Short Term Medical Missions Checklist – Sending Organization

Pre-Departure

☐ Needs assessment of population or community
  - Does the proposed mission’s objectives align with the host country’s Ministry of Health’s strategic plan?
  - Does it fill an identified gap?

☐ Resource assessment
  - Programmatic costs ex. for training/capacity building, cost of health services, or available medical personnel
  - Logistical costs for volunteers (travel/accommodation, translators, safety/security)

☐ Cultural assessment
  - Relevant information about local culture/health systems obtained

☐ Partnership
  - Does the sending organization have partnerships with local health care providers?
  - Are both partners in agreement on the objectives of the STMM?
  - Are the terms of partnership clearly defined & documented? Including on-going follow up

☐ Governance
  - Has appropriate due-diligence been conducted for each in-country partner?
  - Has proper legal authorization (permits/licensing) by the host country been granted?

- Only qualified/licensed Health Care Providers (HCPs) should provide medical/surgical care – has scope of practice clearly been defined for HCPs? Are there measures in place to ensure participants work within their scope of practice?

☐ Code of Conduct
  - Has a code of conduct been established for volunteers/local partners/STMM staff?
  - Has a letter of intent ex. Memorandum of Understanding (MOU) for all parties been developed/updated?

☐ Preparation
  - Necessary resources/products have been provisioned
  - STMM staff have been trained on local health laws/practices, safety/security information, relevant cultural sensitivities
  - All staff have necessary immunizations for travel
  - All travel logistics/emergency contingencies have been coordinated
In-Country

- **Implementation**
  - Regular meetings with in-country partners to maintain clear communication and responsibilities during STMM
  - Does the STMM build off local medical standards/capacities
  - Proper reporting/filing of patient information – ensuring consent and privacy maintained
  - All students being appropriately supervised/working within scope of practice
  - Continuity of care – has a referral system for follow up been established (if required)? Has the potential for long-term in-country program implementation been discussed?

- **Training/Capacity Building**
  - Have opportunities to train/build capacity for local health staff been sought out?
  - Has health training been coordinated with local workforce and officials?
  - Has the opportunity to provide initial resources for training/competency development been assessed (with the goal of integrating any program into the local health system to avoid dependency)?

Post-Mission Follow Up

- **Sustainability**
  - Have attempts to establish efforts for long-term sustainability been conducted?
  - Focus on prevention and development efforts, not “treat and leave”
  - Potential continuity with local partner for on-going trips or in-country based programs by helping facilitate collaboration with local partners
  - Has the role of providing remote follow-up or guidance for patient care been established with clarity of ongoing roles/responsibilities?

- **Monitoring and Evaluations**
  - Have metrics to evaluate the current STMM, as well as future efforts and program improvements, been developed relative to in-country health metrics?
  - Have short, medium and long-term measures of success been established for reporting on follow-up and ongoing care?
  - Have appropriate outputs from STMM been identified and obtained (ie funds spent, number of volunteers, number of patients served)?
  - Has a final report on collaborative future plans/ongoing needs been drafted?