

H4H Guiding Principles

When volunteering with Health for Humanity in Guatemala we are representing our communities and our professions. Each individual is personally accountable for his/her actions in Guatemala and is expected to support the vision and mission of Health for Humanity and these Guiding Principles:

Acceptance, respect and empathy – we value and respect each individual with whom we work or interact.

Appreciation of cultural differences – we endeavor to foster friendship and understanding among those with whom we work while respecting our cultural differences. We will approach each unfamiliar situation with an open and accepting attitude.

Supporting each other – we will support each other recognizing that only a collaborative team approach will achieve our goals.

Courtesy – we will extend every professional courtesy to fellow professionals in the countries we serve, respecting their opinions, beliefs, methods of treatment and cultural practices.

Personal integrity – we will conduct ourselves in a manner that is exemplary and beyond reproach at all times.

Professional ethics – we will be professional, in every respect, in the treatment of our patients.

Professional Standards – we will attempt to maintain Canadian Professional Standards but understand that at times we will have to adapt to local conditions. At no time will we compromise patient safety.

Flexibility - Team Members must be flexible and adaptable and be able to function under less than ideal conditions.

Working with local professionals and staff – we will work with the local professionals and staff in a respectful and collaborative manner. We will share our expertise wherever possible and be open to learn from our hosts.

H4H Mission Policies

1. Administrative Structure

- **Board:** 7 members elected by members at AGM for 2 year term, chooses own officers (President, Vice-president, Secretary, and Treasurer).
- **Members:** all those who have paid the annual membership fee of \$100.00 and remain in good standing. All those traveling with the team (except children) must be paid up members of H4H.
- **Team Leader:** appointed by the board for each mission and reports to the board
- **Mission Organizing Committee:** chosen by the Team leader and approved by the Board, may include board members, chaired by the Team Leader. Not all members need to be traveling with the team.
- **Mission Committee:** Team Leader and 4 representatives (Physicians, OR Nurses, PACU Nurses, Support Staff including non-medical team members) chosen by Board will make necessary administrative decisions during mission.

2. Application Procedure

- Initial contact, information exchange and interview by the Team Leader or designate from the Mission Organizing Committee.
- Applicants for each mission will submit:
 - Completed application form
 - CV in the case of professionals
 - Copy of current registration for professionals
 - Signed agreement form/personal safety waiver
 - A cheque (\$500.00) for their H4H membership (\$100.00) and trip deposit (\$400.00)
- The following factors will be considered when selecting team members:
 - Appropriate skills and experience for the planned mission
 - Current registration with appropriate licensing body for professionals
 - Previous satisfactory service with Health for humanity
 - Previous satisfactory service with another volunteer organization
 - Satisfactory interview with Team Leader/Organizing Committee
 - Recommendation by a member in good standing of H4H
 - Suitable personal and work references
 - Satisfactory criminal records check (may be required for some missions)
 - Order of receipt of application
- Applications will be reviewed by the Mission Organizing Committee and recommendations made to the board.
- Final appointment by the Board.
- Applicants will be notified of their acceptance by the Team Leader.

H4H Mission Policies (Continued)

3. Agreement Form/personal safety waiver - a signed Agreement form/personal safety waiver must accompany the application form. By this signature applicants confirm that:

- They have read and agree to H4H guiding principles and mission policies.
- Their understanding that Guatemala is a developing country and does not have the same standards of safety that we are used to in Canada and that while H4H will do everything possible to maintain the safety and well-being of team members while working with the team in Antigua, H4H cannot accept responsibility for the safety and well-being of team members.

4. Membership/Deposit - The \$500 membership/deposit will be returned to unsuccessful applicants. Once an application is accepted the trip deposit and membership fee become non-refundable.

5. Non-compliance - Team members are expected to respect the decisions of the Board, Team Leader, and Mission Committee. In exceptional circumstances the Board or the Mission committee (during a mission) has the authority to request the resignation of a team member who does not comply with the policies or guiding principles. Any costs that might occur as a result of such resignation are the responsibility of the individual.

6. Accommodation - While H4H will make every effort to accommodate rooming requests, because of the composition of the team this may not always be possible.

7. Working arrangements – unless otherwise stated each two week mission will work for 10 days. It is our intention that our days will start at 07.30 and end by 17.30 (operating times 08.00 – 16.00). However this may not always be possible due to the variable nature of our work.

8. Off duty time – the middle weekend is free time. We will attempt to give all personnel one half day per week off duty but this depends on available staff and workload and will be at the discretion of the Team Leader/Mission Committee. Although every effort will be made to accommodate requests, this may not always be possible due to the working schedule.

9. Working with the local Professionals - From time to time, team members will be expected to work with the local staff. Surgeons and Anesthesiologists can expect to operate with local Surgeons and Anesthesiologists, and OR nurses will scrub and circulate with local nurses.

10. Slating - The team Leader/Organizing Committee will have final responsibility for slating, allocation of staff to OR rooms and coordination of time off.

11. Tax Receipts - Tax receipts can only be issued for monies over \$20 which is paid directly to H4H, or for fair market value of donated items.

H4H Agreement Form/Personal Safety Waiver

I have read and agree with the following:

I acknowledge that there may be inherent dangers to my health and safety involved in working and traveling in Guatemala. I will be responsible for taking whatever precautionary measures, actions, medicines or immunizations are necessary to protect my health and well-being.

I, for myself, my heirs, executors, administrators, or anyone else who may claim on my behalf, covenant not to sue, and waive, release and discharge the Health for Humanity Service Society, its directors, officers, employees, sponsors, administrators and assigns, or anyone acting for or on their behalf, for any and all claims or liability for personal injury, death, damage to property or loss of any kind of whatsoever nature or kind and howsoever caused.

I agree to supply all the necessary documentation required by Health for Humanity.

I agree to make the necessary payments according to the payment schedule. I understand that these payments become non-refundable once payments have been made by Health for Humanity.

I agree that while working for Health for Humanity all my work will be on a volunteer basis.

I have read the 'Guiding Principles' and 'Mission Policies' of Health for Humanity (pages 1, 2 and 3 of this application). I agree to respect and abide by these policies. I agree to accept the decisions of the board of Health for Humanity, the Mission Organizing Committee and the Team Leader/Mission Committee while in Guatemala.

I understand that if I fail to abide by these policies I may be asked to resign from Health for Humanity and that any costs incurred as a result of this action will be my responsibility.

Applicant's name (print)

Signature

Date

Please mail completed application form, agreement form/personal safety waiver and cheque for \$500.00 (made payable to 'Health for Humanity Service Society')
To: Health for Humanity Service Society, 2744, Bayview Street, Surrey, BC, V4A 2Z4

Health for Humanity is a registered charitable organization, CCRA # 861946333RR0001. Official receipts for tax purposes will be issued in accordance with CCRA regulations in January following the end of the calendar year in which the donation was made.

Check List

All applicants:

- Completed Team Member Application Form (page 4)
- Completed and signed Agreement Form/Personal Safety Waiver (page 5)
- Cheque for \$500 payable to: 'Health for Humanity Service Society'

Additional documents for First-Time Physicians and Nurses:

- Copy of original qualification
- Specialist qualification (if appropriate)
- Brief resume
- Copy of current license

Documents for Returning Professionals

- Copy of current License

Please mail cheque and forms to:

- Health for Humanity Service Society,
2744, Bayview Street, Surrey, BC, V4A 2Z4

The following are the responsibility of each Team Member:

- Passport which is valid for at least six months after the expected return date (no visa necessary for Canadian Citizens)
- US and Guatemala entry visas may be necessary for non-Canadian citizens
- Any necessary immunizations for travel to Guatemala (please check with your local travel clinic)