

GUIDELINES FOR SHORT TERM VOLUNTEER HEALTH SERVICES
MINISTRY OF HEALTH - JAMAICA

1. Letter of application explaining your Mission, giving proposed dates, services to be delivered in as much detail as possible must be sent at least six (6) to eight (8) weeks before the planned date of arrival. Address this letter to:

The Permanent Secretary
Ministry of Health (MOH)
2 - 4 King Street
Kingston

Attention: Ms. Ava-Gay Timberlake
Director
International Cooperation in Health
Unit
7th Floor

Email or Fax to:

Email: timberlakea@moh.gov.jm
Fax: 967-1331
Telephone: 967-1103/967-1100/967-1110-12

Please send a copy of this letter to: shauna.gordon@nerha.gov.jm

2. The volunteer group or individual should have a local contact, the name and address of whom should be submitted to the Ministry.
3. The local health authorities at parish and regional levels must be involved and must endorse the activities you plan to carry out, including the venue and personnel involved. You should therefore contact one or more of the following persons at the local or regional levels.
 - The Regional Director
 - The Regional Technical Director
 - The Medical Officer (Health)
 - The Parish Manager

The address and contact numbers for these officials are given in the attached.

4. Once the local health authorities approve of the activities, you will need to apply for special registration of the various professionals who will be members of your team (see forms enclosed, which can be copied). Along with the completion of these forms, for each professional you need to send:
 - i) Two (2) passport size photographs.
 - ii) Certified copy of each professional certificate, for basic and post-basic (or post-graduate) courses.
 - iii) Certified copy of current license or practising certificates.

- iv) Two (2) recent references (written within six (6) months) of application.
- v) Certified copy of front page of passport.

The approved documents are then forwarded to headquarters for endorsement then submitted to the relevant Councils for registration. Each Council has its own fees for the registration of the particular professionals.

On receipt of registration from the relevant councils application is then made to the Ministry of Labour for Work Permit Exemption.

- vi) A list of any pharmaceutical, equipment and/or supplies you plan to take with you on the trip, indicating the ones you plan to donate to Jamaica and which ones will be returned to the USA. Generic names, strength, quantity and expiry date of each preparation must be given. Expiry dates for pharmaceuticals coming into the country should be longer than one (1) year from date of arrival. The estimated value of each item should also be given. After approval of the list, the Ministry will apply for a waiver of duties and charges from other relevant government authorities for the items you wish to donate to the Ministry.
For equipment and motor vehicle, the age, specification, electrical requirements, availability of operator's and service manuals and spare parts and the estimated value should also be given.

5. A report on the activities carried out during the Mission is also required at the end of the visit. This report should include:

- Number of clients seen
- Type of services delivered
- Diagnoses made
- Treatment given
- Disposal/referral of clients for follow-up. (Specific names of practitioners and institutions required).

6. The Ministry of Health will not be responsible for any debt incurred by the volunteer group or individual. The group/individual must stand the full cost of all activities, including airfares, accommodation, meals, transportation and any other materials and supplies to be used while on the Mission.

COOPERATION IN HEALTH

MINISTRY OF HEALTH

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