.

**Travel Money:** Exchanging US Dollars to Honduran Lempiras is challenging. Team leaders need enough cash with them in Honduras for purchases and for payroll. Traveler’s Checks are not accepted; banks will not exchange US dollars for lempiras.

Most team leaders agree that exchanging dollars for lempiras at the San Pedro Sula airport is the easiest method. David knows the man who will convert your currency; his exchange rate has been fair. Take with you US $100 bills which are clean, crisp and not torn.

If you prefer to exchange at the bank, team leaders can send funds to Chris Zawacki in the Barnwell office at least six weeks before departure. Chris will deposit these funds in the CHHF Honduran bank account. You must go to the BAN PAIS during banking hours (Mon – Fri and Sat 9 - 12). David can go with the team leader or team leader’s representative. (Sending someone age 60 + allows that person to wait in the Senior Citizen line and saves significant time.) David will assist you in withdrawing the funds you have on account. The bank will give David (and you) the funds in lempiras. Your hotel and some businesses along the way will accept payment in US dollars, but they should be without marks or tears as blemished money will be rejected.

Credit cards, pre-paid bank cards, and ATM cards can be used for purchases. Inform your credit card company of travel plans, and that you plan to use your credit card for large purchases (hotels, groceries, team meals, gasoline).

If team money is deposited with CHHF and you receive a check from the team account to cover expenses, you must send receipts and a list showing what the expenditure covered to Chris Zawacki. These are IRS rules.

Prior to the trip, if you pay for team expenses and wish to be reimbursed quickly, send or scan receipts to Chris for reimbursement (provided there is money in your account to cover it). If your credit card is used to cover expenses in Honduras and money in your team account will be used to reimburse when you return, please send a copy of those receipts with a note as to what the expenditure covered. Chris will then send reimbursement.

**Passports:** Honduras requires US Passports to be valid for 6 months beyond the intended stay in Honduras. Currently, the wait time for a passport is up to 6 weeks. Volunteers should make two copies of their passport in case of loss or theft. One copy should be kept by the volunteer in a safe place separate from the passport itself. The other should be left with someone in the US.

**Travel Insurance:** CHHF requires that travel insurance be purchased for each team member. Many companies provide travel and medical insurance for mission teams. Those with which we are familiar are listed on our website under Team Leader Information. CHHF does not recommend any company, but we do require that teams have medical, medical evacuation, and travel insurance for all mission travel. While not a requirement, the Board recommends adding Trip Interruption insurance in case there are issues which cause trip cancellation.
**Budget:** Each team is responsible for the preparation of a budget to cover team expenses. A sample budget (Excel spreadsheet) is available on the website. Assistance with budget preparation is available; contact the Team Coordinator. Depending upon airline costs and other plans, individual costs can vary considerably.

**Immunizations:** The following immunizations and medications are recommended for each volunteer:

- **Hepatitis A** (2 shots)
- **Hepatitis B** (3 shots) – for persons in contact with patients
- **Typhoid** (1 shot, boosters periodically)
- **Tetanus** (1 shot, boosters periodically)

Malaria Medication Recommendation – the quantity varies depending upon the length of stay. Each person should take 500 mg of Aralen or Chloroquine Phosphate as specified below:

- *Take your first tablet one (1) week before entering Honduras.* If you are in Honduras 1-7 days, take one tablet on the same day each week as your first dose. If you are in Honduras for more than 7 days, repeat your medicine on the same day of each week while in Country. After leaving Honduras, take your medication for 4 more weeks. In summary a stay of 7 days in Honduras will require a total of six 500mg tablets. A stay of 10 days will require a total of seven 500 mg tablets. This medication should be taken with a full meal. Some volunteers take Malarone or Doxycycline for malaria prophylaxis; however, you must take them for a longer period of time prior to, during and after your trip.

Honduras does not immunize against chicken pox. Volunteers are encouraged to ensure that they have had chicken pox immunization as chicken pox as an adult is much more severe.

Please have each member of your team contact his physician concerning individual needs, the immunizations and medications to be taken, and possible side effects.

**Clinic and Housing in Limón:** The Limón facility includes a medical clinic located downstairs: waiting room, pharmacy, laboratory, 3 exam rooms, ER/surgical room, dental facility, and records room. Exam rooms, surgery, lab, dental clinic, and pharmacy are air-conditioned. Volunteers utilize the living area upstairs, including 8 bedrooms, 4 bathrooms with showers, great room with eating area and kitchen, and a porch overlooking the Caribbean. Bedrooms have 8 sets of bunk beds and 8 double beds. A floor plan is available on the website. Due to concerns of water and sewer use, the Board asks that the number of volunteers be limited to 26. The number on the reservation sheet includes all who sleep upstairs, including Mario and any Hondurans serving with your team. David Kelly has his own room downstairs.

**Safety in Limón:** To provide safety and continuity among teams, the Board asks that team leaders remind all volunteers to

- Remember you are in a foreign country and safety must come first.
- When leaving the clinic grounds, go in pairs or groups. Let David know any time volunteers leave the clinic area.
- After dark, remain within the clinic grounds. Exceptions are for church attendance or visiting the orphanage, also in pairs or groups.
- Use alcohol in moderation.
  - Purchase the alcoholic beverages in La Ceiba or Bonito before arrival in Limón
  - If more is needed during the week, request that David or Ben obtain.
  - Keep in mind that medical staff are on call for after hours emergencies.

**Dental Clinic:** Board member Dr. David Fairchild is the Chair of the Dental Committee. If you have a dentist on the team, please contact Dr. Fairchild. **dmfairchilddds@msn.com** Teams who have a dentist should purchase 5 gallons of Glutaraldehyde which is available through Sandy Palencia in La Ceiba.
Water in Honduras: The water in the Limón clinic was tested and found to be safe with no bacteria. The upstairs water is purified and chlorinated; the downstairs water is not. Generally, the water in restaurants is safe, but one should avoid drinking tap water or having ice in drinks outside of major establishments.

Kitchen Pantries: All teams may use both kitchen pantries. A pantry inventory is required of each team leader at the end of your week. After your final breakfast and the list is confirmed, please send this list to the team coordinator and the incoming team leader within 24 hours of return to the States. The inventory is designed to promote usage of supplies stored there and to prevent duplication of items.

Groceries and Meals in Limón: Each team is responsible for planning meals while at the clinic. A sample menu is available on the Team Planning Document on the website. Assistance in translation into Spanish is available from the Team Coordinator. Because there are no grocery stores in Limón, purchasing of groceries is generally done in La Ceiba. In addition to food supplies, normal detergents, and other kitchen needs, each team should purchase 1 gallon of bleach for use in washing fresh produce before consumption and 1 gallon of bleach for the laundry. Please purchase a box of 32 gallon-sized garbage bags. Some teams purchase fresh produce in Tocoa on the way to Limón (except that the market in Tocoa closes at noon on Sunday). Bags of ice should be purchased at the last stop - Bonita Oriental. Local cooks trained in food preparation for safe consumption are available for team hire.

Clinic Supplies: Each team is responsible for taking medications and supplies that they will use on their medical/dental mission. A Formulary is posted on the website. Teams are not expected to bring each medication on the Formulary! See later list of Pharmaceutical purchase and donation information in the Pharmacy section. Honduran Customs prohibits the importation of expired medications. The Board discourages bringing of opened discarded prescription medications which have been donated by individuals.

Employees at the Clinic: David Kelly is the CHHF Director of Honduran Operations and will accompany each team. Each team will pay local employees to assist at the clinic. The CHHF Staff Salaries chart which indicates the employees normally hired by teams and the CHHF approved salary pay scale is posted on the website. Team Leaders should ensure that employees hired are paid according to the approved Staff Salaries which have been determined using Honduran standards. Four persons working in Limón are full time staff of the Foundation and are paid by the Foundation:

- Gladis Aquiriano (Coordinator of Community Development and Education) Gladis has been asked to be available to assist teams and also to coordinate Medical Referrals.
- Douglas Goff (responsible for maintenance at the clinic, for informing villages regarding remote clinics, for informing interpreters and other workers of the schedule and staffing needs of your team, and for driving the yellow bus)
- Ben Ordoñez (security)
- Gricelda Thompson (housekeeper)

If Douglas interprets for your group, he should be paid additionally for this service. Otherwise, these four full-time employees require no additional payment. However, if they have performed a significant service which is not part of their normal duties, you may give them a reasonable tip.

LODGING AND VEHICLE USAGE FEES

Fees: All teams must pay lodging and vehicle usage fees. These fees are noted on the Team Reservation Form. Fees must be sent to the CHHF office (P.O. Box 528, Barnwell, SC 29812) at least 4 weeks prior to departure. Gas for the yellow bus and fuel for the generator are provided by CHHF and covered by the fee your team pays. Lodging fees apply to all persons staying at the clinic (Hondurans included), except for those who are employees of CHHF (David Kelly, Mario Miralda, and Ben Ordoñez).
MEDICAL CARE

Providers: Team leaders are encouraged to have 3 – 4 medical providers on the team. Honduran physicians are available if you need to add providers. The team coordinator has a list of those who have served at the clinic and know the routine.

Providing Prescription Medications: Nurses, RN’s or LPN’s are not permitted to dispense prescription medications except under the direction of a licensed medical practitioner at the site.

Pharmacist: Teams need a pharmacist; having two is best or one and an assistant. The Team Coordinator maintains a list of possible volunteers.

Delivery of Babies: The Honduran health system requests that first time mothers give birth at a hospital or maternal health clinic. This is for the well-being of the mother and child. The nearest full time staffed maternal health clinic is in Bonito Oriental. There is a maternal health clinic in Icoteas, but not fully staffed.

After Hours Emergency Care: Often patients come to the clinic after hours when they feel they have an emergency. The Board policy is that, when teams are at the clinic, after hours emergency patients will be seen. A buzzer has been installed at the gate so that David can be notified when someone needs to enter after hours, and he will notify team providers that a patient has arrived.

MEDICAL EQUIPMENT

Oxygen: Oxygen tanks are in the surgery. Please check these tanks at the end of your mission week. If they need to be refilled, ensure that David takes them to La Ceiba.

Non-functioning equipment: Only members of the CHHF Board of Directors may dispose of non-functioning medical equipment. Please notify the CHHF office if you find medical equipment which is not functioning properly or if parts or supplies are needed. Please label as Non-Functioning.

Donating equipment: If your team has an offer of a medical equipment donation for the clinic, please contact Chris Zawacki before accepting that donation or taking that equipment to the clinic.

LABORATORY

Claudia Norales is available as a lab assistant; she can do basic lab tests including hemoglobin, hematocrits, blood sugar, dip stick urinalysis, pregnancy tests, and has been trained to identify malaria. She does not speak English. CHHF will provide the following lab supplies: slides, Giemsa Stain, tubes for the hematocrit, immersion oil. Teams who receive donations might bring those also. Unless otherwise noted, the lab will have in stock glucometers and strips. In general, each team should provide Pregnancy Test Strips and Urine Dip Test Strips, Alcohol Swabs or Prep pads, Cotton Balls, and cups for urine collection.

Claudia has an inventory form which she is to complete at the end of a mission week. The team leader is asked to send that form or a copy of that form to the Team Coordinator within 24 hours of return.
Laboratory at Government Clinic  The Centro de Salud (government clinic) in Limon now has a laboratory and a lab tech. The following exams can be completed there. (Charges are shown.) When the Centro de Salud is open (Monday to Thursday, 8 - 2), providers may send a patient for these exams, receive the results, and treat if necessary. (The patient may not have this minimal fee.)

<table>
<thead>
<tr>
<th>Exam</th>
<th>Price in Lempiras</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glucose</td>
<td>30</td>
</tr>
<tr>
<td>A1C</td>
<td>130</td>
</tr>
<tr>
<td>Cholesterol</td>
<td>30</td>
</tr>
<tr>
<td>Triglyceride</td>
<td>30</td>
</tr>
<tr>
<td>Uric Acid</td>
<td>30</td>
</tr>
<tr>
<td>BUN</td>
<td>30</td>
</tr>
<tr>
<td>Creatinine</td>
<td>30</td>
</tr>
<tr>
<td>Liver Enzyme AST</td>
<td>30</td>
</tr>
<tr>
<td>Liver Enzyme ALT</td>
<td>30</td>
</tr>
<tr>
<td>Hemoglobin (calculated)</td>
<td>30</td>
</tr>
<tr>
<td>Hematocrit</td>
<td>15</td>
</tr>
<tr>
<td>Urine Exam (Dipstick &amp; Microscopic Exam)</td>
<td>30</td>
</tr>
<tr>
<td>Parasite Exam</td>
<td>30</td>
</tr>
<tr>
<td>Urine Pregnancy Test</td>
<td>30</td>
</tr>
<tr>
<td>Blood Pregnancy Test</td>
<td>30</td>
</tr>
<tr>
<td>VDRL/RPR (Syphilis)</td>
<td>15</td>
</tr>
<tr>
<td>Blood Type and RH</td>
<td>15</td>
</tr>
<tr>
<td>Finger Stick Glucose</td>
<td>20</td>
</tr>
<tr>
<td>HIV</td>
<td>No Charge</td>
</tr>
<tr>
<td>Chagas Disease</td>
<td>No Charge</td>
</tr>
<tr>
<td>Screen only, Confirmatory serum sent to Tocoa</td>
<td></td>
</tr>
<tr>
<td>Malaria</td>
<td>No Charge</td>
</tr>
<tr>
<td>Screen, Positive slide, patient is treated</td>
<td></td>
</tr>
<tr>
<td>Confirmatory, slide is sent to Tocoa</td>
<td></td>
</tr>
<tr>
<td>Leishmaniasis</td>
<td>No Charge</td>
</tr>
<tr>
<td>Screen, Positive slide, patient is treated,</td>
<td></td>
</tr>
<tr>
<td>Confirmatory, slide sent to Tocoa</td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>No Charge</td>
</tr>
<tr>
<td>Screen, Positive slide, patient is treated</td>
<td></td>
</tr>
<tr>
<td>Confirmatory, slide is sent to Tocoa</td>
<td></td>
</tr>
<tr>
<td>Toxoplasmosis</td>
<td>No Charge</td>
</tr>
<tr>
<td>Screen only, Confirmatory serum sent to Tocoa</td>
<td></td>
</tr>
</tbody>
</table>

PHARMACY

Pharmaceuticals: Posted on the website is a Formulary. Each team should provide sufficient medicines for the week, according to the Formulary. Teams are not expected to provide every medication; one or more in each category. Please note that there are no combination medications and no narcotics on the Formulary. When your team arrives, the clinic pharmacy will have some medicines; however, the supply should be restocked by each team if possible.
CHHF requests that any medicines remaining at the end of your week be left in the clinic for future use. **Only Board members may withdraw medications from the shelves.** Shortly before your departure, the team coordinator will send you a list of medicines in critically low supply. If possible, purchase these and bring them.

Most teams prepack medications to aid the pharmacist in keeping up with the daily demand. Each individual prepacked medication must include the expiration date. For prepacking labels, change the word FECHA (date) to the abbreviation EXP: and add the expiration date. Month/Year (Spanish for Expire is Expirar.)

```
Rx Vitamina Niño  EXP: 9/2020
Mastique una Pastilla cada día
Nombre__________________________
```

Place prepacked medicines in a large zip lock bag, including a label from one bottle/box. Write the expiration date clearly on the zip lock bag.

Sample labels can be found on the CHHF website. These labels are in Spanish and this is the language in which they should be dispensed.

**Pharmaceutical Purchase in Honduras:** Many medicines including birth control pills can be purchased through a supplier in La Ceiba, often at a reasonable price. The Team Coordinator has prepared a list of medications which are frequently purchased in Honduras; the list includes approximate prices. You may request that list to help in purchase decisions.

Should you decide to order medications in Honduras, email Sandy Palencia cruzadas.sandy@gmail.com  Give her at least 2 weeks’ notice, 3 if possible, so that she can place the order and receive it before your arrival. If there is a last-minute item on the Needs list from the previous team, she will try her best to get it for you with 5 days’ notice.

There are two ways in which CHHF can be reimbursed for these supplies:
- Pay Sandy directly using Lempiras. Give Sandy the exact amount which she paid; give the funds only to Sandy and not any other CHHF staff person. Be sure to obtain a receipt.
- Pay CHHF in Barnwell. In this case you will be paying in US dollars and CHHF will use the exchange rate of 21.7 which may not be the current exchange rate. This is because the financial software used by CHHF does not permit the use of variable exchange rates. Paying CHHF in Barnwell is probably the easiest way to pay this bill; however, it will likely incur a small difference from the current exchange rate.

**Pharmaceutical Donations and Purchases:** Sources for donated medicines and medical supplies are
- Brother’s Brother  www.brothersbrother.org   Does incur shipping charges
  Send an email to ginapearlman@brothersbrother.org  Ask for a current availability list and other documents needed for ordering. Do not use the online registration.
- Kingsway Charities  www.kingswaycharities.org   a $25 processing fee + shipping
  Complete the tab “Submit Your Mission Trip;” CHHF already has a registered account with them. Ask the Team Coordinator for Advising Physician information.
- AmeriCares  www.americares.org includes free shipping
Sources for Purchased Medicines are

- Blessings International (www.Blessing.org). An online order form can be accessed once you have registered an account. Blessings offers free shipping. CHHF has an account with Blessings; ask the Team Coordinator for that account number.

- Kingsway Charities (same as donations above)

- Quest Pharmaceuticals. A physician must apply and submit his medical license. Contact Nicole Ghandour nnicnic@aol.com Prices are similar to Blessings, but in many cases lower. Shipment is within 3 days; there is no shipping charge for orders more than $75.

- Johnson & Johnson has a Medical Mission Pack (www.map.org).

Team leaders who find other sources of donated or reduced-price medicines should inform the team coordinator.

The Pharmacy Committee realizes that donations are valuable; however, team leaders are asked not to accept donations of thousands of pills which are short dated. These will become problematic for disposal when they are not used by the expiration date.

Remember that several of the above pharmaceutical companies require a post-mission report. Failure to complete this report will jeopardize other CHHF team leaders.

**Braces and Medical Supplies:** Teams may find miscellaneous braces, crutches, canes, and medical supplies in the storage room on the back porch. If you have donations of this type, please leave them with the collection in the storage room. Overstocked canes and wheelchairs are stored in the generator bodega. Ask Douglas or David.

**Eyeglasses, Reading Glasses, and Sunglasses:**

- Lion’s Club offers free prescription glasses, reading glasses, and sunglasses. Find the nearest center at http://members.lionsclubs.org/EN/serve/sight/recycle-eyeglasses/recycling-centers/index.php The team pays shipping.

- Restoring Vision www.restoringvision.org offers glasses at less than $1 per pair.

**Malaria Protocol:** Cases of malaria have decreased significantly since the Zika outbreak and the mosquito control implemented. In 2018 and 2019 there were no cases of malaria diagnosed at our clinic. In the pharmacy, there is a Malaria Protocol notebook with instructions for dispensing malaria medications. Sample copies of the labels needed are provided on our website.

Chloroquine is difficult to obtain in Honduras. However, it can be purchased from Blessings International.

**Worm Medication:** CHHF now provides Albendazole for treatment of parasites. The Albendazole can be chewed or crushed.

Dosing for 2 years and above is one tablet of 400 mg or two tablets of 200 mg.

For 1 to 2 years, the dose is one tablet of 200 mg (again, can be chewed or crushed).

If the supply is low, notify the Team Coordinator when you complete the Needs list.
Shipment of Pharmaceuticals: Medicines can be transported as checked baggage in plastic storage containers purchased at any general merchandise store. These plastic containers must meet airline requirements for maximum size and weight when filled. Check with your airline concerning baggage requirements to ensure the storage boxes you purchase will meet airline requirements. These plastic storage boxes are generally sealed with plastic zip ties. Take an extra supply of zip ties so that if airline security opens one or more of the containers, it can be resealed. At the top of each box, place a list of medicines and a Customs Letter which will assist in clearing customs, should they open the container. A Customs letter in Spanish is available from the team coordinator. Use a permanent marker to write the following on the container.

MEDICAL SUPPLIES
CLÍNICA CAROLINA
LIMÓN, COLON, HONDURAS C.A.

Pharmacy Requests:
• Do not bring combination medications. The Formulary specifically does not list them.
• Transfer samples to stock size bottles for better utilization of shelf space.
• Do not bring expired medications into Honduras.
• Do not change locations of medicines on the shelves in the pharmacy.
• When adding medications to the shelves, rotate the stock so that short-dated meds will be used first.
• Only medicines may be stored in the pharmacy. Store lab supplies and nursing supplies elsewhere.
• Overstocked items from the pharmacy may be stored in a closet on the ocean side of the building, across from the laundry room. Ask David or Douglas to unlock that storage closet. Please make a sign to place on the shelf at the space for that medication; the sign should say that additional meds are stored in the bodega. Otherwise teams will not know to look there.
• Ensure that the pharmacist has communicated well his expectations to the interpreter.
• Unpack and return to proper place medications and supplies used at remote clinics.
• On the final day of clinic, please leave the pharmacy organized and neat.
• Only members of the CHHF Board of Directors may dispose of expired or overstocked items in the pharmacy.

FORMS NEEDED

Forms needed by each team: Each team should take copies of the following forms: (All on the website http://www.chhf.org/team-leader-information.html) Please ensure that the forms you are using say Updated 2020 on the bottom so that you are using the most up-to-date version. Please review all forms with your team before the first morning of clinic.

a. Attending Physician Form - 700 to 1000 depending on number of patients anticipated
b. Prescription Sheet - 700 to 1000 depending on number of patients anticipated
c. Medical Referral sheets – 20 each
d. Pharmacy Needs List as shown on the website for reporting needed items to next team. Please use form Updated 2020 on the website. Need only 1 copy
e. Lab inventory for reporting to next team Claudia has these.
f. Medication Card - New this year is a medication card to be given to patients who receive maintenance medications. These cards are provided by CHHF. A few patients received one in 2019. The pharmacist will provide one for patients who do not have one. Patients who have a card will show it to the provider and then the pharmacist will update the current card or issue one to patients on maintenance medications who do not have one.
**PATIENT PROCEDURE**

Before the first clinic day, the team leader should go over procedures with the entire medical team. This includes a discussion of the Patient Exam form, the Prescription form, and the Medical Referral form.

- The Records Room clerks will each provide the medical chart for each patient and include a new exam form and prescription sheet.
- The records clerks will write the name, medical chart number, and date of current visit.
- The triage staff will:
  - write the patient’s date of birth, age and weight on the Patient Exam form.
  - record vital signs and chief complaint.
  - write patient’s name, weight and age on the prescription sheet.

The patient carries the folder to the medical provider. The provider will:

- note additional history provided by patient or previous visits as recorded on chart.
- write comments on the Patient Exam form as to what is noted in the physical exam.
- review the Medication Profile card if patient has presented one from an earlier visit. Ask the patient to show that card at the pharmacy with the prescription so that it can be updated and returned to the patient.
- send patient to the lab if necessary and write the lab results on the chart.
- **record treatment plan by listing all medications prescribed.**
- retain the Patient Exam form in the patient chart.
- complete Prescription form, checking and writing instructions as necessary
- give the Prescription form to patient who takes it to the outdoor pharmacy window.

The medical provider or his interpreter will return stacks of patient charts to the Records Room each time 8–10 charts have accumulated, so the clerks can keep up with the filing.

**Use of Prescription Forms:**

The patient takes the completed Prescription form to the pharmacy. A mother may have several forms, for herself and children.

- Patient is given a call number which is written on the prescription sheet. (When the prescription is filled, the patient is called by number, alleviating confusion with like names or mispronunciation.)
- Pharmacy volunteer writes the number on each Prescription form given by patient. Number is written as a fraction. The top number is the patient’s call number. The bottom number is the number of persons in the family. (This prevents the problem of a mother leaving when she has the medications for one or two members of her family and does not realize there are more.) Ex: 15/4 means that the patient has number 15 and there are 4 members of her family who have prescriptions to be filled. These four prescriptions must be kept together.
- A family’s prescriptions are kept together. Baskets are provided for this purpose.
- Pharmacy staff fills the prescriptions, marking each prescription as it is filled.
- Pharmacy staff will update and return Medication Profile Cards to patients or give new ones.
- Interpreter dispenses the prescriptions, verifying each medication found on the Prescription form. The categories on the Prescription form enable a non-medical person to dispense the medicines and tell the patient the purpose of the medications. The interpreter must explain clearly each medication. Remember some of the patients do not read.
- At the end of the day or at the end of the week, the number of prescriptions dispensed must be counted -- Not the number of Prescription forms, but the total number of medications dispensed.

(Required by Unidad de Registro y Seguimiento de Asociaciones Civiles [URSAC] in Honduras.) The Prescription forms may be discarded after tallies have been completed.
**MEDICAL REFERRALS**

Please ensure that your providers understand the Medical Referral procedures.

Providers who see patients needing medical care unavailable at our clinic have several options. Emergency patients can be sent to the hospital; some medical tests and x-rays can be obtained in Tocoa. David Kelly has letterhead remission stationary which can be used to write the patient’s name and reason for sending to hospital or testing lab in Tocoa. Having this paper provides a discount for the patient at the testing lab and provides faster access to medical care at the hospital. In cases of medical emergency, if teams make a donation to patients, please keep a record of the amount and to whom given. This information should be shared with the team coordinator so that she can monitor that the same person is not receiving a donation from several teams for the same medical issue.

Referral for specialized care or for surgery which cannot be provided at the government hospitals can be sent to Peggy Hook hookkp@gmail.com For quick response, call 757-234-0073 (home) or 757-719-1260 (cell). Currently there are limited surgery referral opportunities. There are NO known opportunities for cancer treatment nor for adult cardiology. For eye/vision needs, there is now at least one team at our clinic who offers prescription glasses. There is limited availability for cataract or pterygium procedures. Referral for the following specialized care can be sent to Peggy Hook: pediatric neurology, pediatric cardiology, plastic surgery, orthopedic surgery, physical therapy. Other specialized medical care is limited. Because some specialized medical mission teams are in Honduras once annually, please send the follow-up request as soon as possible. In some cases, the patient will be seen without charge; in all cases the patient must travel to distant cities for this specialized medical care. CHHF has limited funds; we know that some teams provide financial assistance. Donations to assist in obtaining specialized care for patients your team identifies are welcomed.

Gladis (or David in her absence) will be available to help providers complete the referral form. Please have them work with you and the patient to be sure correct information is gathered and that the patient understands how the referral system works and its limitations. Please complete the Referral Form completely and legibly. Date of Birth and Contact information (two numbers if possible) are absolutely necessary. Give the form to Gladis or David and ensure that there is a **photo of the patient/problem.**

**HOUSEHOLD**

**Within the Living Area:** Please be aware of the following:

- All of Honduras uses 110 volt electrical power just as we have in the US. Electrical plugs are also two-prong like here, but some outlets do not have the third ground plug. If you have electrical equipment that needs a third ground plug, take an adapter with you.
- Toilet tissue and personal hygiene products should be disposed of in the trash cans, not in the commode.
- The attic ventilation fans should be turned on upon arrival and turned off before leaving at the end of the week. These attic fans are not bathroom exhaust fans but cooling fans for the entire upstairs. Switches are located in the two bathrooms nearest the great room.
- Wall-mounted electric fans have been installed in the bedrooms.
- Opening the freezer frequently will cause overheating. Designate a team member to open the freezer in the evenings for placing water bottles for overnight freezing and to remove them each morning.
- To save electricity, lights and fans should be turned off when not needed (except the attic ventilation fans).
• To save water and septic system use, please reuse towels when possible. When towels need to be replaced, please add them to the dirty laundry in your room. Gricelda will replace them with clean ones.
• Each team leader or a designated person should discuss the menus for the week with the cooks. Explain your expectations regarding times for meals, disposition of left-over food.
• A laundress is available to your team for doing laundry each day. Please place dirty clothes and used towels in the laundry baskets by the stairs. At the end of the day, she will leave clean clothes neatly folded in the great room and the towels will be replaced.
• Discuss any housekeeping issues or staff issues with David Kelly. Please do not let things fester; talk to David as soon as possible. He is their direct supervisor and will address issues appropriately.

Employee Solicitation Policy

Under no circumstance is it acceptable for any employee of the Carolina Health Clinic/Carolina Honduras Health Foundation to request or ask for donations from any volunteer. This shall include money or items brought by the teams intended for others. Of course, staff may accept items that are offered to them by a team member. Please tell David Kelly immediately if you are being solicited.

MISCELLANEOUS

• Each team is expected to work at least one day at the Limón clinic and one day at the Icoteas clinic or the Whispering Hope clinic. Other villages served in churches or schools are Piedra Blanca, Feo, Francia, Plan de Flores, Rio Miel, and Punta Piedra. Also, Plan de Flores and Francia may be served by having the yellow bus pick up patients and bring them to the Limón clinic. The team coordinator will ensure that remote clinic facilitators know when your team will arrive.
• For remote clinics except Whispering Hope, interpreters, lab tech, records clerks, and door man will accompany the team. Be sure to pack lunches for these workers also. For Whispering Hope, the records clerks and the crowd control will be provided by volunteers. These volunteers prefer Honduran lunch, not sack lunches. Please give Antonio (facilitator at Whispering Hope) 500 lempiras to cover the cost of a Honduran lunch for the volunteers at Whispering Hope. Interpreters and lab tech from Limón will travel with the team to Whispering Hope and will eat the same lunch as the team. In advance, please be sure to communicate with the interpreters regarding their travel to Whispering Hope with the team. Should your team desire, a donation for cleaning supplies at remote sites can be offered. At Piedra Blanca, a donation should be given to the homeowner next door for the use of her bathroom.
• Do not rearrange furniture or equipment at the clinic.
• Donations of food may be given for situations of hunger -- food not money. Teams may want to purchase extra beans and rice for this purpose. It is not appropriate for anyone with whom you are working to ask you to help them personally whether they are staff or patients. Report any of these needs to a local pastor if appropriate, but politely decline. Any problems should be included in your team report.
• The CHHF clinic should not be a distribution site for non-medical gifts such as candy, gum, toys, clothing, flip-flops, etc. The Board wants to discourage patients from viewing the clinic as a Goodwill Center. Donations of this type may be shared with local churches. Arrange through Gladis Aquiriano.
• No vendors are allowed on the CHHF property. If seen, report to David Kelly.
• CHHF has a recycling program in Limón. Recycle containers will be found in the kitchen area and downstairs in the clinic area. Please recycle.
To provide the safest environment for volunteers and personal effects, the Foundation has instituted the following policy: **Other than Team Volunteers, only staff employed by CHHF or by teams will be allowed in the living quarters, including the porch. Persons on Board business are also permitted upstairs with a Board member.** Please do not invite others upstairs at any time; if you see unauthorized personnel there, notify David Kelly. Guests may be invited to the open-air building located beside the clinic and behind the church.

- Each night the team leader or a designated person should ensure the security of the facility. Caretaker Ben will lock the gates, but the team should check the end porch door and the downstairs doors. The door to the great room should not be locked because volunteers in the outside rooms may need access to the main area.
- CHHF owns a generator which is in the bodega (storage shed). If there is a power outage, Douglas or David will ensure that it is working. Gas for this generator is provided by CHHF and is covered by the fee your team pays.
- Volunteers who appreciate a good run for exercise or a good walk in the village should be reminded to do so only in daylight and in pairs.
- Often teams like to take advantage of a guided walk through the village or a boat ride on the Limón River. Talk to Douglas to arrange this.
- Please leave the clinic area neatly organized, especially the emergency room. Remember that the housekeeper does not move any medical supplies; she cannot return things to their place as she is not trained for that.

**SUMMARY OF REPORTS NEEDED BY CHHF**

These final trip reports are vital for team-to-team communication. All should be sent to the team coordinator who will distribute to others as needed.

1) **Pharmacy Needs/Overstocked List** – within 24 hours of return  Please take with you a printed copy or computer copy of the current form posted on the website. This is very important to the incoming team leader. Send immediately when you have access to computer or, if necessary, send a photo of the inventory.

2) **Lab Inventory** – To be completed by Claudia. Send when you send the Pharmacy Needs list.

3) **Report of Other Clinic Needs** - within 24 hours of return

4) **Medical Referral Forms** – These are given to Gladis Aquiriano.

5) **Pantry Inventory** – within 24 hours of return  A simple list of food items in both pantries.

6) **Vehicle Damage Report** – give report to David Kelly before leaving Honduras

7) **Final Mission Report** – within one week of return or sooner if possible or

**VEHICLE REGULATIONS**

The following criteria will be used to define who is allowed use of vehicles owned by the Carolina Honduras Health Foundation and the rules that must be followed:
**Who May Use Vehicles**

Teams may use CHHF vehicles when they are serving the CHHF clinics. The maximum number of days for use of CHHF vehicles shall be 12 unless a team takes a double time slot. Teams must spend the majority of working days within the CHHF Service Area in order to use CHHF equipment.

1. All scheduled medical teams may use vehicles, provided they serve a minimum of 4 days in Limón and remote clinics served by CHHF.

2. Vehicles are only to be driven by Honduran drivers who are approved by David Kelly, by members of the CHHF Board of Directors, or by CHHF Committee Chairpersons. Team Leaders and other volunteers may **not** drive the CHHF vehicles.

**Conditions of Vehicle Use:**

1. All vehicles (except Yellow Bus) must be returned to La Ceiba within the allotted scheduled time unless prior arrangements have been made through the Team Coordinator and/or David Kelly.

2. The Team Leader will be responsible for filling out accident insurance forms for all damage incurred to all CHHF vehicles during their team use, no matter how minor the damage.

3. No CHHF van is allowed beyond Limón. The vans may go Chapagua (Whispering Hope Clinic), but not to clinics off the main roads.

4. All travel plans are to be made to ensure arrival before dark. Only in an emergency should CHHF vehicles be on the road after dark.

5. At the end of the mission week all vehicles must be refueled in La Ceiba. If traveling to San Pedro or Tela from there, no additional fuel is required by the team as it is included in the vehicle rental fee.