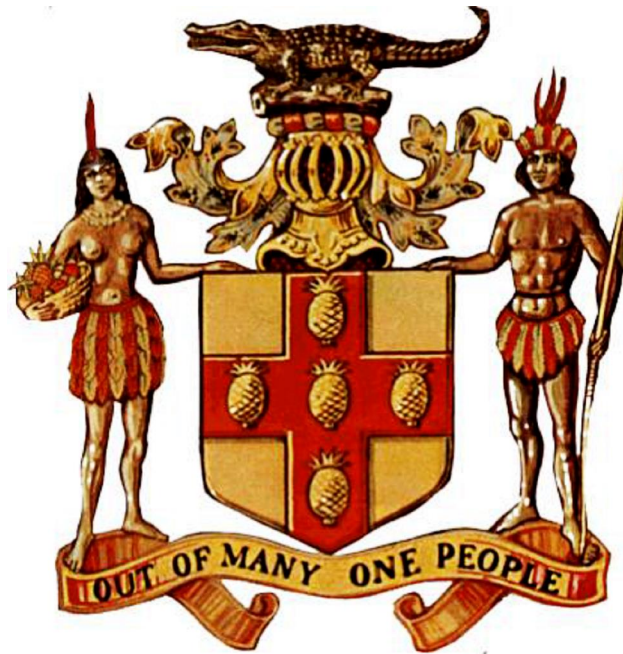


MINISTRY OF HEALTH



POLICY AND PROCEDURES GUIDELINES

FOR

VISITING SHORT-TERM PERSONNEL AND/OR

STUDENTS CONDUCTING HEALTH-RELATED

ACTIVITIES IN JAMAICA:

A Volunteer's Handbook

Prepared: 1998 November

Revised: 2003 October

Revised: 2013 October

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1.0 INTRODUCTION

1.1 Purpose

This policy manual is designed to provide accurate information on Ministry of Health policy guidelines relating to overseas medical professional volunteers conducting philanthropic activities in Jamaica. Information is presented in the following categories:

- ❖ Introduction
- ❖ General Information
- ❖ Specific Requirements
- ❖ Roles and Responsibilities
- ❖ Professional Credentialing

The manual is intended to provide policies and procedures guidelines with links to more detailed information and guidance on the application of Ministry of Health policies, practices, and procedures related to overseas volunteer medical missions to Jamaica. Additional Ministry of Health policies and plans pertaining to priorities in health may be found at www.moh.gov.jm

Coordinators, health administrators, medical officers and other staff are encouraged to use the information herewith as guidance for the consistent application of Ministry of Health policy guidelines. Department heads should provide direction to their staff to ensure consistent application within each department.

The policy and procedures guidelines referred to in this manual are intended to be ongoing, however, the Ministry of Health reserves the right to amend, modify or terminate these plans at any time. Please note any changes to this document will be communicated through written or e-mail correspondence to employees, and through updates on the Ministry of Health web site.

1.2 Background

Within the public sector, health services are delivered through a network of primary, secondary and tertiary healthcare facilities comprising of twenty-four (24) hospitals, of which twenty-three (23) are classified in the categories A, B, C or Specialist in accordance with bed capacity and the services offered. The other public sector hospital operates within a private sector health-care market. Primary health-care services are provided through a network of over three hundred health centres island-wide.

Under the National Health Services Act of 1997, the public health sector institutions are administered through four (4) Regional Health Authorities (RHAs) that serve the 14 parishes as follows:

- **North East** - Portland, St. Mary, St. Ann
- **Western** - Trelawny, St. James, Hanover, Westmoreland
- **Southern** - St. Elizabeth, Manchester, Clarendon
- **South East** - St. Catherine, Kingston, St. Andrew, St. Thomas

Health service delivery is guided by a determination of the health needs of the population and it involves an analysis of these health needs, the development of policies and programmes to address these needs, advocating for desired levels of funding for these programmes, and ensuring that the programmes are delivered in the most cost effective manner. This evidence-based approach to health service delivery guides the various preventative and curative health programmes of the Ministry of Health, and enables the Ministry to monitor the country's health status proactively.

The Ministry envisages a health system that is client-centred, guaranteeing access to quality health care for every person in the population including the vulnerable and disabled.

The Ministry of Health is responsible for ensuring that health services are adequate and that they are delivered effectively and efficiently in accordance with prescribed standards and regulations. In this regard, the International Cooperation in Health Unit is mandated to facilitate overseas volunteer missions to Jamaica.

Due to the current fiscal climate and limited government funds, efforts from volunteers and donors cannot go unnoticed, however all activities must be commensurate with the plans and policies of the Ministry of Health. There are many opportunities to garner if the process is streamlined.

The essence and feature of voluntary services mainly lies in that it should improve the life of human kind and enhance the life quality. Its true spirit is benevolent, altruistic, considerate for the public welfare, and does not place added strain on the State.

2.0 GENERAL INFORMATION

Non-nationals who individually, or as a part of a group, wish to offer voluntary service or to be involved in any education/ observational activity within the country for a period not exceeding three (3) months are required for each period of service:

To Obtain:

1. A local sponsor/contact or local preceptor.
2. Recommendation of activity from the Local/Regional Health Authority as well as the Ministry of Health.
3. Special registration with the appropriate Professional Council.
4. Exemption from the work permit requirement.
5. Authorization for importation of any item classified as a pharmaceutical (Drug Permit).
6. Custom clearance request for importation of medical equipment and sundries. Please note that exemption from duties can be requested.

And Must Submit:

7. A report of activities to the Local/Regional Health Authority and copied to the Director, International Cooperation in Health Unit within seven (7) days after leaving the country.

Please note that failure to comply will result in automatic non-approval for future missions.

Must Receive:

8. Approval of draft and final report of activities in Jamaica, prior to publication.



Permission from patients and MOH/RHA administration must be granted prior to the use of any electronics in clinic sites.



The same procedure must be adhered to for each visit.

3.0 SPECIFIC REQUIREMENTS

The policy guidelines of the Ministry of Health are as follows:

3.1 Before Arrival

A. Each individual/group **MUST** identify a local sponsor/contact prior to conducting medical outreach activities in Jamaica. The local sponsor/contact should assist in ensuring that all the required steps are completed to everyone's satisfaction. The Ministry of Health is not able staff-wise to manage all these details, but will assist the local sponsor/contact whenever possible.

The local sponsor/contact should also assist or facilitate local transportation, accommodation or other personal needs of volunteers, which unfortunately the Government of Jamaica is not able to provide. Prospective volunteers without a sponsor may request assistance in finding one by sending all the necessary information to:

Jamaica-America Medical Assistance
14 Hope Road
Kingston 10, Jamaica
Tel. (876) 926-6943

Please note that the name and contact details of the local sponsor/contact should be submitted with the relevant paperwork.

B. Approximately **three months prior** to the effective date of the activity, the following steps are to be completed:

B I. Make contact with the Local/Regional Health Authority and discuss the practicability of conducting medical outreach in a particular locale. You should therefore contact one or more of the following persons:

- Regional Director
- Regional Technical Director
- Senior Medical Officer
- Medical Officer (Health)
- Hospital CEO

Contact details for these persons are provided at Appendix A.

Prior dialogue facilitates patient flow, appropriate drug regimes, referrals, follow up and better integration with our health system.

B II. An application should be made to the Permanent Secretary, Ministry of Health, attention to the Director of International Cooperation in Health - for recommendation to engage in medical outreach activities. This letter of application should explain your Mission, giving proposed dates, services to be delivered in as much detail as possible. This process is more a courtesy than a seeking of approval.

B III. Upon receipt of recommendation in writing, groups or individuals may proceed to submit paperwork through their local contact for endorsement at the local level, which may include either of the persons named at I above.

B IV. The required paperwork for submission varies by Professional Council. The appropriate forms are to be used, where necessary. For further details please refer to Section 5 of this document.

Along with the completed forms for each professional you will need to send:



NOTE:

- ✓ Two (2) passport size photographs;
- ✓ Certified copy of each professional certificate, for basic and post-basic(or post-graduate) courses;
- ✓ Certified copy of current license or practising certificates;
- ✓ Two (2) recent references (written within six (6) months) of application;
- ✓ Certified copy of front page of passport.

B V. Once submitted, the local sponsor/contact should follow through the process until the point of temporary registration at the relevant Professional Council, where fees are due. This involves checking for endorsement by the local Health Authority, and thereafter ensuring the paperwork gets to the International Cooperation Unit at the Ministry of Health, and finally to the relevant Professional Council, in a timely manner.

All fees must be paid DIRECTLY to the relevant Professional Council. The Ministry of Health will not be held liable for any money lost, stolen or misplaced.

B VI. In the case of educational/observation activities to be carried out by visiting students, the sending University **MUST** submit a letter of good standing for all the students on the mission. Further details on the roles and responsibilities of students are outlined in Section 4, below.


NOTE:

- All clinical activities, whether in private or public health facilities need the recommendation of both Local and Ministry of Health Authorities. The process is facilitated once recommendation is received.
- Each Council reserve the right to deny registration if any breach of procedures is observed.
- **Written approval of special registration with a registration number must be in hand before any clinical activities may commence.**

C. Assistance with requesting a work permit exemption may be received from the MOH, Personnel Division or through the respective Local/Regional Authority. Appropriate forms are available.

D. As early as possible, preferably with the initial application, a list of all medical equipment and sundries to be used during the intended period and which will be taken onboard the aircraft and/or shipped must be submitted. Please indicate whether items will be returned to country of origin or donated to the receiving country. When listing items, please group under headings below. The Procurement Unit at the Ministry of Health will assist with necessary request for waivers, if given sufficient notice. (Please see Appendix VII for more information)

NAME OF ITEM	QUANTITY	EXPIRY DATE	NEW/USED	ESTIMATED MARKET VALUE (USD)	ITEM TO BE RETURNED (YES/NO)
Hospital Linen	5 Sheets	N/A	New	\$120.00	No
Portable X-Ray Machine	1	N/A	Used	\$1150.00	Yes

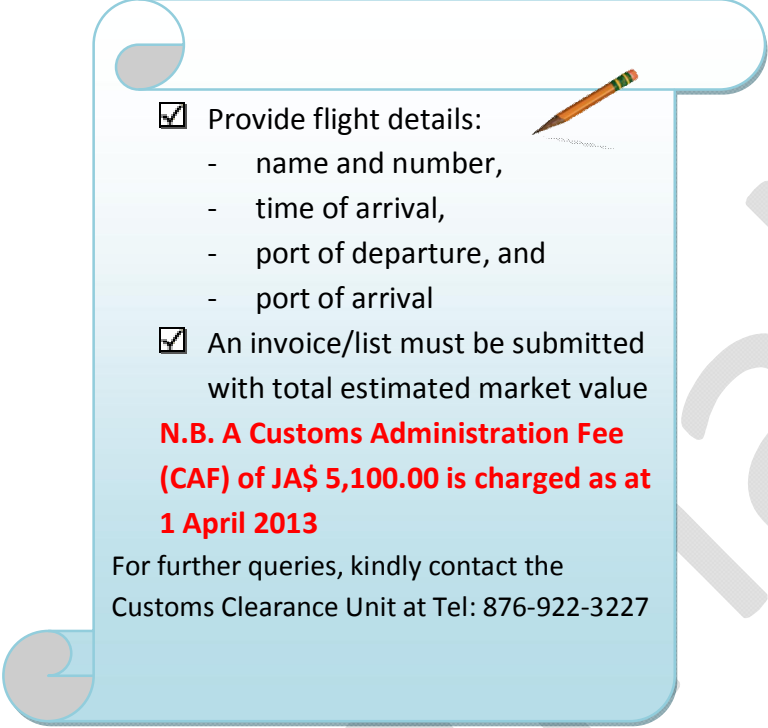
- E.** All pharmaceuticals must be listed separately so that authorization for
F. importation may be obtained by the Director of Pharmaceutical Services at the Ministry of Health. **All pharmaceuticals coming into the country should bear a one (1) year expiry date from date of arrival.**

TRADE NAME	GENERIC NAME	QTY	STRENGTH / DOSAGE	EXP. DATE	MANUFACTURERER	EST. VALUE (\$US)	ITEM TO BE RETURNED (YES/NO)
Amoxicillin	Amoxicillin Suspension	10	250mg/5ml	January 2015	West-ward	28.40	No
Bactrim DS	Sulfmethoxazole / trimethoprim	500	800/160mg	May 2015	Aurochem	31.50	No

- G.** For items being **shipped via air or seaport**, please note the following:

- All items shipped should be consigned to:
Ministry of Health
2-4 King Street
Kingston, Jamaica
- An invoice must be submitted
- Provide Bill of Lading/Airway Bill once received
- Provide any other shipping documents deemed relevant

H. For items accompanying passengers on board the aircraft:

- 
- Provide flight details:
 - name and number,
 - time of arrival,
 - port of departure, and
 - port of arrival
 - An invoice/list must be submitted with total estimated market value

N.B. A Customs Administration Fee (CAF) of JA\$ 5,100.00 is charged as at 1 April 2013

For further queries, kindly contact the Customs Clearance Unit at Tel: 876-922-3227

3.2 On Arrival

- i. Upon arrival, each individual or group carrying medical equipment/ sundries/ pharmaceuticals **MUST** report to the Customs Desk and await a representative from the Procurement Unit, Ministry of Health or for further instructions from the Customs Officer. **Any individual or group travelling with medical equipment/pharmaceuticals/sundries who have not declared their items to the Customs Officer on duty will be in breach of the Customs Act 1941 which will result in the imposition of fines as deemed appropriate in keeping with the Act.**
- ii. The local sponsor/contact should present all medical volunteers with his/her registration card or certificate prior to conducting medical activities. **Any**

professional found to be working without the appropriate registration will result in the immediate closure of the mission.

3.3 Upon Completion of Service

- i. The experience must be evaluated and a written report submitted to the Local/Regional Health Authority within a week of departure. Field health administrators must submit reports to the Director, International Cooperation in Health and to the Chief Medical Officer, for all health activities carried out in their area, also to the Chief Dental Officer where Dental Services are involved. They can only do this if a report is submitted to them by the volunteers.
- ii. Volunteers should discuss and obtain approval from parish Medical Officer (Health) for any draft report before leaving Jamaica. Before publishing any report in journals, etc, approval must be sought from the Director, Standards and Regulations, Ministry of Health. If approval is given, the relevant acknowledgement must be given to the local contributors.



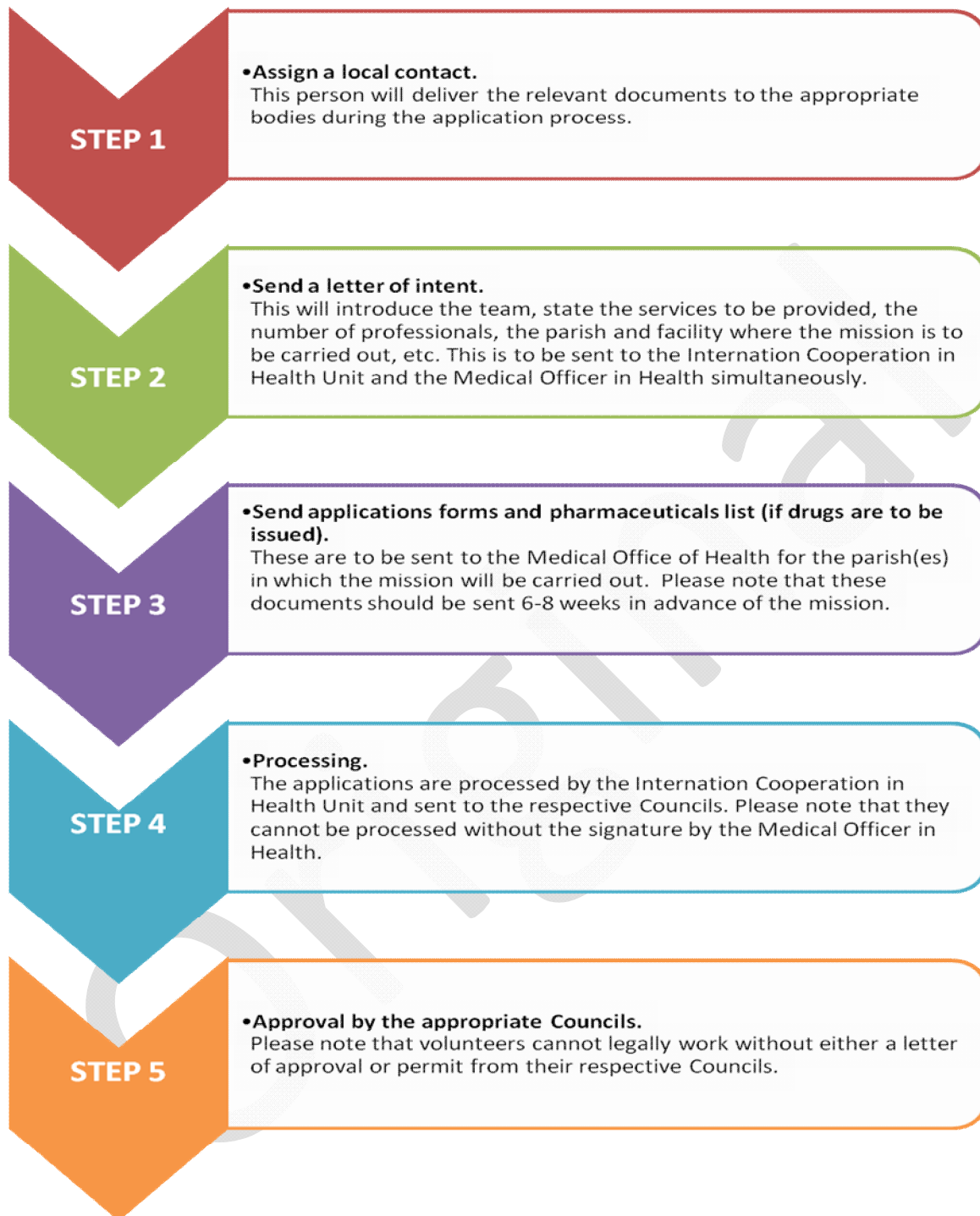
NOTE:

Volunteer service of more than three months may need additional procedures, including, at the discretion of the individual Councils, full registration. Continuity of services, promotion of responsibility for total health, and integration of volunteer services with the healthcare needs and programmes of the country are valued as important as the services themselves. These are hard to attain in very short periods of service. Periods of service of three or more weeks are preferred.

NB: All matters relating to Dental Services –Must be forwarded to the Office of the Chief Dental Officer.

3.4 Quick-Step Guidelines for Overseas Visiting Missions

Original



4.0

ROLES AND RESPONSIBILITIES

4.1 ... of the Local Sponsor/Contact

The local sponsor/contact is expected to assist in ensuring that all the required steps are completed prior to, on arrival and upon completion of the service by the volunteer group or individual. This includes:

- a. Ensure that three months prior to the proposed activities, a letter of intent is submitted to the Ministry of Health;
- b. Follow up with the Ministry of Health to obtain written approval;
- c. Notify the relevant overseas contacts to submit all paperwork required for credentialing and where appropriate, provide a list of all items being brought into the island to assist in outreach activities;
- d. Receive paperwork and deliver to relevant Medical Officer (Health) for endorsement (or other personnel as identified above);
- e. Follow through to ensure that after endorsement, the paperwork gets to the International Cooperation in Health;
- f. Collect paperwork for delivery to the relevant Professional Council(s) where fees are to be paid;
- g. Collect registration certificate/card from Professional Council(s) and present to volunteers on arrival;
- h. Assist with transportation, accommodation and meals where necessary or upon request by the overseas group;
- i. Ensure that a report is submitted at least one week after departure of the volunteer group or individual.

4.2 ... of Medical Volunteers

Volunteering is generally considered an altruistic activity and is intended to promote good or improve human quality of life. In return, this activity can produce a feeling of self-worth and respect. There is no financial gain involved. Volunteers are specifically trained in the areas they work, such as medicine.

Medical volunteers are therefore expected to:

- a. Act in accordance with the policies, guidelines and plans of the Ministry of Health;
- b. To nominate a local sponsor/contact who is able to follow through with activities as indicated above;
- c. Submit all required documents for temporary registration to practice in Jamaica;
- d. Comply with local field staff;
- e. To submit a report upon completion of activities, within the stipulated time frame;
- f. To seek approval prior to publishing any article related to the experience in-country.

4.3 ... of Visiting Students

There are two (2) categories of visiting students:

1. **Unpaid Internship Trainees** – which include **Academic Credit** for the trainee. Unpaid academic internships where academic credit is involved require trainees to be enrolled in a related course and where both the sending and receiving institutions must enter into an agreement.

Trainees who will earn academic credit for participating in an internship programme must participate in a mandatory orientation offered by the local institution. Additionally, trainees must meet with the site-supervisor prior to beginning service hours to determine the

learning and service objectives. (Please refer to *Policy Guidelines for the Utilization of Government Operated Health Facilities by Trainees for Medical Schools and Schools for Other Related Health Professionals*)

- 2. Unpaid Voluntary Experience** – where the trainee **does not earn Academic Credit**. Non-Profit Organizations with established volunteer programs may announce non-academic credit volunteer opportunities in a University's career services management system. This experience is not based on any agreement between local or overseas Universities.

If a trainee participates in a volunteer experience where no academic credit is received, the trainee engages in this experience independent of the Ministry of Health. The Ministry of Health, Jamaica makes no guarantees about opportunities listed in overseas Universities career services management system. The Ministry of Health is not responsible for safety, wages, working conditions, or other aspects of off-campus employment and volunteer opportunities that do not include academic credit.

This category of trainees is not allowed to engage in any invasive procedures on patients.

All trainees are expected to:

- a. Bring the following supplies :
 - ✓ Blood Pressure Instruments
 - ✓ Text Books relevant to experience
 - ✓ Stethoscopes
 - ✓ Diagnostic Sets
 - ✓ Disposable Caps, Gowns, Shoe Covers (if possible)
 - ✓
- b. Provide appropriate uniforms to be worn on duty;
- c. Adhere to the policies and guidelines of the Ministry of Health.

4.4 ... of the Local/Regional Health Authority

- a. Ensure intended sites for volunteer activities are suitable;
- b. Review and endorse paperwork submitted for credentialing;
- c. Review list of pharmaceuticals and/or medical equipment and supplies and provide appropriate letter of acceptance to the Director, International Cooperation in Health Unit;
- d. Randomly perform due diligence on medical professionals presenting for registration;
- e. Ensure adequate coverage of all voluntary activities is provided;
- f. Report and shut down any medical mission operating within a breach of guidelines;
- g. Submit an independent report to the Ministry of Health at the end of each voluntary mission within the parish.

4.5 ... of the Ministry of Health

- a. Liaise with Medical Officers and other relevant personnel on matters relating to overseas visiting medical missions;
- b. Provide letter of recommendation to conduct medical outreach activities in Jamaica;
- c. Receive and review documents endorsed at the local/regional level;
- d. Process, prepare and package documents for appropriate Professional Council(s) to be collected by local sponsor;
- e. Provide advice to local/regional staff as well as overseas personnel on the policy guidelines of the Ministry of Health;
- f. Arrange with the Procurement Unit and Pharmaceutical Division for the requisite waivers and permits.

5.0 PROFESSIONAL CREDENTIALING

5.1 Professional Registration for Short Term Volunteers

All doctors, dentists, pharmacists, nurses, dental hygienists, dental technicians, dieticians, radiographers, medical technologists, speech, occupational and physical therapists and other allied health professionals must be duly registered with the respective Councils in Jamaica before practicing professionally, even if only for a day.

The following are contact details for each Professional Council in Jamaica:

<p>A. The Medical Council of Jamaica Windsor Ave, Jamaica Tel: (876) 922-3116</p> <p>B. The Dental Council of Jamaica Via the Chief Dental Officer Dr. Irving McKenzie 10-16 Grenada Way Kingston 5, Jamaica Tel: (876) 633-8260</p> <p>C. The Council for Professions Supplementary to Medicine 50 Half Way Tree Road Kingston 5, Jamaica Tel:</p>	<p>D. The Nursing Council of Jamaica 50 Half-Way Tree Road, Kingston 10, Jamaica Tel: (876) 960-0823 926-6042</p> <p>E. The Jamaica Optometric Association c/o Dr. Dawn Woo-Lawson Shop 14, York Plaza Kingston 10, Jamaica Tel: (876) 929-8656 920-1834</p> <p>F. The Pharmacy Council of Jamaica 91 Dumbarton Avenue Kingston 10, Jamaica Tel: (876) 926-2637</p>
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It should be noted that neither of the Professional Councils will give this 'special' registration unless they are confident that the period of volunteer

service is recommended by both the local health authority and the respective head of Department at the MOH. The entire process will be facilitated once the requisite forms are completed and signed (by applicant, or sponsor as well as local and head office authorities) and sent with credentials and other forms as indicated below.

A registration or processing fee is charged by each Professional Council.

5.2 Requirements for Doctors

▪ **First Time Volunteers**

- ✓ Short-Term Volunteer Forms
- ✓ Form A – The Medical Act
- ✓ Certified copy of Basic Degree Certificate – the one that says “Doctor of Medicine”
- ✓ Certified copy of Current Licence (valid for at least 6 months)
- ✓ Names and Addresses of 2 Medical References
- ✓ Work Permit Exemption Application Form
- ✓ 2 photographs (certified)
- ✓ Registration fee of JM\$1000

**NOTE:**

If doctor was trained at an Offshore Medical School and has a Board Certificate, it should be submitted along with paperwork.

- **Returning Volunteers**

- ✓ Short-Term Volunteer Form
- ✓ Form A – The Medical Act
- ✓ Certified copy of Current Licence (valid for at least 6 months)
- ✓ Work Permit Exemption Application Form
- ✓ 1 photograph (certified)
- ✓ Registration fee of JM\$1000

5.3 Requirements for Dentists/Dental Hygienists

The Dental Council of Jamaica has updated its policy and procedures. The following applies to both volunteer dentists and hygienists.

An important function of the Dental Council of Jamaica is to **ensure maintenance of proper standards of professional conduct by persons registered as dentists or enrolled as dental auxiliaries**. This applies to both volunteers and those permanently registered.

In order to facilitate the validation of documents, approval and notification being sent to the various personnel (local designee and MOH, intended clinical facility, Chairman of the Dental Council of Jamaica), the timeline must be adhered to. As such **any documents that are incomplete or received less than four weeks prior to the start of the clinical exercise will not be accepted.**

The Dental Council of Jamaica is mindful of the tremendous impact that volunteers have on the delivery of dental care to the poor and those most in need. Without the assistance of some of these volunteer groups, many underserved areas would have no coverage. We are in no way opposed to voluntarism, **BUT IT MUST BE REGULARIZED!** Early receipt of documents will ensure that all relevant parties are notified of the approval of volunteers well in advance of the scheduled date of the volunteer activity.

Clinical dental services (extractions, cleaning fillings) should **NOT** be conducted in churches and schools **unless the MOH is so notified and proper infection control measures are in place.** It is preferred to utilize the existing healthcare facilities in close proximity and facilities in place for

proper sterilization. This does not apply to dental health education and other non-clinical activities. Infectious waste is to be disposed of properly.

The Ministry of Health is aware that the areas of greatest need are in the remote, inaccessible areas far removed from regional health centres. However, **swabbing instruments with alcohol and/ or washing with bleach solution is not acceptable. Dry heat sterilizer, chemi-clave autoclave are the acceptable methods of sterilizations.**

- **First Time Volunteers**

- ✓ Short Term Volunteer Form
- ✓ Form A - Dental Act (to be completed by Dentists only)
- ✓ Work Permit Exemption Application Form
- ✓ Certified copy of Degree Certificate (Doctor of Dental Surgery)
- ✓ Certified copy of Current Licence (valid for at least 6 months)
- ✓ 3 letters of recommendation
- ✓ 2 photographs (certified)
- ✓ Registration fee (Dentist – JM \$5000; Hygienist - JM \$2500)

- **Returning Volunteers**

- ✓ Short Term Volunteer Form
- ✓ Certified copy of Current Licence (valid for at least 6 months)
- ✓ Work Permit Exemption Application Form
- ✓ 1 photograph(certified)
- ✓ Registration fee (Dentist – JM \$5000; Hygienist - JM \$2500)

5.4 Requirements for Nurses

▪ First Time Volunteers

- ✓ Short-Term Volunteer Form
- ✓ Nursing Act (Blue Form)
- ✓ Curriculum Vitae
- ✓ Certified copy of Birth Certificate
- ✓ Certified copy Marriage Certificate (if applicable)
- ✓ Certified copy of Certificate/Diploma from School of Nursing
- ✓ Certified copy of Current Licence (valid for at least 6 months)
- ✓ Two written references from Nursing Supervisors
- ✓ Work Permit Exemption Application Form
- ✓ 2 photographs (certified)
- ✓ Registration fee of US \$50

▪ Returning Volunteers (and Jamaican trained nurses residing overseas)

- ✓ Short-Term Volunteer Form
- ✓ Updated Curriculum Vitae
- ✓ Certified copy of Current Licence (valid for at least 6 months)
- ✓ Two written references from Nursing Supervisors
- ✓ Work Permit Exemption Application Form
- ✓ 1 photograph (certified)
- ✓ Registration fee of US \$30

5.5 Requirements for Optometrists

The Jamaica Optometric Association (JOA) asks that the following conditions be observed with the relation to visits of approved overseas-based Optometrists.

1. At present the Jamaican Law does not permit Optometrists, regardless of their qualifications, to prescribe or use any drugs, diagnostic or therapeutic, unless under the supervision of an Ophthalmologists or registered medical practitioner.
 2. Members of the visiting eye care teams, or their local assistant, should not supply glasses to the 'nearest' prescription. The final decision for dispensing the glasses must rest with the visiting **Optometrist** only.
 3. If there are any surplus glasses, it is recommended that the lenses be removed and the frames left with the sponsors.
 4. When there are no suitable glasses; the visiting team can take the prescription back to its own country where corrected lenses can be obtained and the glasses sent back to Jamaica to be dispensed to the patient; or it may advise the patient to obtain glasses locally.
 5. At least one month's notice of the visit should be given to the JOA.
- **First Time Volunteers**
 - ✓ Short Term Volunteer Form
 - ✓ Certified copy of Degree Certificate (Doctor of Optometry)
 - ✓ Certified copy of Current Licence (valid for at least 6 months)
 - ✓ 2 professional references
 - ✓ Work Permit Exemption Application Form
 - ✓ 2 photographs (certified)
 - ✓ Registration fee of US \$25

- **Returning Volunteers**

- ✓ Short Term Volunteer Form
- ✓ Certified copy of Current Licence (valid for at least 6 months)
- ✓ Work Permit Exemption Application Form
- ✓ 1 photograph (certified)
- ✓ Registration fee of US \$25

5.6 Requirements for Pharmacists

- **First Time Volunteers**

- ✓ Short Term Volunteer Form
- ✓ Certified copy of Degree Certificate
- ✓ Certified copy of Current License (valid for at least 6 months)
- ✓ 3 professional references
- ✓ Work Permit Exemption Application Form
- ✓ 2 photographs (certified)
- ✓ Registration fee of US \$50

- **Returning Volunteers**

- ✓ Short Term Volunteer Form
- ✓ Certified copy of Current License (valid for at least 6 months)
- ✓ Work Permit Exemption Application Form
- ✓ 1 photograph (certified)
- ✓ Registration fee of US \$50

5.7 Requirements for Audiologists, Dieticians, Radiographers, Medical Technologists, Therapists, Physiotherapists (Speech, Occupational and Physical)

▪ First Time Volunteers

- ✓ Short Term Volunteer Form
- ✓ Form A - The Professions Supplementary to Medicine Act 1965
- ✓ Certified copy of Diploma/Degree
- ✓ Transcript
- ✓ Certified copy of Current Licence
- ✓ Two letters of reference – one from a member of your profession and one character reference
- ✓ Work Permit Exemption Application Form
- ✓ 2 photographs (certified)
- ✓ Registration fee of JM \$1000
- ✓

▪ Returning Volunteers

- ✓ Short-Term Volunteer Form
- ✓ Form A - The Professions Supplementary to Medicine Act 1965
- ✓ Certified copy of Current License
- ✓ Work Permit Exemption Application Form
- ✓ 1 photograph (certified)
- ✓ Registration fee of JM \$1000

**NOTE:**

Medical and/or Dental Professionals that are fully registered or Licensed in Jamaica submit the following:

- ✓ Short Term Form
- ✓ Medical Act/ Dental Act
- ✓ Jamaican License/ practicing certificate
- ✓ US License
- ✓ Work Permit exemption form
- ✓ Registration fee

5.8 Requirements for Students and Support Staff

STUDENTS

- Short Term Volunteer Form
- Work Permit Exemption Application Form
- 2 passport sized photographs (certified)
- A letter from the University verifying status of student

SUPPORT STAFF

- Short Term Volunteer Form
- Work Permit Exemption Application Form
- 1 passport sized photograph (certified)

APPENDICES

Appendix I

REGIONAL HEALTH AUTHORITIES AND PARISH HEALTH DEPARTMENTS

Regional Health Authorities	Parish Health Departments	Medical Officers (Health)	Parish Managers	Telephone #	Fax #	
<p>South East The Towers 6 2nd Floor 25 Dominica Drive Kingston 5, Jamaica WI Regional Director: Mr. Donald Farquharson</p> <p>Regional Technical Director: Dr. Heather Reid-Jones Telephone: 754-3439-43 Fax: 926-4019</p>	<p>Kingston & St. Andrew Marescaux Road Kingston 5, Jamaica WI</p>	<p>Dr. Heather Reid Jones Dr. Debbie Carrington Dr. Alisha Robb -Allen Dr. Yohance Rodriquez Dr. Audre McIntosh Dr. Katherine Gordon Robinson</p>	Mr. Mark Martin	926-1550-2	920-8103 754-4483	
	<p>St. Thomas- 54 Lysonns Road, Morant Bay PO St. Thomas, Jamaica WI</p>	<p>Dr. Doyen Smith doyensmith@yahoo.com Dr. Dianne Jackson</p>			982-1919 734-0293/ 8423886	703-6183
	<p>St. Catherine Spanish Town PO St. Catherine, Jamaica WI</p>	<p>Snr.Dr. Francina. Prosper-Chen 582-2513 Dr. Lisa Pilgrim Dr. Moe Moe Aye</p>	Mrs. Beverley Needham		984-2282 984-3318 907-5282 907-5284-5	907-5280
<p>North East Shops 34 6 37 Ocean Village Shopping Centre, Ocho Rios, St. Ann, Jamaica WI</p> <p>Regional Technical Director: Dr. Patrick Wheatle Telephone: 795-3107/ 0101 Fax: 795-2747</p>	<p>Portland Port Antonio PO Portland, Jamaica WI</p>	<p>Dr. Francine Phillips Kelly 318-0086</p>	Mr. Bentley Steer	993-2557 993-2873	993-9426	
	<p>St. Mary Port Maria PO St. Mary, Jamaica WI</p>	<p>Dr. San San Win</p>	Mr. Isaac Brown		994-9711 994-9979 994-2643	994-2689
	<p>St. Ann St. Ann's Bay PO St. Ann, Jamaica WI</p>	<p>Dr. Deborah Weir deborahweir@gmail.com</p>	Mr. Horesa Martin		972-2215 972-2227	972-1337

Western Cornwall Regional Hospital Montego Bay PO St. James, Jamaica WI Regional Technical Director: Dr. Simone Spence Regional Director Dr. Ken-Garfield Douglas Telephone: 952-1124 952-3678 971-7022-3 Fax: 952-4074/2963	St. James Montego Bay PO St. James, Jamaica WI	Dr. Derrick Ledford	Mrs. Valencia Maponyna	979-7820 979-7813	979-7802
	Hanover Lucea PO Hanover, Jamaica WI	Dr. Marcia Graham	Mr. Verlie James	956-2604 956-9637	956-9688
	Trelawny Falmouth PO Trelawny, Jamaica WI	Dr. Diahann Dale C.U.G : 840-4509	Miss Tatlyn Fider	954-3689 954-4904	954-3563
	Westmoreland Savanna-la-Mar PO Westmoreland	Dr. Kashal Sirah	Miss Carmen Foster	955-2308	955-2929
Southern 3 Brumalia Road Mandeville Manchester, Jamaica WI Regional Director: Mr. Keith Shakespeare Regional Technical Director: Dr. Michael Coombs Telephone: 625-0612-3 962-9491/8232 625-2110/0607 Fax: 962-8233	St. Elizabeth Black River PO St. Elizabeth, Jamaica WI	Dr. Toni Dawkins	Mr. Alwyn Miller	965-2266 965-9172	965-2701
	Manchester Mandeville PO Manchester, Jamaica WI	Dr. Beverley Wright	Mr. George Sloley	962-2288 962-7033	962-2171
	Clarendon May Pen PO Clarendon, Jamaica WI	Dr. Kimberley Scarlett 470-3475 Kimberley.campbell@srha.gov.jm Secretary : Tencia Campbell 292-1426	Mr . Grant	986-9712 986-4548 986-7869	986-9713

PROFESSIONAL REGISTRATION FOR SHORT TERM VOLUNTEERS

All Doctors, Dentists, Pharmacists, Nurses, Dietitians, Radiographers, Optometrists, Medical Technologists, Speech, Occupational and Physical Therapists must be registered with their respective Councils before practicing their professions in Jamaica, even if for a day. (Also needing registration are Dental Hygienists and Technicians).

Medical Council
2-4 King Street
Kingston, Jamaica
Tel: 922-3116

Dental Council
41 Main Street
Mandeville, Jamaica
Tel: 962-6488

Nursing Council
50 Half Way Tree Road
Kingston 5, Jamaica
Tel: 960-0823

**Council Professions
Supplement to Medicine**
2-4 King Street
Kingston, Jamaica
Tel: 922-3529

Pharmacy Council
91 Dumbarton Avenue
Kingston 10, Jamaica
Tel: 926-2637

Jamaica Optometric Association
York Plaza, Shop 14
1 ½ Hagley Park Road
Kingston 10.
Tel: 929- 8656

No Council will give this "special" registration unless they are confident that the period of volunteer service is recommended by both the Local Health Authority and the respective head of the department at the Ministry of Health. The whole process will be facilitated if the form below is completely filled out and signed (by applicant, team sponsor, local and head office authorities) and sent with credentials and application forms to the respective Council as above.

A small registration or processing fee is charged.
The Local Health Authority is the Medical Officer (Health).

SHORT TERM VOLUNTEER

Applicant's Address
Date: _____

REGISTRAR

_____ COUNCIL OF JAMAICA
I _____ apply for special registration
As a _____ in order to volunteer my service
Profession
For the period _____ at _____
Dates (Specific) Facility/Location

In the (civil) Parish of _____

My Local Contact Person is:
Name: _____
Address: _____
Tel: _____

Sponsor's signature

I recommend the above

Signature _____ Position (Local Health Authority) _____ Date _____

Signature _____ Position (Local Health Authority) _____ Date _____



Appendix III

FORM A

THE MEDICAL ACT, 1976
APPLICATION FOR REGISTRATION AS A MEDICAL PRACTITIONERTo the Medical Council

Name of Applicant _____

Date of Applicant _____

Address of Applicant

_____ Tel No. _____

Date of Birth of Applicant _____ Sex: M _____ F _____

Qualifications of Applicant _____

Where were Qualifications obtained?

Signature of applicant

Note*

1. Full Registration – Original Degree Certificate
2. Certified Photostat or certified copies of academic certificates of diplomas;
3. Certificate of Registration or License;
4. Certificate of Good Standing with registering body or valid License;
5. Names and addresses of two (2) medical referees;
6. Passport size photograph.

TO BE COMPLETED BY THE REGISTRAR

Date of registration or refusal _____

Registration No. _____

Reason for refusal if refused _____

Signature of Registrar

N.B. Form may be copied, not typed over.

A PERSONAL INTERVIEW IS REQUIRED FOR FULL REGISTRATION.

Appendix IV

Original

Appendix V

Original

Appendix VI

Original

Appendix VII**DONATION OF PHARMACEUTICALS AND RELATED GOODS**

The Ministry of Health and Environment is a recipient of various gifts from both local and international donors. Pharmaceuticals, medical sundries and other related products account for a large percentage of the items donated.

In 1999, the Ministry developed a system to streamline and monitor donation activities for drugs and sundries. This led to the development of a gift policy that remains germane to these donations. Further, the provisions under the relevant laws and regulations are applicable to drugs and related products. For example, goods are not to arrive at ports before or without the requisite Permit issued by the Division in keeping with the Food and Drugs Regulations, 1975.

Critical factors that influence acceptance of gifts include the quantities being donated, usefulness, usage pattern, expiry dates, distribution and likely public health impact. Quantities are important because they can directly impact the Ministry's spending on drugs and other items. By foregoing purchases of items that have been donated in adequate quantities, scarce money can be used for other supplies.

Another major aim for monitoring donations is to as far as possible, avoid spoilage and disposal. This is important since presently Jamaica has no sound mechanism for environmentally safe disposal of drugs.

Guidelines for Donation of Pharmaceuticals

- The specific products and quantities to be donated must be based on the expressed needs for domestic use at the local level.
- The list of pharmaceuticals and any other related items proposed for donation should be sent through the Regional Health Offices to the major health facilities for which the donations are intended, to determine whether the products can be utilized, once the donor has identified them as possible donations for Jamaica. A coordinator based locally may act on behalf of overseas donors.

DONATION OF PHARMACEUTICALS AND RELATED GOODS (CONT'D)

- The Regional or Chief Pharmacist should dialogue with the Medical Officer of Health and Senior Medical officer at the local health facility to determine the specific needs so that donations which are accepted are those which are needed for use. This process also applies to Community Medical Missions.
- The recipient(s) must confirm acceptance of specific items with quantities in writing to the donor, coordinator.
- The donor/ local coordinator submits the list in duplicate, along with copies of the letters of acceptance from the local health facilities to the Pharmaceutical and Regulatory Affairs Department at least fourteen (14) days prior to the shipment.
- A description of each item to be supplied should include the following information:
 - Trade name
 - Generic name
 - Name and address of manufacturer
 - Quantity
 - Strength
 - Expiry date
 - Batch number
 - Value
- The donations should bear an expiry date of at least twelve (12) months after the landed date.
- In special circumstances where the item being imported are out of stock locally and it is established that the quantities being donated can be used ahead of a shorter expiry date (not less than six months), approval may be obtained to import these items.
- The brand or generic moiety of a donation (drug) should be registered for use in Jamaica as well as approved by the health authorities for use in the country of manufacture or export. The manufacturing facility of the donated product should be Good Manufacturing Practice certified in accordance with the World Health Organization guidelines. Special

consideration may be applied where a drug not registered locally is to be administered in emergency procedures (e.g. invasive cardiovascular or cerebral interventions).

- The appropriate importation permit should be obtained from the regulatory department, prior to arrival of the donation at the port of entry. There is a twenty-four hour turnaround time for the evaluation of permit applications.
- The labels for donated products including package inserts should be written English. Bilingual labels are accepted only if one of the languages is English.
- Donated products should be imported in their original containers from the manufacturer. Products that have been opened and used will not be accepted.
- Following distribution, all unused pharmaceuticals should be sent to the Department of the nearest Government health facility to facilitate their proper destruction. Notice of destruction is sent to the Chief Drugs Inspector in the Ministry fourteen (14) days prior to facilitate oversight of the destruction.
- The Standards and Regulation Division on behalf of the Health Ministry, reserves the right to detain, seize or cause to be re-exported, pharmaceuticals and other related products imported contrary to these guidelines. Failure to comply with the guidelines is a breach of the Food and Drugs Act 1964 and the Food and Drugs Regulation 1975.
- Breaches of the Customs Act 1941 may result in the imposition of fines as deemed appropriate in keeping with that Act.