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November 19, 2010

Dear Sir/Madam:

We hope this letter finds you well. The Catholic Medical Mission Board (CMMB) would like to update you on our Medical Volunteer Program (MVP) and its timeline for potential medical volunteers in 2011. In order to work with a growing number of facilities around the world, we are moving towards a uniform timeline of deploying long-term volunteers (1-year commitment) to prospective facilities.

2010-2011 Timeline

Recruitment of Volunteers: Year-round (placement of world-wide medical volunteer opening on our website)

Rolling Interviewing/Acceptance of Volunteers: January to August

Orientation: September 12 -16, 2011

Deployment of Volunteers: end of September, October (some exceptions)

Background: The MVP recruits, places and deploys hundreds of volunteers to underserved communities throughout the world. We provide our long-term volunteers with the following benefits: full travel to and from their service sites, hazard insurance while overseas, and monthly stipends. Although we recruit volunteers year-round, we require volunteers to take part in an Orientation to be held from September 12 to 16, 2011.

What you, the Facility, must provide:

- 1) Job descriptions detailing duties and responsibilities of year-long volunteer assignment,
- 2) Pick-up/drop-off from the airport (including name of person),
- 3) Accommodation,
- 4) In-house training/orientation to facility.
- 5) Filled in Facility Questionnaire (attached)

We are currently contacting all facilities that we work with to obtain updated and needed contact information. Attached is the Facility Questionnaire that includes a sample *volunteer posting description* which will allow prospective volunteers the opportunity to apply to specific volunteer positions on our website at www.cmmb.org. Once a volunteer applies and is accepted into the MVP, we will contact you regarding a potential placement for the volunteer. Our aim is to work with you (the Facility) and potential volunteers from January to June to make good matches. Final details between CMMB, volunteers, and the facility would be worked out in July/August 2011. And Volunteers would journey to their host facilities at the end of September or October 2011.

Should you be interested in our continued partnership, kindly complete and submit the attached Facility Questionnaire. Make sure you fill in the information about your free housing provision to the volunteer/s, which is essential for their placement at your facility. Submit to both Richard Galentino (rgalentino@cmmb.org) and Anand Sridharan (asridharan@cmmb.org). Please cc Emi Elepano (eelepano@cmmb.org).

Please feel free to contact me directly, if you have any questions.

Sincerely,

Richard Galentino
Director, Medical Volunteer Program
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Email: rgalentino@cmm.org



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CATHOLIC MEDICAL MISSION BOARD

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REQUEST FOR CMMB VOLUNTEERS

1. INSTITUTIONAL ADDRESS:

1. Name of institution _____
- 2 Director _____
3. Contact person _____ E-mail _____
4. P.O Box _____ Street _____
5. City/Town _____ Postal/ Zip code _____
6. State/Province _____
7. Country _____
8. Telephone (Country Code +) _____
9. Fax _____
10. E-mail _____ Web site _____

Additional Location Information:

1. Nearest Airport _____ Miles/km away _____
2. About how many hours from airport are you located? _____

2. LEGAL STATUS OF THE INSTITUTION (mark applicable)

1. Government/Public _____
2. Diocese/Mission _____
3. Religious Order _____

4. Non-profit (Non-Governmental Organization) _____
5. Private _____
6. Are you incorporated/ registered? _____
7. Name of the incorporated body if different from the institutional name _____

3. DETAILS ABOUT YOUR HEALTH ORGANIZATION: Facilities and Services

1. Capacity: # of beds _____
2. Bed occupancy rate _____
3. Do you have an out-patient dept.? _____
Average # O.P. visits per day _____
4. Average # of major surgeries per week _____
minor surgeries per week _____
5. How many operating rooms? _____ Post operative recovery room? _____
5. X-ray Department _____ Special X-rays _____
6. Ultra-sound _____
7. Electrocardiography _____
8. Intensive Care Unit _____ No. of beds _____
9. Pharmacy _____
- 10 Maternity Ward _____ Average number deliveries per week _____
11. Obstetrical Delivery Room _____
12. Autoclave _____
13. Medical Records Dept. _____
14. Physical/Occupational Therapy Service _____
15. Medical Laboratory _____
16. Dental Department _____
17. Do you offer HIV/AIDS services?
PTMCT _____ VCT _____ ARV _____

18. Others _____

4. INSTITUTIONAL INFORMATION

1. Hours of operation Monday-Saturday _____

Sunday _____

2. On-call schedule for staff _____

3. Number of doctor _____

4. Number of staff nurses _____

5. Number of paramedical _____

6. Number of midwives _____

7. Annual number of births (deliveries) _____

8. Types of Anesthesia available, General _____

Local _____

5. TYPE OF CLINICIANS/PRACTITIONERS NEEDED:

1. Medical Doctors _____

2. Surgeon _____

3. Medical Specialist _____

A. Pathologist _____

B. Ophthalmologist _____

C. ENT _____

D. Pediatrician _____

E. Internist _____

F. OB/GYN _____

G. Dermatologist _____

H. Neurologist _____

I. Orthopedist _____

- J. Cardiologist _____
- K. Urologist _____
- L. Gastroenterologist _____
- M. Other (Name): _____
- 7. Registered Nurse (BSN) _____ (Diploma) _____
- 8. Nurse Practitioner _____
- 9. Physician Assistant _____
- 10. Physical Therapist _____
- 11. Occupational Therapist _____
- 12. Optometrist _____
- 13. Pharmacist _____
- 14. Lab Technologist _____
- 15. X-Ray Tech _____
- 16. Other (Name): _____

6. VOLUNTEER CREDENTIALS: WHICH OF THE FOLLOWING ARE NEEDED?

	<u>Needed</u>	<u>Notarized</u>
1. Current Professional License	_____	_____
2. Current Registration	_____	_____
3. Medical Diploma	_____	_____
4. Curriculum Vitae	_____	_____
5. CMMB Application	_____	_____
6. Your organization's application	_____	_____
7. Letters of Recommendation	_____	_____
8. Copy of Physical Examination	_____	_____
9. Age Limits:	_____	_____
10. Letter of Invitation	_____	_____
11. Must be registered by your country's Ministry of Health?*		

- _____
- _____
- *If, yes, who arranges? _____
12. Special Documents/Working Permit _____
13. Recommended Inoculations: Types: _____
14. Other Requirements _____

7. MINIMUM TIME YOU WILL ACCEPT A VOLUNTEER

	<u>YES</u>	<u>NO</u>
1. One Month	_____	_____
2. Three Months	_____	_____
3. Six Months	_____	_____
4. One year	_____	_____
5. Two years plus	_____	_____

8. LOCAL AMENITIES FOR VOLUNTEERS

1. House shared _____ not shared _____
2. Telephone _____
3. Access to e-mail/internet services within institution _____
- Externally _____
4. Cell phone (mobile phone) network _____
- Easy to subscribe to? _____
5. Do you provide food for the volunteers? _____
6. Stores for purchase of food _____
- clothes _____
- toiletries _____
7. Local schools available _____
8. Description of schools _____
9. When does an academic year start? _____

Do schools accept students in any academic term? _____

10. Transport provided _____

Taxi or other general local transport _____

11. Other _____

9. OTHER COMMENTS or NEEDS

*****Please also include language for a “Volunteer Posting” to recruit qualified volunteers from our website in the format below.**

Volunteer Site Location: _____

Medical Volunteer Openings: _____

Length of Commitment:: _____

Description of community needs, regional culture, and desired impact:

Sample of what a posting will look like on our website:

Volunteer Site Location: Kilembe Mines
Hospital – Uganda

Help

Please fill in the information below and use the navigational buttons to continue.

Warning: Using your browser's Back and Forward buttons may produce undesirable results.

Medical Volunteer Openings: Primary Care Doctor, General Surgeon, OB/GYN, Radiologist

Length of Commitment: 1-year

Description: Kilembe Mines Hospital is located in the foothills of the Rwenzori Mountains in western Uganda and provides care to rural, poor populations. It has 180-beds with a staff comprised of 2 doctors and 80 nurses. To learn more about the people you will serve and the conditions in which your medical expertise is needed, visit Dr. Joe Smith, a CMMB volunteer, blog about his work as a general surgeon at Kilembe Mines Hospital: [http://\(insert link or website\)](http://(insert link or website)).

Benefits: Airfare, Stipend (\$350/mo. provided by CMMB), housing, electricity, water & free email. Volunteer may elect not to receive airfare or stipend if not necessary. Funding will be used to support additional volunteers.