

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?