

Thank you for applying for a position on the Healing Hearts Northwest Team (HHNW). HHNW was established in February of 2009 with a formal invitation from Dr. Mucumbitsi and King Faisal Hospital. We developed a team of 54 individuals comprised of physicians, nurses, a PA, SA, respiratory therapists, ehco tech and volunteers. It was a year of planning, learning, and tremendous work. We have just returned from a successful and rewarding trip with renewed energy to start to plan again. We anticipate a year with fewer surprises, an earlier start and a committed team to share the burden of the work. Please review the responsibilities and specifics of the trip and we look forward to meeting with all of you.

Information about the trip:

Dates: February 3rd through the 23rd - tentative (staff is staggered to cover set up and discharge)

Expenses:

Although our goal is to raise as much money as we can, our first responsibility is to fund the expenses of the medical mission. We hope to defer some of the team member's expenses this year; however, you should be prepared to cover the following expenses. Costs are based on this year's prices.

Flight	approximately \$2000.00
Trip insurance	\$40.00
Travel expenses while traveling	\$150.00
Hotel room	Paid for by King Faisal Hospital
Breakfast and one meal paid for by King Faisal Hospital	
Meals provided by hospital when working	
Meals outside the hotel	\$10.00-\$20.00
Tip for kitchen staff	\$30.00
Tip for porters	\$10.00
Taxis	\$10.00 per ride within Kigali (split by the number of people in the cab)
Excursions are optional but run about	\$200 to \$800 dollars (depending on the excursion)
Souvenirs	average of \$100.00 last year
Scrubs	\$30.00 (most people donated these to the KFH staff at the end)
Vaccinations	\$200-\$300
Passports	\$100.00 - if you don't have one Passports must expire after August 30 th 2011
Rwandan Cell phones	\$20 plus minutes (personal) ***cell phones are provided for staff in key positions.***
Maid service	\$20.00
Total	Required expenses \$2130.00 Average cost this year \$2600.00

When accepted to the program you will be expected to pay \$100.00 for tips, porters, and trip insurance and \$100.00 for you flight deposit, for a total of \$200.00.

Responsibilities:

1) Work /Physical Demands

The environment of Rwanda is very humid and hot, usually 80 degrees. Expect an adjustment period to both the weather and time change. The work has an increased physical component to it due to staffing and dated/less sophisticated equipment. There are no nurses aids to assist with ADL's or lifting and the beds do not raise up for proper body mechanics. We are unable to take any back up staffing which means if someone is unable to work their shift, someone else will have to pick up that shift. Our goal is to take fewer staff members each year as King Faisal staff become proficient in the care of open heart patients. Shifts are mostly 12 hours/day with few days off, all depending on patient needs. We walk to/from the hospital, which is about 1/2-3/4 of a mile. It is a 10 minute walk down to the hospital, but it is up hill all the way back to the hotel, approximately 15-20 minutes.

2) Representative of Healing Hearts Northwest

Each member will represent the team in a positive and professional way in associated events and while traveling with the team in Rwanda. Each member will have a good understanding of the history and goals of HHNW and its parent organization UJAMAA. It is expected that all members will be familiar with the history of Rwanda and this countries sensitive issues.

3.) Email/phone communications

It is a requirement that team members stay posted about meetings and updates and refer questions to appropriate staff in a timely manner.

Team Participation

Acceptance to the team includes a commitment to work with the team from May of 2010 until the completion of the trip in February 2011. Those commitments include:

A. Group Meetings – We anticipate one meeting every other month until December and there may be one or two extra meetings towards to departure of the trip. Meetings are mandatory. Committee meetings will be scheduled as indicated.

B. Participation in team activities may include helping procure, pack, carrying supplies, equipment, and medicines.

C. Participation in fund raising events:

Our goal is to raise money, procure donations and any equipment, supplies and medicines necessary for the medical mission as well as support teams members in procuring funds for their trip. Each member of the team is expected to join a committee for a minimum of 1 fund raising event. These were fun events last year and raised the needed money to complete the trip. Planned fund raisers currently being discussed are:

Walk /Run to Rwanda along the Centennial Trail (NEW) Tentatively planned for the fall

This event is planned as a fun run designated to raise money specifically for travel expenses for individual team members. Runners/walkers that you sign up will be designated to your account to defer costs. Individuals can participate, sponsor a runner/walker, or just donate to the cause. The more runners that you enroll the better. Unassigned runners will go into a pool for all the staff. We are still developing ideas for this event so any ideas are welcome.

Martini Party (NEW)

Tentatively planned for August
Money for the Medical Mission

Barn Dance

Early September
Raised \$5000.00 last year.

Wine and Chocolate Gala

End of October
Raised \$10,000.00 last year

In addition to the planned events there will be a number of fund raising talks, dinners, bake sales, musical events, etc. that are planned during the year as the opportunities arise. Individual team members are encouraged to facilitate events when appropriate and fund raise for their own expenses.

We hope you will continue your interest in joining the Healing Hearts Northwest Team. More information about UJAMAA and Healing Hearts Northwest is available on our web site: Ujamamedicalconnections.com

We will be scheduling a presentation for the community to talk about the past year of events for both UJAMAA and HHNW in April. Watch for flyers or check the web site for specifics. Applications are due May 30th.

Please send to:
Healing Hearts Northwest
PO Box 31533
Spokane, Wa. 99223

Contact us at:
HHNW@earthlink.net

Thank You
Hal Goldberg
Director of Healing Hearts Northwest

*Community-Minded Enterprises, a 501(3) (c), is our fiscal sponsor.
Contributions are tax deductible in accordance with IRS rules and regulations.
(Tax identification number 91-1764236).*



HEALING HEARTS NORTHWEST APPLICATION FORM

Name: (Dr/Mr/Mrs/Ms/Miss) _____

Address: (Work) _____

(Home) _____

Email: (Work) _____

(Home) _____

Phone: (Work) _____ (Home) _____

(Cell) _____ (Other) _____

*Please asterisk which email and phone number you prefer as a contact.

Position Applying for: _____

Qualifications: _____

Experience: _____

Professional Registration: _____

Current Registration Number: _____ State: _____

Dates Available: _____

Easiest Way to be reached: _____

Date of Birth: _____ City & State: _____

Passport Nationality: _____ Number: _____

Expiration Date: _____

Emergency Contact : _____ Relation: _____

Address: _____

Phone: (Work) _____ (Home) _____

(Cell) _____ (Other) _____

Include with this application an up-to-date resume and a personal references page. A personal statement must also be submitted explaining why you wish to participate in Healing Hearts Northwest 2010.

AGREEMENT

If selected to be a member of this team, I understand decisions are made in accordance to the regulations set forth by the organization and in adherence with the hosting facility for the best interest and safety of the team. I accept the responsibility of working as a Healing Hearts Northwest Member and agree to cooperate with the decisions of the Healing Hearts Northwest Management and Coordinators.

There will be a non-refundable administrative fee of \$100.00 upon acceptance to any Healing Hearts Northwest Mission.

Signature: _____ Date: _____

**ALL PORTIONS OF APPLICATION MUST BE SUBMITTED BY MAY 31, 2010
IN ORDER TO BE PROCESSED.**

Please forward completed form to: Healing Hearts Northwest
PO BOX 31533
Spokane, Wa. 99223

Inquiries: HHNW@earthlink.net

HEALING HEARTS NORTHWEST JOB DESCRIPTION(S)

OUR MISSION

UJAMAA Medical Connections is a group of healthcare professionals who collaborate with international communities in need to provide healthcare education and training.

OUR VISION

Establish a medical surgical team from Washington and Idaho which will provide continuity of care with 3 other teams operating in Rwanda. This would establish a quarterly surgical and training system. Establish a program that teaches and trains medical personnel in the hospital to manage acute patient care, improving their skills to manage complex patients.

Our ultimate goal is to provide the training to allow the staff at King Faisal Hospital to have an independent and sustainable program.

I. IDENTIFICATION

JOB TITLE(S):

ANESTHESIOLOGIST, ADULT/PEDIATRIC CARDIAC CRITICAL CARE
CARDIOLOGIST, ADULT/PEDIATRIC CARDIAC CRITICAL CARE
CARDIOVASCULAR SURGEON, ADULT/PEDIATRIC
CLINICAL EDUCATOR, ADULT/PEDIATRIC CRITICAL CARE
INTENSIVIST, ADULT/PEDIATRIC CARDIAC CRITICAL CARE
PHARMACIST, ADULT/PEDIATRIC CARDIAC CRITICAL CARE
REGISTERED NURSE, ADULT/PEDIATRIC CARDIAC OPERATING ROOM
REGISTERED NURSE, ADULT CARDIAC CRITICAL CARE
REGISTERED NURSE, PEDIATRIC CARDIAC CRITICAL CARE
REGISTERED NURSE, ADULT TELEMETRY UNIT
REGISTERED NURSE, PEDIATRIC TELEMETRY UNIT
REGISTERED RESPIRATORY THERAPIST, ADULT/PEDIATRIC CARDIAC
CRITICAL CARE
REGISTERED ECHO TECH, ADULT/PEDIATRIC INTRA-OPERATING ROOM
AND POST-OPERATING ROOM CRITICAL CARE
PHYSICIANS ASSISTANT, ADULT/PEDIATRIC CRITICAL CARE
SURGICAL TECHNICIAN, OPERATING ROOM

II. JOB SUMMARY (Where "Staff" is substituted for any of the above Job Descriptions)

Staff assumes independent responsibility/accountability for the direct, primary care of patients who are dependent on the staff for basic hygienic care; are receiving therapy that requires close observation; and whose physiological and emotional needs require skilled assessment, technical support, comprehensive observation and intervention. S/he may be assigned to provide functional assistance to other patient areas.

Utilizes age related concepts when communicating with patients and families, administering medications, using medical equipment, participating in diagnostic or other procedures and when teaching patients/families. The critically ill patient is either in an unstable physiologic state or at high risk for clinical deterioration.

III. QUALIFICATIONS

Licensed to practice in the State in which you Reside or Currently Practice.

IV. PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is active; requires frequent lifting and carrying up to 20-50 lbs. (For example, the beds at King Faisal Hospital do not raise up. Staff need to bend over while lifting patients.) Requires long periods of standing and walking, as well as occasionally sitting, reaching at or above shoulder height, twisting and stooping/bending to perform patient care duties. Requires adequate finger and hand dexterity to handle and manipulate equipment and instruments. Requires adequate hearing and visual acuity to detect changes in patient's condition and perform assessments.

There is an expectation that at times you may be required to work beyond your scheduled shift.

Able to communicate fluently (speaking and writing) using the English language.

Travel can be very demanding, staff need to be able to travel an average of 40 hours and possibly up to 65 hours if there are plane delays.

Able to alter plans/routines when unexpected, stressful situations and multiple interruptions occur without projecting stress/frustration that would adversely effect the work environment.

V. WORK HAZARDS

Potential contact with hazardous chemicals and drugs. Use of both familiar and unfamiliar electric machines/equipment. Potential exposure to radioactive material/xrays. Potential contact with combative/confused patients. Potential exposure to biological hazards/blood/body fluids/patients with infectious disease processes. (The HIV rate in Rwanda is less than 5%. All patients are screened prior to surgery.)

VI. HHNW PROFESSIONAL EXPECTATIONS

INTERPERSONAL INTERACTIONS: Maintains and promotes positive, open and honest interpersonal relationships with patients, their families, physicians, employees, visitors, vendors, patients and other HHNW publics. Demonstrates respect for the capabilities, different cultures and or personalities of co-workers and HHNW publics within the mission/values of HHNW.

Respects co-workers' privacy by discouraging gossip, maintaining confidentiality and redirecting conflict to the appropriate individual.

Does not project personal ethical values/beliefs on others and is respectful of the cultural issues and history of Rwanda.

Addresses patients in a pleasant, courteous, and respectful manner, and calls them by name, whenever possible.

COMMUNICATION: Promotes and demonstrates effective, open and honest written and verbal communication skills.

Communication is succinct, concise and to the point.

Utilizes active listening techniques during communication (eye contact, body language, ensuring follow-through on co-worker requests).

SELF DIRECTION: Takes responsibility for staying informed by reviewing posted communications, attending committee meetings, attending All Traveler meetings, reading e-mail messages, reading text messages, reading snail mail and responding to communications, making fee payments and turning in documents by posted deadlines.

Staff are expected to participate and serve as a member on selected committees, by regular committee meeting attendance, keeping Lead informed of issues and completing assigned tasks by stated deadline.

Complies with HHNW requirements as applicable to position/role and participates in HHNW decisions by giving input into issues that require staff involvement and responds promptly to communication requiring a response by the stated deadline.

Arrives to meetings and/or in the work area ready to begin tasks/assignments on time, at the beginning of the shift and after breaks.

Organizes and prioritizes work to maximize effectiveness and productivity.

Completes daily work or is ready to transfer assignment at the end of shift.

Demonstrates self-management behaviors which reflect a positive image of HHNW when interacting with others. It is expected that equipment and supplies will be used in a cost effective manner.

Follows infection control and universal precautions such as hand washing/hand gelling before patient care, checking patient ID bracelets, maintaining isolation standards, electrical hazards reporting, wearing of Personal Protective Equipment and using proper body mechanics, etc.

TEAMWORK: Works cooperatively and collaboratively with all levels of staff and other disciplines for problem solving without blaming.

Actively participates in and supports group decisions.

Works cooperatively and respectfully with those in authority positions.

Assists in the orientation and development of new staff.

Promotes a positive learning environment.

FLEXIBILITY: Demonstrates flexibility by readily adapting to different situations to complete work.

Alters plans/routines/assignments when situation requires and continues to perform without projecting stress/frustration that would adversely effect the work environment.

Willingly learns and applies new skills, use of new equipment and adapts to new expectations.

VII. PERFORMANCE EXPECTATIONS

Administers and documents prescribed medications and IV solutions in a manner consistent with knowledge of purpose, side effects, contraindications and established guidelines.

Utilizes safety devices (such as patient ID bracelets and the Five Rights: right drug, right dose, right patient, right site and right time) and other technical systems (IV Pumps) in the administration of medications and IV solutions to prevent medication errors.

Demonstrates competency in administering blood/blood products. Performs blood/patient identification; assesses patient for reaction and implements interventions as needed per King Faisal Hospital Policy.

Demonstrates infection control practices.

Manages clinical emergencies effectively, including recognizing and implementing current ACLS/ PALS emergency protocols.

Documents patient responses to medications when applicable and seeks medical/pharmacy consultation when unable to achieve desired effect from prescribed medications.

Evaluates patient responses to interventions and documents legibly, accurately, completely, and in a timely manner in the patient's record.

VIII. PROFESSIONAL PERFORMANCE: Promotes and demonstrates professional behaviors and utilizes principles of critical thinking to problem solve and coordinate care.

Intervenes and provides feedback when unsafe practice and/or inappropriate behaviors are witnessed and informs Unit Lead or Supervising MD of witnessed unsafe practice or violations.

Assists in the clinical orientation and development of new staff.

Seeks opportunities to share knowledge with others to contribute to learning, problem solving and continuity of care.

Promotes a positive learning environment for students and peers.

Informs leads when difficult problems, unusual developments or activities occur with patients/families/physicians/other departments.

Plans and delegates when making assignments based on assessment of patient needs, unit status, varying skill levels, scope of practice and demonstrated competencies of staff.

Communicates adequate information to team members and follows up at regular intervals to monitor changes, obtain feedback, adjust the plan if warranted and provide ongoing direction.

Recognizes own limitations and seeks help from appropriate sources when needed.

Proactively participates in a problem-solving process based on comprehensive analysis of situations and demonstrating the use of critical thinking skills.

Signed: _____ Date:

Please print name/title: _____

Job Responsibility: _____