



Guatemala

Medical

Team

Guide

2008

Host:

Jack Graber
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www.guatemalasurgery.org

Administrator:

Susan Graber sugraber@usinternet.com

Non-Medical Volunteer Coordinator:

Susan Graber sugraber@usinternet.com



In partnership with Common Hope
www.commonhope.org

2008 Trip Dates:

- October 11 - October 18
- October 18 - October 25
- October 25 - November 1

This document is intended for use by medical team personnel. If you have a non-medical guest that would like to volunteer, please contact our non-medical team coordinator, Susan Graber at 612-824-5946 or sugraber@usinternet.com

Background Information

What is Common Hope?



Common Hope is non-profit organization promoting hope and opportunity in Guatemala. Partnering with children, families and communities who want to participate in a process of development,

Common Hope helps to improve their lives through education, health care and housing.

Guatemala Surgery and Mike Menzel and Common Hope organize 2-3 medical teams every year. In addition, about 25 work teams visit Guatemala annually. The surgery teams serve patients from all parts of Guatemala. Work teams are directly involved in Common Hope's programs and serve families at sites in Antigua and New Hope Village, located near Guatemala City.

For more information about Common Hope, visit their website at www.commonhope.org.

Hermano Pedro Hospital

Our surgery teams work primarily at Hospital Hermano Pedro. Located in the heart of Antigua, this multi-service facility provides the following:



- home for the orphaned, elderly, mental and physically handicapped
- dental clinic
- nutrition and physical therapy center
- pharmacy
- medical clinic
- surgical unit.

Hermano Pedro Hospital has a rich history. It was founded by Hermano (Brother) Pedro Betancourt, a Franciscan priest, in the early 1600s. Hermano Pedro became known for physically picking the sick and abandoned up in the streets and carrying them to his hospital in his arms. He often roamed the streets ringing a bell asking for donations to feed and clothe those in his care. He wore the rags and tattered clothing of those that he served.

Over hundreds of years the original structures of the hospital were destroyed by earthquakes. After the major earthquake of 1976, the current hospital was built. It continues in the Franciscan tradition of taking in and helping those who need care.

The hospital relies on individual donations and benefits greatly from volunteer

medical teams like ours that help staff the surgical facility throughout the year.

Items that Need Immediate Attention



Documentation to be completed immediately

Documentation Deadline Date: May 1, 2008

- **Medical License**

Hermano Pedro Hospital requires a photocopy of your current medical license. You should also carry a photocopy of your current medical license with you on the trip.

- **Passport**

If you already have a current passport, please send a photocopy with this documentation. You'll want to insure that the passport does not expire before or during the trip. If you need to acquire or renew your passport, please see next page.

- **Application and Waiver**

Complete the form available on our website or as part of this packet.

- **Payment**

Physicians: \$250 minimum

All other medical and non-medical team members: \$100 minimum

These fees fund ground transportation, the hospital breakfast and lunch, and various hospital and patient expenses. Our fees at Hermano Pedro Hospital average \$3,000 per week. These fees help fund our ground transportation, the hospital breakfast and lunch and various hospital and patient expenses.

We welcome any additional contribution you may wish to make. In addition, please see the information about Surgery Sponsorship contained later this document. It is a great way to involve family, friends, and churches.

Please send

- **Photocopy of your medical license**
- **Photocopy of the first page of your passport**
(or inform us of your current passport status, see next page)
- **Application and Waiver form**
- **Check payable to *Common Hope* to :**

Lila Mayes
4753 Park Avenue South
Minneapolis, MN 55407

PHYSICIANS:

Please include a copy of your Board Certification OR a letter from your hospital indicating your position.

We **must** have all of these items by the deadline date specified above in order for you to practice in Guatemala

Items that Need Immediate Attention, continued

Notify Susan Graber ASAP of non-medical volunteers that plan on traveling to Guatemala with you.

Please let Susan Graber know ASAP if you have non-medical guests that will be volunteering and traveling with you. Susan will coordinate their travel and activities through Common Hope.



- **Passport**

A valid passport is required. Verify that your passport has not expired, or that it will not expire before the trip. If you need to renew it, allow at least 4-6 weeks. If you do not have a passport, or need to renew it, [initiate the process immediately](#).

Passport resources:

State Department Passport Information

www.travel.state.gov

US Passport Service: 1-900-225-5674

You will want to carry a photocopy of your passport with you to Guatemala.

What you do *not* need: Temporary VISA.

A temporary VISA is automatically granted to upon entry in Guatemala.

What You Need & Need to Know Before the Trip

- **IF YOU ARE TRAVELING WITH THE GROUP, we will make the travel and hotel arrangements**

Please make every effort to travel with the group. Ground transportation and hotel arrangements outside of the group travel dates will be the personal responsibility of the team members. The shuttle from the Guatemala City airport to the hotel in Antigua costs approximately \$20.00 per person. Antigua is 45 minutes NW of Guatemala City.

- **Immunizations**

No shots are required for travel to Guatemala. However, Common Hope recommends:

- updated tetanus
- Hepatitis-A vaccination
The Hepatitis-A vaccination is a 2-shot series, the first of which should be given 4-6 weeks before departure for maximum immunization. The second is given 6 months after the first shot (but is not required before your trip).
- Hepatitis B

Malaria does not pose much of a health risk in Antigua due to the high altitude.

Common Hope recommends that each individual contact their primary care physician, local health department, or Centers for Disease Control (CDC) for more information.

CDC Phone: 1-888-232-3228
<http://www.cdc.gov/travel/index.html>

Money Matters

Alert Credit Card Company

You need to call your credit card company and tell it you will be away from home for a few days. Tell the company where you are going and how long you will be gone, and make sure it is noted on your record. Creditors pay close attention to your charging habits and, with identity theft on the rise, are quite sensitive to unusual charges on cards.

They will try to contact you to verify the activity. But if you're not home, the company may decide to freeze your card, and you don't want that to happen while on vacation.

Prepare to Lose Your Wallet

You're not going to need your library card, or your individual store charge cards while on vacation. As a matter of fact, there are probably a lot of things stuck in your wallet that you don't need while traveling. Scale back, and bring only the essentials. Not only does that make your wallet lighter, it protects you if your wallet is stolen, because you are giving thieves fewer "tools" for stealing your identity.

Also, make photocopies of your credit cards and other items in your wallet and keep the photos in your suitcase. Again, if your wallet is stolen or lost, you can easily and quickly call your bank/credit card issuers to stop activity and obtain new cards. If you're traveling overseas, be sure to make a copy of your passport as well.

Avoid Exchange Tellers

These windows that enable you to exchange your American dollars for other currencies won't give you a good exchange rate, and will charge you relatively high fees. Exchange tellers at hotels and airports have particularly high fees. However, it's a good idea to head to your home bank before you go away to obtain a small amount of foreign currency. It's nice to have this on hand when you land, to pay for a cab or tip a porter.

Get Cash From ATMs

Instead of turning to an exchange teller, get your cash from ATMs. The machines are widely accessible across the world and offer much better exchange rates. Ideally, use an ATM that's attached to a bank and use it while the bank is open. That way, if there's a problem, you can get help.

One word of caution: Foreign ATMs don't always work like ATMs at home. Most of the world uses four-digit ATM codes, while some American banks allow for up to eight. Change your pass code to four digits before you travel.

Use Credit Cards Whenever Possible

Credit cards give you more bang for your buck by offering the best available daily exchange rates. Also, if your card is stolen and the thief goes on a spending spree, U.S. laws protect you from having to pay those fraudulent charges. There is no such

protection available with debit cards.

In case you were wondering: Traveler's checks are outdated. You're better off using your ATM or credit cards to make foreign purchases.

INSURANCE

Check with your health insurance company for emergency medical treatment and evacuation coverage. If your health insurance company doesn't provide coverage for this, please consider obtaining travel health insurance through Specialty Risk at 1-800-575-2652 or www.specialtyrisk.com or Travel Safe at www.travelsafe.com--- or your own travel insurance company.

We will meet as necessary several weeks before the trip to assemble, wrap, and sterilize the supplies. Each team will be responsible to doing their own packs. You will be notified in advance of these packing dates.

ALL MEDICAL AND NON-MEDICAL VOLUNTEERS WILL BE REQUIRED TO HELP WITH THE SURGICAL PACKS. NO EXCEPTIONS!

- **Luggage**

If you are flying Continental Airlines, each person is allowed:

- ONE carry-on (maximum weight 50 lbs., 45 linear inches)
- 2 checked bags: 50 lbs. maximum, 62 linear inches
- Note: Linear inches is height x length x width

Be sure you weigh and measure your bags. If you are flying another airline, check their luggage allowance rules. The airlines are very strict now about the size and weight of each bag.

Please note the following guidelines:

- Everyone will be expected to take two pieces of luggage containing medical supplies. We do not have enough luggage for medical supplies, so if you have a large suitcase or duffel that you can offer for the trip, please let Susan know. You will bring this luggage back with you.
- We suggest each person pack their personal items in their carry-on bag and the 2 checked bags per person be used for medical supplies and other donations.
- Please try to bring a minimum of personal items.

- **Personal Packing List**

The following items should be brought in your CARRY-ON luggage:

- Photocopy of Medical License
- Original and photocopy of Passport (keep photocopy in separate place)
- Original and photocopy of ATM Card (keep photocopy in separate place)
- Original and photocopy of credit card (keep photocopy in separate place)
- casual clothes for temperature of 80 degrees daytime and 50 degrees nighttime (NO shorts, please - they are not culturally appropriate)
- comfortable walking shoes (shoes with elevated heel strongly discouraged)
- hat
- sunscreen
- sunglasses
- water bottle
- personal toiletries
- prescription medication
- NSAIDs, Pepto-Bismol tablets, CIPRO, anti-diarrhea
- small camera
- small fanny pack or backpack

LIMIT the amount of clothes you bring! Laundry is readily available and inexpensive at your hotel.

DO NOT BRING OR WEAR ANYTHING THAT COULD ATTRACT ATTENTION - such as jewelry, large cameras, etc.

- **Customs**

When going through customs in Guatemala, if you are questioned, say you are a tourist and plan to donate supplies to Common Hope, or that you are a volunteer with Common Hope and Hermano Pedro.

- **Ground Transportation**

Team members will be taken from the airport to the hotel in Antigua through an arranged shuttle.

- **Hotel Accommodations and Food**

You will be notified about what hotel we will be staying at. Breakfast is provided at the hotel or hospital. Lunch is served at the hospital. You are responsible for your evening meals – allow approximately \$10 per evening for restaurants in Antigua.

- **Phone Calls to the United States**

Calling or emailing to the United States is easy since there are many internet cafes and phone services.

- **Emergency Contact Information**

In case of emergency, friends or family can reach you at Familias de Esperanza/Common Hope, your hotel, Hermano Pedro, or they can contact the US Common Hope office for assistance.

Familias de Esperanza (Common Hope)

Contact: Tamlayn Jackson Gutierrez, Antigua Site Director
Km 2, Carretera a San Juan
Antigua, Guatemala, Central America
(Do NOT send mail to this address)
Tele/Fax: 011-502-7832-4111
Email: tamalynj@guate.commonhope.org

Hospital Hermano Pedro

Contact: Anabela, Surgical Room Secretary
011-502-7832-1164

Common Hope – Saint Paul, MN

651-917-0917

Hotel Aurora

011-502-7832-0217

Casa Azul

011-502-7832-0961 OR 011-502-7832-0962

What Else?

- **Team Personnel Listing**

You can find a list of team personnel on our website at www.guatemalasurgery.org. This information is confidential, and is available via the Team Member Login page. Susa will send you the password to the login page once the initial forms and payment have been received.

- **Additional Fundraising**

We need to raise some additional funds to pay for patient and hospital expenses. Our additional costs to Hermano Pedro are about \$3,000 per week.

Please consider asking your friends, family or church to sponsor a patient.

Tell them about your upcoming trip and that \$25.00 will pay for the cost of one surgery. Explain that you are paying your own trip expenses and that 100% of the money they donate will go to patient care. This is a great way to talk about your upcoming trip.

If they would like, Jack Graber will send them a photo of their patient with a thank you letter.

Please have your donor(s) complete the attached Guatemala Surgery Sponsor Form with their checks made out to COMMON HOPE.

- Mail donations and forms to:
Susan Graber
5039 Bryant Avenue South
Minneapolis, MN 55419