

Procedures Manual

Loma Linda International Surgery

Elective Rotation for Senior General Surgery Residents

at

Malamulo Adventist Hospital

Makwasa, Malawi

MAIL: Malamulo Adventist Hospital
Private Bag 2
Makwasa, Malawi
Africa

Phone: 265-1-470-221; 265-1-470-222

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REFERENCE MATERIAL TO PRINT AND TURN IN (ONE MONTH PRIOR TO LEAVING):

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- **MALAWI Medical License Application Form**
- **Statutory Declaration Form**
- **Resident Emergency Contact Information**
- **Complete online : LLU Travel Agreement**

BEFORE YOU GO—(AT-A-GLANCE CHECKLIST)

- Passport—Need a valid passport that must not expire within 6 months of when you depart from Malawi. Start process ASAP if you do not have a passport or it will expire too soon.
- Malawi Medical License – Licensing Requirements (See below) must be met and the Malawi Medical License application form (see attached) with passport photo (x 2) and must be filled out and submitted 3 months ahead of travel. See instructions below

LICENSING REQUIREMENTS--MALAMULO HOSPITAL

**All physicians must meet the following requirements in order to obtain a Malawi medical license:
RESIDENTS need to do this and submit to Leilani:**

- Complete Medical License Application (attached at end of this document)
 - The statutory declaration form signed and notarized by GME or Sarah in our office (attached at end of this document)
 - Complete the Global Health International Travel Authorization Form (this is done online and you will need to use **account # 11111** as the cost center)
<https://myllu.llu.edu/travel>.
 - Certified copies of degrees diplomas and certificates ALL NOTARIZED:
 - A copy of your undergraduate diploma
 - A copy of your medical school Diploma
 - A copy of your medical license card**** If you are a foreign medical grad you must have diploma translated to English and notarized*
 - Two passport size photos 2x2 attached to your application
 - CV (current) emailed to Leilani **and** your indicator and glove sizes so several boxes may be ordered for you to take with you
 - Confirm you have received all needed vaccinations and prophylaxis
-

Leilani will hand you the below to take with you:

- Letter of good standing from your program with Evidence of Good Standing from Medical Board via Breeze (showing the expiration date)

Residents will take hard copies of all of the above to Malawi.

**AS SOON AS YOU HAVE COLLECTED THESE DOCUMENTS, PLEASE BRING THE FORMS TO
Surgery Academic Manager, Leilani O’Neill**

AT-A-GLANCE KEY POINTS FOR MALAWI ELECTIVE ROTATION

- Passport—Need a valid passport that must not expire within 6 months of when you depart Malawi. Make copies of first 2 passport pages and carry in case passport is lost or stolen.
- Malawi Medical License – Licensing Requirements must be met and the Malawi Medical License application form with photo must be filled out and submitted
- Medical Preparation & Yellow Card—Contact LLUMC 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 Malawi.
- Air Travel—The Surgery Office will book your air ticket 2-3 months in advance if possible. (If you have specific requests make sure to let Leilani know well in advance)
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 2 month rotation is as follows:
 - MINIMUM 6 weeks in Malawi
 - 4 travel days (2 going-2 returning)
 - 1 week of vacation (if desired for travel abroad)
- Travel & Evacuation Insurance—
 - Ensure you have proof of health insurance such as copy of Blue Cross, Aetna, etc., coverage
- Malamulo Hospital Code of Conduct to be signed and submitted to Surgery Residency Office with Malawi medical license documents.
- Emergency Contact Information form submitted to Surgery Residency Office
- Meet with the surgery residency office one month before travel to get other instructions in regards to travel to Malawi.
- Medical Preparation—Contact LLU Occupational Health: You will need Malaria prophylaxis and Hep A as long as your vaccines and tetanus are current. 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 Malawi.** 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.
- Malamulo Hospital Code of Conduct (in packet) to be signed and submitted to Surgery Residency Office
- Fill out EMERGENCY CONTACT INFORMATION form (in packet) and give copy to Surgery Residency Office

- ❑ Make certain no patient information or other sensitive data is on your personal laptop. Due to U.S. government regulations and LLUH policies, personal laptops are taken at your discretion and all patient information or other sensitive data must be removed.
- ❑ “Donated Supplies” letter (in packet) is available from GHI—***to be shown in airport only if questioned***
- ❑ Cultural Respect and Sensitivity Training (Completed with Surgery Residency Office before departure)
- ❑ Luggage--Clothing (see section below) and Malawi Supplies—The Malawi 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 be used for Malawi 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 (Malamulo Hospital) should be **inside** bags.
- ❑ Common snacks will not be available there. You may want to pack granola bars, peanut butter crackers, trail mix, etc...
- ❑ You may want to pack hand sanitizer and baby wipes (in case you need to freshen up) and do not have running water
- ❑ Review the Competency-based Goals & Objectives for the Malawi Rotation (see attachment)
- ❑ Jewelry is not to be worn in the hospital. Please leave jewelry and valuables at home.
- ❑ ATMs for Access to Funds— There are no exchange bureaus or ATMs in Malamulo. Bureaus, banks, and ATM’s are widely available in Blantyre, and you can use your US debit card (VISA logo) there to get Malawian kwacha however there are fees for this based on your bank. Cash exchange rates as of May 2018: 1 USD = 725 MWK. Traveler’s checks are not widely used – cash is a better alternative. You will need to have some spending money for personal expenses and if you want to do any traveling. **Credit cards are not used generally.**

AS YOU GO

Travel Arrangements—72 hours before you travel reconfirm your flight with the airline. If any changes are made to the travel schedule before this time, notify the Surgery Residency Office 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 Blantyre International Airport:

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.

- Important papers should be in your carryon and accessible. Visa lines are to the left as you enter the Passport control area.

Address in Malawi: Malamulo Adventist Hospital
 Makwasa, Malawi
 Contact person: Ryan Hayton

- Collect luggage and go through “Nothing to Declare” line. If asked about your luggage, just say you are going to Malamulo Hospital. If they open your luggage and ask questions, just say, “Everything is a donation to be used for the people of Malawi.” Show “Donated Supplies” letter in airport only if hassled. (See attached. Get signed copy on letterhead from Surgery Residency Office).
- Look for a professional driver or Dr. Hayton to meet you at the airport and wait until met. If not met, call one of the numbers below

EMERGENCY PHONE NUMBERS:

- General Hospital number: 265-1-470-222 (ask for a foreigner if you have problems)
 - Malawi Cell Phone for emergency in-coming calls: 265-994-193-296
- Cell numbers of Malawi Contacts--Useful Cell Phone Numbers and Other Contact Information—Use initial zero when dialing within Malawi but not the Malawi code of 265. Drop initial zero when dialing from outside Malawi

Ryan Hayton (Malamulo Program Director) 265-991-396-240

ON THE GROUND

- Malawi Hospital Liaisons for LLUH—Ryan Hayton is a LLUH assistant professor of surgery and is the associate program director for the Malawi rotation. He should be your contact persons for all your needs and any issues that arise. When you wish to travel out of Malawi for the day or weekend, please communicate your plans with him.
- 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
- Teaching Responsibilities—Bring your previous presentations and be available if asked
- Photography and Patient Privacy—Always ask permission

LIVING IN MALAWI:

Malawi is south of the equator, so the seasons will be opposite of those in the United States. In June, July, and August the temperatures will range from 35 degrees Fahrenheit (F) in the higher elevations to 60 to 70 degrees F near the shore of Lake Malawi. The hottest months are October, November, and December. Temperatures will range from 70 degrees F in the high elevations to around 90 to 95 degrees F in the lower elevations. In the cool season, sweaters or jackets are practical. In the hot season, loose-fitting cotton clothes are best. The rainy season starts in November or December and lasts through April. The rest of the year is quite dry, although rain showers are possible throughout the year. At certain times of the year, temperatures can drop to a chilly low.

The geography of Malawi is dominated by Lake Malawi, which stretches down most of the eastern side of the country. The lake is a beautiful setting for many activities and also provides approximately 85 percent of the fresh-water tropical aquarium fish in the world.

ACCOMODATIONS:

Volunteers will be lodged in the guesthouse, which has 3 bedrooms fitted with bunkbeds and one small room with double bed, each with attached bathroom. There is a common living area and kitchen. Meals are provided by the hospital, and generally include rice, beans, vegetables, and seasonal fruit. Other amenities include hot showers and laundry service. All beds are equipped with a mosquito net.

COMMUNICATION:

Please do not expect e-mail or telephone access during training, though the training site does have telephones and internet is not the same as in the US. We do have a dongle to help facilitate speed and frequency; however, this is not always guaranteed. Note that calling cards (MCI, Sprint, and AT&T) do not work in Malawi. While telephone communication is possible in Malawi, calling the United States is often a very frustrating and expensive experience. There are several different apps you can use on your phone that will work to communicate via texting for no charge. Check with your carrier to make sure you are not charged roaming fees when traveling abroad. If you bring a laptop or iPad this cannot be a reliable source as internet access is not always available. They do have a computer in the hospital that may be used for obtaining reference materials online. It is limited to profession use only.

LANGUAGE:

English is the country's official language, but Chichewa is the most commonly spoken. Less than 50% of the patients speak English, so translation is commonly needed.

FOOD AND DIET:

As Malamulo Hospital is a vegetarian facility, you will not be served meat dishes and will maintain vegetarian meals while staying on campus. However, fried chicken and beef sausages are available at the local take-away restaurant. Be sure to pack items that are dry-food staple snacks if you think you will miss having these. (Examples: peanut butter crackers, trail mix, granola bars)

PROFESSIONALISM, DRESS, AND BEHAVIOR:

Malawians value appearance and dress more conservative than in the United States. In Malawi, your dress is seen as a sign of your respect to those around you. Clothes that are dirty, have holes in them, or are "too revealing" are not appreciated by Malawians. Wearing them will reduce the amount of respect given to you and your effectiveness. If you need to choose between T-shirts and blouses, choose blouses. Pants for women are appropriate if straight legged and loose fitting. Men also prefer to wear nicer pants, shirts, and even neckties for teaching school or working in an office.

One of the difficulties of finding your place as a resident volunteer is fitting into the local culture while maintaining your own identity and acting like a professional all at the same time. You will be working as a representative of the Adventist health ministry, and as such you are expected to dress and behave accordingly. While some locals may dress in seemingly worn or shabby clothes, this will be due to economics rather than choice. The likelihood is that they are wearing their "best." A foreigner wearing ragged, non-mended clothing is likely to be considered an affront.

We expect you to behave in a manner that will foster respect within your community and reflect well on LLUMC. You need to be aware that because certain behavior may jeopardize the program and your personal safety, it cannot be tolerated, and could lead to administrative separation, a decision by the Program Director to terminate your service. 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.

STARTING EACH DAY:

Each weekday at 0700 is a hospital-wide worship service. Attendance is **mandatory** since this will also serve as the time when you will get the layout of the day's events. Thank you for your support of this as it is an important aspect of this faith-based hospital's mission to an underserved population as well as a cultural experience.

TRANSPORTATION AND TRAVEL:

The greatest threat to your health and safety is a road traffic crash. All transportation must be provided by approved drivers. Please note: If you go sightseeing, you need to remember that you are not covered under workers compensation any more than they would be here in California. This is also true in regards to car rental insurance.

There are many different outdoor excursions available: (All prices will vary based on currency exchange)

Mount Mulanje:

1.5 hour drive from Malamulo. Good hiking and scenery. Bus will cost about \$6-8. Park fee = \$1. Camping/overnight huts = \$15/night/person

Lake Malawi :

There are several locations good for visiting. Cape Maclear is the closest. Buses up there will cost about \$30-35 one-way. Rooms = \$50/night/person. Meals = \$10/each. Boat tours = \$40-50, negotiable. It's usually nice and peaceful there. Other locations include Salima and Nkhota Bay. You may want to look up prices online. The buses will be a bit more expensive than Cape Maclear and the accommodation a bit less.

Game Parks -

- Majete - 2.5 hours drive from Malamulo. Elephants, monkeys, hippos, various deer-like animals, leopards, etc. Bus = \$15 (and will take more like 3-4 hours). Park entrance = \$12. Tour ride = \$45. If you take your own car, you don't have to pay for the tour. Also they have a lodge where you can buy food. You could also do a picnic there.
- Nyala - 2.5 hours drive. Same animals as above, with giraffes added and no cats. Bus = \$15. Entrance = \$10. Tour = \$45. This excursion would be best with your own car
- Liwonde - 2-3 hours from Malamulo. Bus = \$20 + \$4 for bike taxi to park. Lodging/meals/tour package = \$80/night/person.
- Luangwa (located in Zambia): Tour packages for 2-9 days, from Lilongwe. Cost = \$300-1000, all-inclusive, depending on length. Bring a sleeping bag. Keep an extra \$50 on hand for Zambia visa.

Victoria Falls:

Tour packages for 6-10 days from Lilongwe vary from \$800-2000, inclusive, except meals. Some include a flight and some don't. If they have time, the residents can also make it cheaper by planning their own trip. A Lonely Planet or other book can help them plan this.

FOOD PREPARATION:

Fresh vegetables that are eaten raw need to be thoroughly washed before eating.

CLOTHING:

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. When on safari or other non-medical activities, clothing can be more casual. Leave 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
- Knee-length or longer shorts are permitted outside the hospital

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 local'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 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.
- There is a free laundry facility; however, you will need to provide the laundry detergent. This may be obtained for about \$10 there if you do not want to bring your own.

Other needed items to bring:

- OR shoes (clogs, Crocs, or the like) that only live in the hospital OR
- Shoes that can get muddy/dirty
- Flip-flops
- Flashlight and extra batteries for going out at night to the hospital
- Umbrella
- Extra pair of glasses if needed
- Several pairs of scrubs

ELECTRICITY:

Electricity is 220 V. Some electronics can be plugged in directly (no converter needed) – please check your electronics. It is recommended to use a surge protector and bring plug adaptors (which is NOT a converter). Power outages are frequent – but usually corrected quickly. Please bring a flashlight or head lamp.

WATER:

Tap water is safe to drink at Blantyre (any place on the city system) and at Malamulo Hospital. Anywhere else, **do not** drink any water that is not bottled – their water most likely comes straight from the river! Malamulo Hospital has been experiencing periodic water shut-offs. Lately, the water has been on consistently, but please be prepared that you may or may not be able to take a shower every day. You may want to bring a bottle of baby wipes and/or Germ-X.

HEALTH ISSUES:

Malaria prophylaxis is required. Ask Travel Clinic when to start before you travel.

Report any personal illness or incident in the hospital immediately to Dr. Hayton. If a needle stick occurs, the appropriate action can be taken immediately in the hospital. Malamulo 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 at Malamulo 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.
- 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

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 Malawi colleagues 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:

Please plan accordingly and get money exchanged at the airport upon arrival. The currency used is Kwacha. ATM's and Credit cards are not widely accessible.

SETTLING YOUR ACCOUNTS AND DEPARTING:

Several days before you leave, please get a copy of any of your expenses so you can settle your account before you depart. Don't wait until the last moment to request your bill.

There will be someone to help you make your arrangements for transport to return to the airport in order to arrive at the airport before dark. If you have clothing or other items you wish to give away, leave them with for distribution rather than giving to individuals.

WHEN YOU GET BACK TO LOMA LINDA:

Whenever you share photos or experiences you gathered at Malamulo, remember to give credit to Malamulo Adventist Hospital and the staff. Residents who participate in this should be prepared to make a formal report to fellow residents & faculty within several weeks upon return. This will be a presentation at an assigned M&M.

OPPORTUNITIES FOR FAMILY IN MALAWI

FOR FAMILY MEMBERS JOINING YOU:

If you have any questions, feel free to contact Dr. Ryan Hayton about available opportunities while at Malamulo. Please plan accordingly as the residency program will not pay for family members travel or lodging. For the academic year upcoming, the fees are as follows:

\$149 per week: This is for a guest to have bed & breakfast M-F, Lunch and Dinner M-F and Lunch Sunday. Saturday meals will be on your own or leftovers will be available. Please see the attached documents.

There are many opportunities to make a difference. Things from teaching a sport to making crafts to organizing.... The possibilities are endless! For spouses, it would be most beneficial and greatly appreciated if they would help out in our central stores area. There is a continual need of reorganization and sorting. We don't interface much with the children at the local schools, but the church is always looking for help with Sabbath school. We have also considered setting up some weekly children's programming, showing Christian videos, etc. perhaps a spouse can help with the coordination of this.

PLEASE NOTE: If there is something you like to do, please talk to us and likely we can help you find a place to minister in your area of interest.

Competency-based Goals & Objectives for General Surgery Elective Rotation (R4)

DESCRIPTION:

Malamulo Adventist Hospital, in Malawi, Africa, is a rural tertiary-care facility with levels of care ranging from basic to critical care.

GOALS:

Malamulo Adventist Hospital will provide a learning environment for the understanding of global surgery and its role in not only tertiary care but in prevention medicine and public health without the luxury of subspecialty consultants. Experience in providing surgical care in an impoverished environment where resources are scarce and cases are generally more complex due to delayed presentation will be emphasized. Careful preoperative and postoperative care in a low-income environment using a logical clinical approach will be emphasized. In addition, residents will participate in weekly grand rounds to recognize how to better communicate with patients and provide compassionate quality care in a non-American culture and how to recognize that what is learned could be integrated into practice upon return to the United States.

OBJECTIVES:

Medical Knowledge:

- An understanding of the basic principles of diagnosis and preoperative evaluation (including indications for and timing of surgical intervention), surgical management, and postoperative management of surgical patients
- Gain the knowledge and ability to diagnose and treat surgical and obstetric cases in a resource-challenged environment
- Learn about the risks and benefits of operative versus non-operative treatment in an environment where western teaching hospital assets are not available
- Learn to consider patients' postoperative and follow-up logistical issues such as severe financial constraints, lack of food or western-standard sanitization, limited personal resources, and transportation difficulties
- Exhibit knowledge of the anatomy, embryology, and physiology of the human body including those systems less often encountered in a General Surgery training program in the US
- Refine knowledge of surgical exposure of general surgical systems and be able to make intraoperative decisions
- Basic knowledge of surgical exposure of gynecologic, obstetric, urologic, orthopedic surgical systems.
- Become aware of the issues raised by resource-challenged management of surgical problems in the out-patient and in-patient setting

Patient Care:

Residents must be able to provide patient care that is compassionate, appropriate, and effective for the treatment of a broad spectrum of surgical health problems and public health education.

- Perform an appropriate patient history and physical in both the inpatient and outpatient setting
- Synthesize a logical feasible plan of management for new patient consultations
- Demonstrate proficiency in the diagnosis, preoperative, intraoperative and postoperative management of any general surgical patient
- Participation as a first assistant or primary surgeon in OR cases
- Provide surgical care with local resources that are dissimilar to what is available in the US
- Understand the basic principles of management of surgical patients with minimal availability of subspecialty consultants

Professionalism:

The resident will provide culturally sensitive care and support to patients and families and show respect to all hospital staff. Residents are expected to:

- Demonstrate the ability to courteously and in a culturally-sensitive manner communicate information to patients, family members, and other members of the healthcare team
- Show compassion and integrity in the care of patients
- Respect patient privacy and autonomy
- Maintain ethical and moral standards
- Exhibit positive, kind, personal and interpersonal professional behavior
- Abide by all codes of dress and conduct
- Conduct oneself in a mature, professional manner
- Pursue academic excellence with the same zeal as was required of them in the United States

Systems-Based Practice:

- Must demonstrate an awareness of the resources that are available and effectively use these resources
- Learn to utilize resources wisely to effectively treat the most number of patients
- Understand how to develop a cost-effective mentality in patient care that could be integrated into their practice in the US

Practice-Based Learning & Improvement:

The resident will encounter disease processes that are both familiar and unfamiliar and will learn to cater previously gained knowledge to use in an unfamiliar environment where local resources are scarce and differ from what is available in the US.

- Actively seek out information to strategize patient treatment plans using resources available
- Cater previously gained knowledge to make it applicable in a resource-challenged environment
- Find information to treat disease processes that are unfamiliar
- Demonstrate the ability to investigate and evaluate their own care of patients
- Develop the habit of appraising and assimilating scientific evidence to apply it to treatment plans.
- To continuously improve patient care via constant self-evaluation and life-long learning
- Identify deficiencies in personal knowledge and expertise and work enthusiastically to improve
- Identify strengths and use them to contribute to a team based approach to patient care
- Incorporate formative evaluation feedback into daily practice
- Participate in the weekly didactic core curriculum teaching sessions
- Participate in patient and family education regarding the patient's disease processes in a cross-culture setting
- Systematically analyze practice using quality improvement methods and implement changes with the goal of practice improvement
- Keep a journal to record experiences, impressions, observations, and lessons learned during the Malawi rotation
- Improve examination skills as diagnostic studies are limited
- Improve on ultrasonography skills for diagnostic purposes

Interpersonal & Communication Skills:

- Demonstrate a constant attitude of respect for every patient, patient family member, and staff.
- Demonstrate interpersonal and communication skills that allow for effective exchange of information with other health professionals, patients, and family members through any language barriers
- Demonstrate cross cultural sensitivity and appropriateness
- Understand that communication in a cross-cultural setting will require a more thorough thought process
- Make every effort to speak clearly and ask follow-up questions to be certain information has been conveyed effectively
- Seek the help of a translator if there is any question of the clarity of information that was communicated.
- Present educational patient cases at Loma Linda University Medical Center Grand Rounds (via Skype) once a month

Malamulo Adventist Hospital

Abbreviated Standards of Conduct Form

1. **Preamble:** Malamulo Adventist Hospital is a church hospital belonging to Adventist Health International (AHI) in Malawi, Africa. As such it is a Seventh-day Adventist 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 Malamulo Adventist Hospital property my own beliefs if they differ from those of the AHI.

1. **Values:** Malamulo Adventist 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.

2. **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 Rotation 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 Rotation Director; m) help educate the lay public and professionals in areas pertaining to my work; and n) contribute to making Malamulo Adventist 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.

3. **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 Malamulo Adventist 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.

4. **Application and enforcement**
The document applies to all persons who choose to affiliate with Malamulo Adventist Hospital as a student, other learner or guest, coming from outside institutions.

Signatory

I, _____, as a resident guest attached to Malamulo Adventist 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 Malamulo Adventist Hospital is not liable for any expenses or inconvenience that may result.

Name: _____

Date: _____

Signature: _____

MALAWI 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 LLUMC employee plan

- I am covered through a non-LLUMC health insurance plan

Name of separate provider: _____

Plan: _____