

Procedures Manual
Vanderbilt International Surgery (VIS)

Elective Rotation for 4th Year General Surgery Residents

at

AIC Kijabe Hospital

PO Box 20

Kijabe, Kenya 00220

Phone (254) 0738 661321



1 August 2011

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Before You Go—(See separate At-a-Glance Checklist)

- Passport—Need a valid passport that must not expire within 6 months of when you depart from Kenya. Start process ASAP if you do not have a passport or it will expire too soon.
- Kenya Medical License – Licensing Requirements (See below) must be met and the Kenya Medical License application form (see attached below) with photo (photo available from Surgery Education office) must be filled out and submitted 3 months ahead of travel. See instructions below and attached application form (Sample filled-out form available from Surgery Education office).

LICENSING REQUIREMENTS--KIJABE HOSPITAL

All physicians must meet the following requirements in order to obtain a Kenya medical license:

Surgery Coordinator (615-343-6642) is a notary.

A. Completed *Medical Practitioners and Dentists Act* application: **NOTE: COMPLETE #9 ON THE APPLICATION AS FOLLOWS: "Coming by invitation of Kijabe Hospital. Will be paying all my own travel expenses; no remuneration for volunteered services."**

B. **Notarized** copy of medical school diploma. (If in a language other than English, a notarized translation into English must be sent as well.)

C. **Notarized** copy of current medical license.

D. **Notarized** copy of current state registration certificate.

E. **Notarized** copies of all board certificates in regard to medical work.

F. **Notarized** letter of good standing issued within the past six months by **your state or other official licensing board** (TN address: Medical Examiner's Board, 227 French Landing, Suite 300, Nashville, TN 37243, (615) 532-3202) (Sample letter attached)

G. **Notarized** letter of recommendation from a fellow doctor or supervisor indicating your qualifications.

H. **Notarized** testimonial letters (**at least two**) indicating that you are in good standing and of good character

I. **Copy of the front page of your passport-- expiration must be longer than 6 months after your return from Kenya.**

J. Curriculum vitae

License fee of 15,000 Kenya shillings (approximately \$190.00 US currency) and Practice insurance (\$25.00). These fees are to be paid at Kijabe Hospital, prior to your departure from the hospital when you settle your housing bills and any other expenses. Airport travel, housing, and licensing fees are reimbursable by the department.

AS SOON AS YOU HAVE COLLECTED THESE DOCUMENTS, PLEASE E-MAIL THE FORMS TO VIS Liaison (Margaret Tarpley margaret.tarpley@vanderbilt.edu).

- Medical Preparation—Contact VU Occupational Health: [International Travel Exam](#) – follow this link and fill out the pre-travel survey (<http://occupationalhealth.vanderbilt.edu/uploads/ohctravelsurvey.pdf>). (CDC recommendations on CDC Web site). [Malaria prophylaxis, yellow fever, typhoid, and hep B are mandatory.](#) Any expenses related to medical requirements are covered by hospital or department. **Get a yellow health card and have immunizations recorded as received. Carry this yellow card with you when you travel to Kijabe.** The Yellow Card, issued by WHO (World Health Organization), is an international certificate of vaccination. You may-- or may not -- be asked to show this card.
- Report tentative travel dates within the rotation block ASAP to the VIS Liaison so that Kijabe housing can be requested.

- Air Travel—After discussion with VIS Liaison, book your air ticket through Surgery Coordinator (615-343-6642) 2-3 months in advance if possible, fill out the Travel Form, and give details to VIS Liaison who is responsible for all communications with the Kijabe business coordinator and others. You are free to do stopovers, etc., as long as any excess costs beyond the “normal” round-trip price would be your responsibility. Most flights transit in Europe—stopovers on the way back are better so you don’t lose your luggage allotment. The block structure of your 45-day rotation is as follows with your choice of chronology:
 - 4 weeks in Kijabe
 - 4 travel days (2 going-2 returning)
 - 1 week of vacation (required)
 - 1 week—either vacation or return to VU to work
- Travel & Evacuation Insurance—
 - Need ISOS Card –ISOS is the VU International evacuation and assistance service provider. (See sample below) ISOS is a service. It is NOT health insurance. Individuals will need to review their own health plans and if there is a need secure additional international health insurance from a provider such as HTH. <http://www.hthtravelinsurance.com/>. Familiarize yourself with the services provided by ISOS
 - Need proof of health insurance coverage such as copy of Blue Cross, Aetna, etc., coverage
- AIC Kijabe Hospital Code of Conduct (see below) to be signed and submitted to VIS Liaison
- Fill out EMERGENCY CONTACT INFORMATION form (see below) and give copy to VIS Liaison
- Book Surgery Dept. International Travel Computer in Surgery IT office; or before you travel, make certain no patient information or other sensitive data is on your personal laptop. Due to U.S. government regulations and Vanderbilt policies, only vetted Vanderbilt-owned laptops can be taken out of the U.S. Personal laptops are taken at your discretion and all patient information or other sensitive data must be removed.
- “Donated Supplies” letter (see below) is available from VIS Liaison —to be shown in airport only if questioned
- VIS Kenya phone and G3 internet USB stick are available from the VIS Liaison’s Surgery Education Office. Calls from Kenya to the US on this mobile phone are relatively inexpensive. Phone cards to recharge the phone and internet USB stick are widely available in Kenya.
- Cultural Respect and Sensitivity Training (TBA by VIS Liaison before departure)
- Luggage--Clothing (see section below) and Kijabe Supplies—The Kijabe staff may have supplies or other needs to be transported as luggage—you are allowed 2 pieces weighing 50 lbs. each. If residents are willing, we hope that one piece of luggage can to be used for Kijabe supplies that will be delivered to your home. You will be informed of the items and will not be asked to transport controlled substances. Feel free to open all packages and examine the items so you know what you are carrying. You can refuse any items that you do not want to transport.
- Passport and Valuables Security—A body pouch or a fanny pack that can be worn under coat or clothing is recommended. Passports are at high risk for theft and should be carried and stored securely. Several copies of the first 2 passport pages should be carried—a copy in each item of hand-carried and checked luggage is recommended. If passport is lost, these copies should speed replacement. Good luggage tags are important plus address (Kijabe Hospital) should be inside bags.
- Preparing Teaching Materials for Formal Lectures—The Surgery Education Office will ask AICKH personnel for suggestions of topics. Please take all of your prepared lectures. The

Pan-African Academy of Christian Surgeons (PAACS) (<http://www.paacs.net/>) and College of Surgeons in East, Central and Southern Africa (COSECSA) (<http://www.cosecsa.org/>) curricula are in use for the Kijabe surgical house officers. Please look over these web sites to get an idea of their training and curricula.

- Review the Competency-based Goals & Objectives for the VIS Rotation (see attachment)
- ATMs for Access to Funds—The Kijabe Hospital has an ATM machine that works with U.S. ATM cards. Some people have a separate account for international travel. These cards also are accepted at stores in Nairobi like a credit card but the Kijabe persons do not recommend using credit/debit cards in the stores. They strongly recommend using ATMS to get necessary cash prior to shopping. You should also alert the credit card companies to your travel plans prior to departure so they will not invalidate your card when a foreign charge is noted. If this happens, a call to the card company can usually fix the situation.
- Thoughtful gifts for your hosts— Remember you are a guest at Kijabe. As such you need to conduct yourself appropriately. If you do want to take gifts, chocolate chips are always the right size. Kool-Aid is nice for families with children. The hospital chaplain can always use crayons, stickers, and construction paper. Don't bring candy for the children in the hospital.

As You Go

Travel Arrangements—72 hours before you travel reconfirm your flight with the airline and remind the VIS Liaison to resend air flight itinerary to Amanda Hansen (amanda.k.hansen@gmail.com), Kijabe Hospital Liaison for VIS, in Kijabe so that they have a second confirmation with full arrival information (Airline, flight number, arrival date—most flights leave a day before arrival date). If any changes are made to the travel schedule before this time, notify VIS Liaison immediately. Because of the tight housing issues as well as communications, only emergencies should be allowed to affect travel plans. In case your bags are delayed, pack 3 days of clothing in your carry-on luggage as well as (if needed) personal medication, extra pair of glasses, and any valuables or essentials.

Arrival at Jomo Kenyatta International Airport, Nairobi

- Customs declarations forms are distributed on the airplane. Fill it out before landing to have ready to present when you approach the passport/visa desk.
- Your Visa is purchased in the airport on arrival (The charge was \$25 cash per person in April 2011, but might going up to \$50. US in cash—Have 2 twenties and 2 fives just in case with dates on bills of 2006 or newer). Important papers should be in your carryon and accessible. Visa lines are to the left as you enter the Passport control area. Address in Kenya: Kijabe Hospital
PO Box 20
Kijabe, Kenya 00220
Contact person: Erik Hansen
- Collect luggage and go through “Nothing to Declare” line. If asked about your luggage, just say you are going to Kijabe Hospital. If they open your luggage and ask questions, just say, “Everything is a donation to be used for the people of Kenya.” Show “Donated Supplies” letter in airport only if hassled. (See attached. Get signed copy on letterhead from VIS Liaison’s Office).
- Look for a professional driver meeting you in Arrival Hall with a sign and your name and wait until met. If not met, call John, the principle driver, at 0722815662
- Will spend the night in Nairobi if arriving at night.
 - Mayfield Guest House (0)20-2723233;
mobile (0)733-518217—Also useful for emergency if you aren’t met

- Mennonite Guest House 0735886938
- Cell numbers of Kenya Contacts--Useful Cell Phone Numbers and Other Contact Information—
Use initial zero when dialing within Kenya but not the Kenya code of 254. Drop initial zero when dialing from outside Kenya

Erik Hansen (Kijabe Hospital VIS Program Director) 0702 960 985

Amanda Hansen (Kijabe Hospital Liaison for VIS) 0702 216 744

Mark Newton 0738661321, 0738079364

Sue Newton 0738086359

Peter Bird 0735410635

Sue Bird 0734911057

Rich Davis 0734696315

Stacy Davis 0734322833

Tabitha Muiruri—Kijabe Business Facilitator 0713577563

medstaffcoord.kh@kijabe.net

Peter Nthumba, Plastic Surgeon 0710-219423

Dr. Steve Letchford 0733918537

Sherri Letchford 0733918536

Professor Pankaj Jani (Nairobi)—0733824624

American Embassy, Nairobi--0203636622

VIS Phone 0704204744 (PIN 1867)

- John the Principal Driver who will meet you or send a colleague: 0722815662
- Mayfield Guesthouse, Africa Inland Mission - International Services,
P.O Box 21044 - 005005,
Nairobi, Kenya.
Tel: + 254-(0)20-2723233 / +254-(0)20-2724400
Fax: + 254-(0)20-2713517
Mobile: +254 (0)733-518217
+254 (0)723-083296
+254 (0)733-621868
E-mail: mayfieldbookings.is@aimint.net
- Mennonite Guest House 0735886938

On the Ground

- Kijabe Hospital Liaisons for VIS—Amanda and Erik Hansen. Erik Hansen is a Vanderbilt assistant professor of surgery and is the associate program director for VIS. These persons are your contact persons for all your needs and any issues that arise. When you wish to travel out of Kijabe for the day or weekend, please allow them to assist you with the arrangements.
- Code of Conduct (See attached). Please follow its guidelines.
- Guidelines for E-mail, Social Networking (Facebook, Twitter, etc.), Blogging (“think before you blog or email”—residents are guests and should not be critical or “critically descriptive” of the personnel, the hospital or the country
- Mentor IDs—Erik and Amanda Hansen, the Birds, the Nthumbas, the Davises, the Jumas, the Newtons, and others
- Teaching Responsibilities—Take your “canned talks” and be available if asked
- Photography and Patient Privacy—Always ask permission

- Living in Kijabe (see below)

Educational and Clinical Experience

- Goals & Objectives for Rotation (see attachment)
- Educational Resources including Eskin Biomedical Library
- Journaling/Reflection--Required
- Hours Reporting—To be submitted to Alli Watts electronically just as is done in Nashville
- Case Logging—Do for appropriate cases

Living in Kijabe

AIC Kijabe Hospital (AICKH) is located in a small village about an hour or hour and half northwest of Nairobi on the Rift Valley escarpment at about 7200' elevation. The AIC (Africa Inland Church) community consists of the hospital (made up of Kijabe Hospital, CURE--orthopedics, and Bethany Kids), Rift Valley Academy (a 1-12 American-curriculum missionary school), and Moffet Bible College. The hospital provides furnished housing with meal-preparation facilities for visiting physicians but with the large number of visitors, Vanderbilt residents may not all be housed in the same facility—accommodation is based on availability at the time of arrival with some housing having shared common areas, kitchen, and bath facilities. Water, electricity and internet connections via modems (wifi for the campus is in the works) are quite reliable with occasional outages for brief periods of time.

AICKH has many visiting physicians and guests so those who are low-maintenance are particularly valued. Amanda Hansen will be the logistics contact before and during your rotation. If you have any issues or questions, please contact Amanda.

Remember you are a guest. Please do not make critical remarks or comments about the way things are done differently than in the U.S. Don't complain about the accommodations, the food, the roads, or the infrastructure. Don't offer advice on how to improve medical care, the hospital, or the housing.

Always greet your coworkers before getting down to business, no matter how urgent. "Good morning, good evening, how are you, how is your family," etc.

Transportation and Travel: The greatest threat to your health and safety is a road traffic crash. All transportation must be provided by approved drivers. Vanderbilt residents may not drive vehicles or ride on or drive motorcycles or motor scooters while in Kenya. Vanderbilt residents should never travel by road after dark and should not use the public vans (matutus). Cars can easily be hired for any recreational travel including day trips or for game parks. Check with Amanda Hansen for information. Estimate \$75-100 per day for a driver for the entire day. Day trips to some parks such as Nakura would have an additional \$50 park fee. A 3-day, 2-night visit to Masai Mara Game Park would run about \$500/person all inclusive of lodging and food & game drives (higher in peak season of July and August).

Food: Within a 5-10 minute walk from the hospital housing is the area of Kijabe town that has a "Supa Duka" (small grocery), a smaller shop, and a fresh fruits and vegetable market with a small but nice selection of Kenyan souvenirs. The Supa Duka and small shops have nearly all of the basics needed to survive—rice, spaghetti, jams, peanut butter, eggs, brown & white sliced bread, cooking

oil, frozen hamburger, frozen chicken, diet Coke (Coke light), soft drinks, tea, coffee, sugar, salt, some spices, cookies, very small number of canned vegetables and sometimes tuna and even cheese, napkins, dishwashing liquid, face soap, shampoo, some feminine hygiene products, disposable diapers, writing materials, and other items.

The Kijabe folks recommend that anyone who really depends on peanut butter bring their own from the US as peanut butter here is quite different. Other items to bring are trail mix, peanut butter crackers, or tuna (packets or cans).

If you would like convenience items such as spaghetti sauce, Bisquick, American brands of cereal, or macaroni & cheese then you should have your driver take you to Chandarana at ABC Center on your way from Nairobi to Kijabe. ABC Center also has a produce store called Zucchini that will have apples, oranges, bagged lettuce, grapes and strawberries (these are not available in Kijabe). Gilani is a good butcher in ABC center.

Fresh vegetables that are eaten raw should be soaked in a bleach (Jik is a common brand) and water solution of ½ capful of bleach in a large bowl of water for about 10 minutes.

A substantial lunch is served without charge in the OR every day. The hospital has a small cafeteria where you can buy basic Kenyan food as well as fries, chapattis, soft drinks, and other items for very reasonable prices.

Local persons will deliver tortillas, samosas, spring rolls, pizza crusts & English muffins to your residence. Contact Amanda to get connected. Hiring a local person to cook for you several times a week is an affordable option if desired.

Work Responsibilities: Erik Hansen is the associate program director for VIS and is the overall VIS supervisor. Peter Bird is head of surgery and he works closely with Rich Davis who is in charge of the PAACS training program in general surgery and Dr. Juma, a fellow general surgeon. Mark Newton is head of anesthesia. Peter Nthumba is head of plastic surgery. Leland Albright is a pediatric neurosurgeon. There are maternal and child health services. There are a number of other physicians in various disciplines such as orthopedics. VIS residents might work with any of these persons as need or opportunities arise and when it does not compete with the training of the Kenyan house officers (residents). Call will be arranged by your supervisors.

Each Wednesday morning at 8 am is the weekly hospital-wide chapel service. Attendance is not mandatory but is encouraged as an important aspect of this faith-based hospital's mission to an underserved population as well as a cultural experience.

Research opportunities are of great interest to the Kenyan physicians. Consider asking one of the attendings or one of the Kenyan residents if you could help out them with a research project that they are thinking about.

Always feel free to ask for help at any time.

Clothing: Kijabe Hospital is an AIC mission hospital with its own standards for clothing and conduct which Vanderbilt residents and faculty are asked to respect and follow. The temperatures range from the low 50s at night to the 80s in the daytime and it can get quite chilly when it rains. Sturdy

shoes are a must for walking on the unpaved campus roads, especially at night when a flashlight is a necessity, although many women wear sandals. Bring a swimsuit for day trips or safaris. Clothing requirements are for Kijabe and professional activities. When on safari or other non-medical activities, clothing can be more casual. Leave fine jewelry at home.

Clothing for Men:

Cotton slacks and jeans

Casual shirts, some with collars

No shorts or jeans in the hospital, only long trousers

Shorts are permitted outside the hospital

Need one dress shirt and one tie in case of a visit to the University of Nairobi for grand rounds or other occasions

Clothing for Women:

Jeans seem to be the uniform for women for casual wear but should be avoided in the hospital

Below-the-knee skirts (the showing of knees is considered very immodest)

One long skirt (ankle length) in case the opportunity arises to visit a Kenyan's home or a more rural area. This would be particularly important for any spouses that will be coming.

Blouses or shirts with sleeves (short and long)

No tank tops or sleeveless blouses

No shorts on the Kijabe grounds or village

If a woman runs, she needs to bring below-the-knee running shorts

Nice slacks are appropriate for all occasions and skirts are nice

Clothing for All:

Fleece or jacket

Sweats for warmth at night (if you are cold natured at all)

Sturdy shoes for gravel roads—Kijabe is located on the Rift Valley escarpment and is hilly

Flip-flops or house shoes for walking within your accommodations

Visitors during July & August should be prepared to dress in layers as it can get quite cool.

Having clothes washed twice a week is included in the lodging fee.

What to Bring for Work:

Required

- OR shoes (clogs, Crocs, or the like) that only live in the hospital OR
- Scrubs
- Cloth head covers
- Flashlight and extra batteries for going out at night to the hospital
- White coat(s)

Suggested

- Loops if you have them
- Extra pair of glasses if needed
- Umbrella

Health Issues: Malaria prophylaxis is required. Although not always practiced in Kijabe, it is a necessity for short-term visitors because of visits to various areas around Nairobi and other parts of Kenya. Ask Travel Clinic when to start before you travel and how long.

Report any personal illness or incident in the hospital immediately to Drs. Hansen or Newton.

If a needle stick occurs, the appropriate action can be taken immediately in the hospital. AIC Kijabe Hospital is a PEPFAR station; ART and testing are available.

Cultural Sensitivity Issues:

- Show respect for everyone in the hospital from the cleaners through the administrators as well as patients and families. It is never wrong to ask questions if you are uncertain about actions or appropriate words or situations.
- Do not offer suggestions as to how to improve anything in Kijabe Hospital. Don't offer advice. Remember you are a visitor/guest and do not have a full understanding of the situation.
- Always display a good attitude—about your accommodations, the food, the hospital, and the personnel.
- Be low maintenance.
- Be very careful when you blog, use Facebook or other social networks. Ask permission about what you put out to the public.
- Abide by the code of conduct that was signed including the avoidance of alcohol on the Kijabe compound.
- The religious aspects of the hospital might be a sensitive topic and therefore it is best not to discuss these when you are reporting on your experiences

Frist Global Health Leaders Responsibilities: Senator Bill Frist's organization, Hope through Healing Hands (HTHH), has given us a grant that helps defray some of the travel costs and they have declared each of those 4th year residents of 2011-12 to be a Frist Global Health Leader. The only requirements are:

1. To write bi-weekly blogs—really reports—(<http://www.hopethroughhealinghands.org/blog>) of the experience and supply a couple of photos from Kenya. Each of you will be pictured on the Hope through Healing Hands Web site (<http://www.hopethroughhealinghands.org/africa>) with a brief 100-word bio sketch just as some of the anesthesia and other residents have been. Since journaling is a requirement of the rotation, this should be an easy task and you can use the current blogs as patterns if you wish. Make certain permission is given for this use by patients or physicians in any photo submitted.
2. To keep a log of case studies or patients seen. (See attached Metrics)
3. To keep a log and description of all training courses taught, and the number of "community health workers" that were present in each training session. (See attached Metrics)

When Asked for Money in the Hospital or Outside: Always refer any requests for money for medicines or procedures or school fees or food to one of your Kijabe colleagues such as the hospital chaplain in order to know what is legitimate or worthwhile to consider. You are also free to "just say No" in a kindly manner. These requests are likely to happen at unexpected moments and it is good to have your strategy of referral or refusal planned.

How to Get Money: A Bureau de Change in the airport can change American dollars for Kenya shillings—there is one right before passport control and would be very safe--we used the Bureau de

Change after we exited the arrivals hall. I used 2 \$100 bills and new bills dated 2006 or later are needed—sometimes older bills are not accepted.

An ATM machine is located just inside the hospital gate in Kijabe and this works very well for small amounts up to ~\$130—maybe more if you know how.

The hospital also has a place to exchange American dollars, but you will probably get a better exchange rate using an ATM in Nairobi.

Settling Your Accounts and Departing: Several days before you leave, go to see Godfrey Maripet, the Kijabe Hospital business facilitator, to get a copy of your expenses bill so you can settle your account before you depart. Don't wait until the last moment to request your bill.

Have the Hansens help you make your arrangements for transport to return to the airport in order to arrive at the airport before dark. The airport is pleasant and safe with snacks available.

If you have clothing or other items you wish to give away, leave them with the hospital chaplain or some of the missionaries rather than giving to individuals.

When You Get Back to Nashville: Whenever you share photos or experiences you gathered at Kijabe, remember to give credit to Kijabe Hospital and the Kijabe staff. Residents who participate in this should be prepared to make a formal report to fellow residents & faculty.

VIS At-A-Glance Checklist for Kijabe Elective Rotation

- Passport—Need a valid passport that must not expire within 6 months of when you depart Kenya. Make copies of first 2 passport pages and carry in case passport is lost or stolen. Leave a copy with Kijabe Liaison.
- Kenya Medical License – Licensing Requirements must be met and the Kenya Medical License application form with photo must be filled out and submitted **3 months ahead of travel if possible.**
- Medical Preparation & Yellow Card—Contact VU Occupational Health to get started: Malaria prophylaxis, yellow fever, typhoid, and hep B are mandatory. Carry the yellow health card with immunizations recorded when you travel to Kijabe.
- Air Travel--Book your air ticket through Surgery Coordinator 2-3 months in advance if possible and give details to VIS Liaison for all communications with the Kijabe business coordinator and others. You are free to do stopovers, etc., as long as any excess costs beyond the “normal” round-trip price would be your responsibility. Most flights transit in Europe—stopovers on the way back are best so you don’t lose your luggage allotment. Reconfirm your flight 72 hours before you depart and ask if extra bags are allowed if you might have any. The block structure of your 45-day rotation is as follows with your choice of chronology:
 - 4 weeks in Kijabe
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- Travel & Evacuation Insurance—
 - Get ISOS Card –ISOS is the VU International evacuation and assistance service provider. <http://www.hthtravelinsurance.com/> Familiarize yourself with the services provided by ISOS.
 - Supply proof of health insurance such as copy of Blue Cross, Aetna, etc., coverage to VIS Liaison
- AIC Kijabe Hospital Code of Conduct to be signed and submitted to VIS Liaison with Kenya medical license documents.
- Emergency Contact Information form submitted to VIS Liaison
- Book the Surgery Dept. Travel International Computer or make certain no patient information is on your personal laptop
- Speak with your PD 10 days before travel to get other instructions in regard to travel to Kijabe. Get “Donated Supplies” letter from VIS Liaison—to be shown in airport only if questioned
- Collect VIS Kenya phone, G3 internet USB stick, and any items for Kijabe from the VIS Liaison in Surgery Education Office.

Arrival at Jomo Kenyatta International Airport, Nairobi

- Customs declarations forms are distributed on the airplane. Fill it out before landing to have when you approach the passport/visa desk.
- Visa is purchased in the airport on arrival (The charge was \$25 cash per person in April 2011, but might going up to \$50. US in cash—Have 2 twenties and 2 fives just in case with dates of 2006 or newer). Important papers should be in your carryon and accessible. Visa lines are to the left as you enter the Passport control area. Address in Kenya:

Kijabe Hospital

Kijabe, Kenya 00220

Contact person: Erik Hansen

- Collect luggage. If asked as you exit, tell officials you are going to Kijabe Hospital. If they open your luggage and ask questions, just say, "Everything is a donation to be used for the people of Kenya." Show donated goods letter if necessary.
- Look for a professional driver meeting you in Arrival Hall with a sign and your name and wait until met. If not met, call John, the principle driver, at 0722815662
- A Bureau de Change in the airport can change American dollars for Kenya shillings—there is one right before passport control and would be very safe--we changed money in the arrivals hall after meeting the driver. Recommend changing 2 \$100 bills before leaving the airport. Use new bills dated 2006 or later—sometimes older bills are not accepted.
- Will spend the night in Nairobi if arriving at night.
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mobile 0733-518217—Also useful for emergency if you aren't met
 - Mennonite Guest House 0735886938
- Cell numbers of Kenya Contacts--Useful Cell Phone Numbers and Other Contact Information—Use initial zero when dialing within Kenya but not the Kenya code of 254. Drop initial zero when dialing from outside Kenya
 - Erik Hansen (Kijabe Hospital VIS Program Director) 0702 960 985
 - Amanda Hansen (Kijabe Hospital Liaison for VIS) 0702 216 744
 - Mark Newton 0738661321, 0738079364
 - VIS Phone 0704204744 (PIN 1867)

Other numbers:

 - Mark Newton 0738661321, 0738079364
 - Sue Newton 0738086359
 - Peter Bird 0735410635
 - Sue Bird 0734911057
 - Rich Davis 0734696315
 - Stacy Davis 0734322833
 - Tabitha Muiruri—Business Facilitator 0713577563
 - Professor Pankaj Jani (Nairobi)—0733824624
 - American Embassy, Nairobi 0203636622
 - John Tarpley 1-615-478-0867
 - Margaret Tarpley 1-615-478-2416
 - Tarpley Home Phone 1-615-269-7714
 - Tarpley Office Numbers 1-615-322-1548, 1-615-873-7219



A.I.C. Kijabe Hospital

PO Box 20 Kijabe Kenya 00220

Abbreviated Standards of Conduct Form

1. **Preamble:** AIC Kijabe Hospital is a church hospital belonging to the Africa Inland Church of Kenya. As such it is an evangelical Christian institution. I understand this distinction and will respect the hospital's values.
2. **Respect of the religious affiliation:** I understand that I am free to worship privately according to my own faith, but I will not propagate and/or teach on A.I.C. Kijabe property my own beliefs if they differ from those of the A.I.C.
3. **Values:** AIC Kijabe Hospital seeks to maintain the following set of values that defines the organization's expectations for all personal, inter-personal and inter-departmental relationships:
a) partnership in decision making; b) accountability and stewardship; c) integrity (honesty, respect, reliability, sensitivity); d) teamwork (mutual trust, support and cooperation); e) holistic care; f) personal growth and development; g) affordable, quality services; h) high standards of performance; i) non-discrimination and j) respect for life.
4. **Professional Integrity:** Working within a community that provides a professional service to others, I commit to a) provide excellent service for the visitor or patient so that the Hospital is represented well; b) uphold at all times the clinical standards of the hospital; c) ethically treat those under my care, informed by the above statement of faith and values; d) act with honesty and integrity in the performance of my responsibilities; e) keep all information about my patients and my work confidential; f) be accountable for all of my assigned work for the sake of the patient's best care and Hospital's best performance; g) strive to further my knowledge and skills throughout my career; h) assist in special studies that may involve my team or department; i) not accept any outside responsibilities during regular working hours without first consulting the Division or Programme Director; j) never accept any bribe or inappropriate gifts in the workplace; k) never be involved in planning or assisting of stealing from another or from the Hospital; l) report theft of any kind or by anyone to my Supervisor or Division Director; m) help educate the lay public and professionals in areas pertaining to my work; and n) contribute to making Kijabe Hospital better by giving suggestions for improvement to my supervisor. Above all, I will try to bring harmony to the work of my department or team.
5. **Personal Conduct:** Regarding my personal conduct, I agree to: a) never give an occasion to others to accuse me of sexual harassment, inappropriate behavior toward the other sex or tribal prejudice; b) dress conservatively while representing our work and the Hospital; c) avoid, while in working time, the discussion of controversial doctrinal positions and national politics; d) abstain, both in the workplace and on AIC Kijabe property, from fornication, adultery, drinking, smoking and the use of illegal drugs and e) not use dirty, abusive or obscene language or tell jokes that are in bad taste.

Application and enforcement

The document applies to all persons who choose to affiliate with A.I.C. Kijabe Hospital as a student, other learner or guest, whether registered with Kijabe programmes or coming from outside institutions; whether Kenyan or from outside Kenya; for any length of time from six days to four (4) weeks.

6. Signatory

I, _____, as a student/trainee or guest attached to A.I.C. Kijabe Hospital, agree to abide by the Standards of Conduct as listed above for the time I am affiliated with the Hospital. I understand that if I fail to uphold these standards, I may be asked to leave my program, even before the conclusion and Kijabe Hospital is not liable for any expenses or inconvenience that may result.

Name: _____

Date: _____

Signature: _____

Competency-based Goals & Objectives for General Surgery Elective Rotation (R4) – AIC Kijabe Hospital

AIC Kijabe Hospital, located in Kijabe, Kenya, one hour outside Nairobi, is a tertiary-care facility with training programs in nursing, anesthesia, surgery (general, pediatrics, and pediatric neurosurgery), family medicine, and other areas of health care. The goals of this international rotation are:

- to gain a perspective on global surgery as a vital aspect of public health and its role in attaining the Millennium Development Goals, particularly goals 3, 4, and 5*;
 - to acquire experiential knowledge about the provision of surgical care in a low-income environment and demonstrate a logical and appropriate clinical approach to the care of patients, utilizing local resources
 - to recognize that lessons learned during the 4-week rotation can be integrated into practice when the resident returns to the US
- Specific objectives are competency-based.

Patient Care: This is a general surgery rotation that offers a cross-cultural experience in caring for a population that tends to be younger than US health populations, presentation may be later, and many are indigent. Knowledge base should include the essentials of both inpatient and outpatient diagnosis and work up of all major general surgery problems in its broadest sense. The general surgical principles should include the evaluation and treatment of patients in all the areas of general surgery with an emphasis on trauma; late presentation of other surgical problems is common. The PGY-4 is requested to take advantage of opportunities to learn from the ob-gyn, anesthesia, orthopedic, neurosurgery, and other surgical services as well as community health and primary care.

Medical Knowledge and Technical Skills: Knowledge should include the ability to work through diagnostic and therapeutic pathways in a resource-challenged system. The PGY-4 should observe and, when appropriate or if invited, participate in discussions about various operative and non-operative options and techniques in the treatment of the general surgical patient. Experiences with specialty surgery, ob-gyn, and primary care patients are essential components of the rotation as they provide maternal and child health aspects of care. The PGY-4 should learn about controversy and the risks and benefits of operative vs. non-operative treatment for the various disorders encountered. There should be an extensive knowledge of surgical exposure of all general surgical systems—open as well as MIS.

A primary goal of AICKH is the training of Kenyan surgeons; therefore the Vanderbilt PGY-4 residents will be observers, assistants, and teachers unless the Kenyan residents are not available for operative procedures. The skills required by a PGY-4 include experience with general surgical systems and the understanding of intraoperative decision-making. Each resident will have clinic experiences to ensure an understanding of the issues of continuity of care for patients who may have financial and logistical issues related to follow-up including limited personal resources, transportation difficulties, and residing long distances from the hospital.

Professionalism: Culturally sensitive care and support should be provided to the patients and families with respect shown to all the hospital staff. The PGY-4 will be an observer-learner and will participate by invitation in the clinical and educational activities. The PGY-4 should motivate and teach the junior house officers by example and interaction, attend all conferences, and be willing to teach or present if asked. The PGY-4 is a guest of the AIC Kijabe Hospital surgical service and is expected to abide by all codes of dress and conduct.

Interpersonal and Communication Skills: A constant attitude of respect for every staff member and patient and patient family member is imperative. Developing rapport and gaining the confidence of the faculty, staff, and resident-colleagues as well as the patient and family members is vital and accomplishing these through the barriers of language and culture may be challenging but is possible. All communication and interpersonal relations should be guided by principles of cultural sensitivity and appropriateness. Understanding that communications in any cross-cultural situation may require a thoughtful approach, the resident is expected to make every effort to speak clearly and ask follow-up questions to be certain communications is taking place. The English spoken in

Kenya will have pronunciation differences from American English and the resident should keep this in mind in every communications encounter with staff or even with patients via translators.

Practice-based Learning and Improvement: Self-reflection is a vital aspect of this rotation as the resident works in an environment very different from the medical environment of a US academic medical center. The resident is required to keep a journal to record impressions, observations, and lessons learned from this experience. The resident is encouraged to appreciate, learn from, and hopefully incorporate some of the interpersonal and medical practices observed in the AIC Kijabe Hospital into the resident's relationships and practice on the return to the US.

Performing clinical diagnosis in settings where diagnostic studies are limited will be challenging. Physical examination skills should be honed and improved.

Systems-based Practice:

- Acquires knowledge about the relationship of the tertiary-care facility in a low-income country to rural clinics and district hospitals--a vital aspect of this rotation.
- Observes how a faith-based institution works cooperatively with the governmental system as well as with nongovernmental agencies such as PEPFAR.
- Appreciates the issues raised by resource-challenged management of surgical problems in the out-patient and in-patient setting in a tertiary-care facility that may be many hours or even days distant from the patient's home or support system.
- Learns how the most accessible facility in a low-income country is asked to handle every type of medical disease or emergency regardless of its capabilities or resources and the challenges of referral.

Patient Care, Technical and Communications Skills Milestones:

- Consistently practices respectful and culturally-appropriate communication and interpersonal relationships with patients, families, colleagues and hospital staff
- Participates in a broad range of medical care including anesthesia, ob-gyn, surgical specialties, etc.
- Presents effectively at teaching conferences
- Is able to participate in clinical decisions in the outpatient sector when requested or when appropriate
- Demonstrates critical care and inpatient management skills when requested or when appropriate
- Performs level-appropriate operations with supervision if no Kenyan trainee is available

Evaluation: Supervising faculty will evaluate the performance of each resident using these goals and objectives as the foundation through the New Innovations system within the Vanderbilt IT structure. In turn, each resident will evaluate the rotation and supervising faculty through New Innovations

***Millennium Development Goals**

- Goal 1: Eradicate extreme poverty and hunger
 - Goal 2: Achieve universal primary education
 - Goal 3: Promote gender equality and empower women
 - Goal 4: Reduce child mortality
 - Goal 5: Improve maternal health
 - Goal 6: Combat HIV/AIDS, malaria and other diseases
 - Goal 7: Ensure environmental sustainability
 - Goal 8: Develop a Global Partnership for Development
- <http://www.undp.org/mdg/basics.shtml>

x



Welcome

You're now a member of
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Rest assured. You now have your very own personal, medical, and security assistance advisor for emergencies, as well as routine advice when outside your home country.

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- Access accurate, real-time information on www.internationalsos.com. View country guides, online medical and security reports, and sign up for health and safety e-mail alerts.
- Call an Alarm Center for pre-travel information (i.e., vaccination, required medication and travel security concerns).

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- Seek health, safety, and security advice
- Need to speak with an experienced, Western-trained doctor or security specialist
- Need a local doctor or other provider credentialled by our medical staff
- Require supplies of medication or equipment
- Need travel advice on loss of travel documents or legal assistance

In an emergency, call us right away to:

- Arrange medical transportation or care
- Coordinate medical fees, when approved
- Monitor your condition and advise
- Evacuate you to a center of medical excellence if local care is inadequate or to a secure location
- Provide help if your safety is at risk
- Contact your family

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Medical advice and assistance provided by International SOS

Security advice and assistance provided by a joint venture of International SOS and Control Risks

SAMPLE LETTER OF RECOMMENDATION—Can be reworded in any way

DATE _____

Re: Letter of Recommendation for _____, MD

To Whom It May Concern:

_____, MD, has been a general surgery resident with me at Vanderbilt since _____. I take great pleasure in writing this letter of recommendation for a very fine physician and person of high moral ethics. To my knowledge there are no issues with drug or alcohol abuse.

_____ is a fine, competent surgeon with three years of training as well as two years of research. _____ is an excellent teacher and has played an important roll in our surgery education program. _____ gets along well with patients, their families, and with colleagues.

_____ is responsible and mature. I give _____ my highest possible recommendation, and am happy to answer any questions that might arise.

Respectfully yours,

SAMPLE DONATED SUPPLIES LETTER--To be printed on letterhead

Date: _____

To whom it may concern:

The medical supplies and equipment carried by this person are donated for the use of the people of Kenya. They are not for resale.

Thank you for any help you can render.

Respectfully yours,

Margaret Tarpley

Senior Associate in Surgery

VIS PROGRAM – EMERGENCY CONTACT INFORMATION

Resident/Fellow: _____

Rotation Dates: _____

Location: _____

In case of emergency, please contact:

Name and Relationship: _____

Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

E-Mail Address: _____

Health Insurance

I am covered through a Vanderbilt employee plan

I am covered through a non-Vanderbilt health insurance plan

Name of separate provider: _____

Plan: _____

Please attach a copy of your insurance card (front and back)

Sample Request For Letter Of Good Standing From State Licensing Board

RESIDENT'S NAME
c/o Surgical Education Office
1161 21st Avenue
D-4314 MCN 2730
Nashville, TN 37232
May 13, 2011

Medical Examiner's Board
227 French Landing, Suite 300
Nashville, TN 37243
(615) 532-3202

To Whom It May Concern,

I am writing to request a letter of good standing. The information that you require is noted below:

Name:
RESIDENT NAME HERE

TN Medical License #:
MEDICAL LICENSE # HERE

Send to:
Margaret Tarpley
c/o Surgical Education Office
1161 21st Avenue
D-4314 MCN 2730
Nashville, TN 37232

Thank you for your prompt attention to this matter.

Sincerely,

RESIDENT'S SIGNATURE

SPOUSE/VOLUNTEER OPPORTUNITIES

Kijabe Hospital:

Chaplaincy dept.--see Pastor Mark #477 e:mail: chaplaindir.kh@kijabe.net

*visiting with the patients on the wards

*Bible story and craft time on the pediatric ward

*Sewing, cooking or visiting Somali patients--see Dorothy Renner ph #364 or e-mail tdrenner@kijabe.net

Maintenance Work--see Joseph Kimani # 143 pager #140

*painting

*carpentry

*auto mechanics

*welding

Operating Room (called The Theatre) --see Anna Wainaina #311

*sterilizing and folding packets

Central Medical Store- see Eric Chira #274

*organizing and arranging donations

Library--see Beatrice or Monica # 413

*arranging books, coding

Nursing School--see Mary Muchendu #530 or e-mail: princ.ksn@kijabe.net OR Margaret Uno #351 e-mail: adminassist.ksn@kijabe.net

*filing, photocopying, word processing, preparing paperwork etc.

For a one day visit to a rural Child Health Clinic--see Anne Kanambiu #524

For a one day visit to a rural HIV Clinic--contact Catherine Mureithi, #507

Short-term housing--see Miriam Rich #138 or e-mail: wmrich@kijabe.net

*taking inventory

*sorting extra supplies

AIC CURE CHILDREN'S HOSPITAL:

Chaplaincy dept.--see Christine Kithome #614

*visiting with the patients

*playing with the children in the playroom

Physical Therapy--see Matron Nancy Nganga #622

Gardening--see Philip Githui #624

Moffat Bible College

*Redo the flower beds--see Bruce Kinzer #423 or e-mail: bekinzer@kijabe.net

*making teaching visuals with the Bible Students

see Mrs. Millie Bransford ph#430 or e-mail: mbransford@kijabe.net

Rift Valley Academy

Student Health Department: see Chip Carter #245 or 574 e:mail: health.rva@kijabe.net

High School Student Support Department: see Mr. Jon Stocksdales #326 e:mail: ssupporths.rva@kijabe.net

- *reading with students
- *tutoring
- *test proctors
- *test readers
- *clerical work,
- *computer work-scanning things into computer

Library: see Mrs. Sarah Bouchard #192 e:mail: library.rva@kijabe.net

Main Office: see Mrs. Stephanie Hendricks #249 e:mail: mainoffice.rva@kijabe.net

- *filing (especially needed in September)
- *computer projects
- *database entries

Business Office: see Mr. Richerson #148 e:mail: financedir.rva@kijabe.net

- *accounting/bookkeeping

Grade School (called Titchie Swot): see Mrs. Lori Kramer #254 e:mail: principalelem.rva@kijabe.net

- *substitute teaching
- *teaching a "specials" class, such as art, music, PE
- *tutoring
- *cutting projects
- *office work
- *speak at chapel
- *classroom helpers

Kijabe Guest House: see Mrs. Angela Saunders #409 or e-mail: jasauanders@kijabe.net

- *sewing bedspreads, quilts or curtains

MISCELLANEOUS:

Kijabe Primary School-see Mrs. Ellen Kinzer ph #423 or e-mail: bekinzer@kijabe.net

- *grading papers
- *individual reading
- *teach PE
- *teach Bible

Little Lambs-see Ellen Kinzer #423 or Donna Coots #572 or e:mail: wcoots@kijabe.net

- *play with orphans and poor children for an hour or two

If you have any questions or you would like the short-term coordinator to put you in contact with any of these people, feel free to contact Miriam Rich #430 or e-mail: wmrich@kijabe.net

PLEASE NOTE: If there is something you like to do and don't find it listed above, please talk to us and likely we can help you find a place to minister in your area of interest.

Updated March 2010 by Miriam Rich-Short-term coordinator/Godfrey

Nairobi Grocery List

Before arriving at Kijabe, you will want to purchase some of the following items in Nairobi, either at the Uchumi or Nakumatt supermarkets. The driver will take you to one of these full-service supermarkets. Basic supplies including some of these are available in Kijabe.

Milk	sugar
Flour	lunch-meat
Napkin	chicken
Toilet paper	cheese
Salt	juice
Pepper	eggs
Yeast	cookies
Baking powder	mincemeat (ground meat)
Baking soda	laundry detergent
Tea	dish detergent
Coffee	jam
Cereal	peanut butter
Bread	butter
Rice	pasta
Cornmeal	cooking oil
Vinegar	bath soap
Sterilizing solution (for vegetables)	

OPTIONAL:

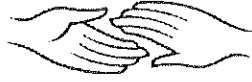
Ketchup	mustard	spaghetti sauce
Ice cream	salsa	long-life or powdered milk

AVAILABLE LOCALLY (in Kijabe)

Bananas	pineapples	potatoes
Tomatoes	zucchini	strawberries
Apples	pears	cabbage
Onions	carrots	cauliflower
Green beans	peas	spinach
Avocadoes	lettuce	broccoli
Passion fruit	Tortillas	English muffins
Diet Coke	Cheese	Frozen meat
Sterilizing solution (for vegetables)		

These are purchased at a local market in Kijabe

(Revised June 2011)



HOPE

THROUGH HEALING HANDS

FRIST GLOBAL HEALTH LEADERS PROGRAM

2011-2012

METRICS

NUMBERS

In order to report back faithfully to our donors, we want to measure your capacity while you are serving and training abroad. We ask that you keep a daily log of how many patients you were able to see, how many community health workers you were able to train, and how many training sessions you participated in.

1. **Cases Done and Patients Seen:** Please count how many patients with whom you came into contact and served each day. This could mean a variety of tasks. It would be great if you could take brief notes saying what you did (i.e. intake, diagnosis, checking vitals, particular care, operation, etc.) with each patient.
2. **Trainees and Professional Health Workers** – How many were present for training?
3. **Training Course** – how many and what kind?

HEALTH CARE DELIVERY SYSTEM

Given your background and understanding of health systems, we are eager to learn more about the health systems in your host countries. We would ask that during your stay, you analyze the given health care system with a 1-2 page analysis identifying the “gaps” in the health care delivery chain. That is, what are the issues of infrastructure that you are able to see that if addressed would allow for a better model for health care delivery for all patients? See attached article as a sample model for HIV/AIDS.

BLOGS

We also would love anecdotal material of children, families, etc. that you saw and were able to serve at your site. This will be valuable for your bi-weekly blogs. Please send directly on word documents or within context of email to jenny@hopethroughhealinghands.org. For each blog, please include at least one picture, preferably highlighting a case or mention in your blog!

Cases Performed and Patients Seen

S M T W Th F S

Residents, Health Professionals, Community Health Workers

- _____ -- were present. Taught: _____
- _____ -- were present. Taught: _____
- _____ -- were present. Taught: _____
- _____ -- were present. Taught: _____
- _____ -- were present. Taught: _____
- _____ -- were present. Taught: _____

Training Course(s)
