

Short Term Medical Missions Checklist – Host Organizations



Pre-Departure

Resource Assessment

- Have local resources available for the STMM [ie. facilities, transportation, infrastructure, & local Health Care Providers (HCPs)]
- Have all products & supplies including medicines and technology been identified?
- Is this STMM the best use of potentially limited human resources within the local system?
- What is the expected size of the targeted community for the STMM?

Cost/Benefit Assessment

- Has the impact of this STMM on local staff/community been assessed?
- Does the purpose of this STMM align with the Ministry of Health's strategic priorities?
- Does the STMM fill a gap in the current health care system?

Local Culture Assessment

- Does the sending organization have an awareness of the local population, culture and health care system?

Partnership/Alliance

- Have the goals of the STMM been identified (including the program expectations of the targeted patient care, health benefits and other activities such as training)?
- Have the terms of the partnership with the sending organization

been defined and documented (duration/schedule, use of in-country finances or resources, roles/responsibilities)?

- Has the sending organization been informed of any past or ongoing partnerships for potential collaboration with other organizations?

Governance

- Has proof of due diligence and governance been provided by both organizations through proper documentation?
- Has the sending organization been provided with relevant health laws and practices?
- Has the sending organization been provided with local ethical practices or concerns to comply with?
- Has the scope of practice for STMM participants been defined?

Code of Conduct

- Has a code of conduct been defined for the local/national staff involved in the STMM?
- Has the expected behaviour of the sending organization been defined in a letter of intent (should be informed by local practices, social norms, religious considerations and general cultural awareness)?

Preparation

- Has a community immersion/orientation been prepared for the sending organization?
- Has the proper legal authorization been conducted for the importation of donated medicines and medical practice by foreign health personnel?
- Has the local community/team been prepared for the arrival of the STMM (ie potential outreach to remote communities or specific resources/medicines/training available from the STMM)?

In-Country

Implementation

- Has ongoing feedback regarding the STMM been provided to the sending organization?
- Have regular meetings been scheduled to maintain clear communication about roles and responsibilities throughout the STMM?
- Have efforts been made by the sending organization to build off local facility capacity with the goal of continuity of care?
- Has a referral system (locally & remote) been established to follow-up patients seen during the STMM?
- Has proper reporting and filing of patient information been ensured (privacy of health information and consent for treatment)?
- **Training/Capacity Building**
- Have opportunities to obtain training for local health staff been

sought out (based on what is culturally appropriate/locally attainable? (*consider pre departure; implementation in country)

- Have key local officials/community members been informed of training development?
- Have efforts to obtain local funds for training/local program capacity building been conducted (with the goal to best integrate the program into the local health care system)?

Post-Mission Follow Up

Sustainability

- Have attempts to establish joint efforts for long-term sustainability been conducted?
- Have local preventative measures been considered within the community (shift from curative treatment to preventative care)?

Monitoring and Evaluation

- Have appropriate outputs from STMM been identified and obtained (ie impact on patients, impact on training, number of individuals trained)?
- Has the sending organization been provided with relevant data, information and outputs based on the terms of the partnership?
- Has the sending organization received a debrief of the STMM effort from the host organizations perspective?
- Has a final report been drafted on how the STMM contributes to the goal of creating locally sustainable health programs?