

PRIMARY CARE TEAM (PCT)

The team includes medical professionals and non-medical volunteers who work at commune health centers and schools. The team may set up a clinic at a new site every day, and may divide into a Primary Care team working at a commune health center (CHC) and a School team working at a school on the same day.

Medical Volunteers

- Pediatricians
- Family Physicians
- Internists, Obstetricians
- Dentists
- Optometrists
- Pharmacists
- Nurse Practitioners & Physician Assistants
- Nurses
- Dental Hygienists & Dental Assistants

1. Job Description: Medical Volunteers perform tasks for which they hold a license in their country. Medical student volunteers cannot examine patients unless under the direct supervision of a physician. Physicians will decide if they want to supervise medical students or not.

2. Requirements: volunteers must be in good health and be able to be flexible since the conditions for practice are difficult (lack of privacy, crowding, and frustration of being presented with patients that require more care than we can reasonably give). They must be able to work long hours and function under pressure since situations are confusing at times. Volunteers will assist with unpacking/packing for area of work. Volunteers must be ready to work after hours in various tasks (inventory, packing, data entry etc.). Volunteers will read, sign, and adhere to PVN Code of Conduct. Executive members of PVN reserve the right to relieve a volunteer of service.

3. All medical volunteers must be present for the in-country team meetings. For the Southern California volunteers, an additional mandatory team meeting will be held prior to leaving.

Non-Medical Volunteers

1. Job Description: Volunteers have diverse duties that may be changed during the course of the mission. The PCT needs the following functions:

- Administrative Secretary & Intake worker: responsible for registration and all documents for work area.
- Translator: assists in communication between team members and local staff & patients
- Photographer/Journalist: takes pictures of patients, and of team at work, interviews patients to document personal stories. Upon return from the trip, provides scripted pictures, slide shows and personal patient stories to the Project Vietnam coordinator, for a documentary of PCT work.
- Survey worker: responsible for administering surveys and questionnaires to patients
- Helpers: may assist as needed in various areas, direct and lead patients, run errands, give out gifts, etc.

2. Requirements: volunteers must be in good health and be able to be flexible since needed tasks may vary. They must be willing to perform the task that they sign up for. Some task rotation may be possible but is not guaranteed. They must be able to work long hours and function under pressure since situations are confusing at times. Volunteers will assist with unpacking/packing for area of work. The AS, Intake worker, Survey worker, Translator and Photographer/Journalist must possess good command of Vietnamese language. Translator and Survey workers must transmit information or administer questionnaires thoroughly in a neutral manner without adding their own perspectives or comments. Volunteers must be ready to work after hours in various tasks (inventory, packing, data entry etc.).

3. All non-medical volunteers must be present for the in-country team meetings and training sessions. For the Southern California volunteers, an additional mandatory team meeting will be held prior to leaving. Volunteers

will read, sign, and adhere to PVN Code of Conduct. Executive members of PVN reserve the right to relieve a volunteer of service.

Primary Care Team Leader

The PCT Leader manages and enables the smooth flow of operations. He/she has participated in previous mission trips. The PCT Leader is a physician. The responsibilities of the PCT Leader are:

1. *Volunteer selection in coordination with PVN Director and a physician liaison*
2. *Assignment of volunteers to tasks*
3. *Provide team orientation*
4. *Facilitate/plan/organize prior trip team meetings*
5. *Oversee and be responsible for team medical supplies, sorting inventory, packaging, assigning carriers prior, during, and after mission*
6. *Identify and maintain an inventory of team supplies*

In country, he/she communicates with the local officials and staff and solves medical problems encountered by the PCT. The PCT Leader communicates with the other team leaders and with PVN Director.

Assistant Team Leader

The Assistant Team Leader shares the responsibility with the Team Leader with trip preparations as outlined above and coordination on site transportation, personnel, assignment, and time schedules. He/she has participated on previous medical mission trips, and understands the working of the medical mission. Either AST leader or the PCT leader must be fluent in Vietnamese.

PRIMARY CARE TEAM – MEDICAL MISSION, PROJECT VIETNAM

Commune Team

FUNCTION	WORK	REQUIREMENT	#	Dual Use/School
Intake worker	Register patients, administer questionnaire	Volunteer will be trained; VN	4	4
Measuring worker	Takes height & weight	Volunteer will be trained	2	2
Vital signs worker	Measures blood pressure	Volunteer will be trained	2	2
Family Practitioner Internist	Sees patients, Family practice all ages, Internists >15yo	Professional	5	District Hospital training
OBGYN	Sees women patients	Professional	1	District hospital training
Nurse Midwife	Sees women patients	Professional	1	District Hospital training
Women's Health Nurse	Assists in women's health clinic	Professional	1	BLS Training
Translator	Translates English-Vietnamese for professionals	Volunteer- good Viet, must study short glossary E-Viet medical terms	2	2
Crowd control	Directs patient flow, maintains order	Volunteer will be trained	2	2
Exit worker	Checks Paperwork, gives gift & vitamins	Volunteer will be trained	1	1
Pharmacist	Fills prescription, educates	Professional	3	District Hospital training
Pharmacy Aid	Assists in getting meds	Volunteer will be trained	3	3
Exit worker	Checks Paperwork, gives gift	Volunteer will train	1	1
Photographer	Documents work	Volunteer with skill	1	1

PCT Leader and Assistant Team Leader plus 27 volunteers

SCHOOL TEAM-MEDICAL MISSION PROJECT VIETNAM

GROUP	FUNCTION	WORK	REQUIREMENT	#	With Dual Folks
School Screening	Intake worker	Register patients, administer questionnaire	Volunteer will be trained VN; also teacher	1	3 plus teachers from schools
	Measuring worker	Takes height & weight	Volunteer will be trained	2	4
	Vital signs worker	Measures blood pressure	Volunteer will be trained	2	4
	Survey worker	Administer survey questionnaire- adolescent questionnaire need medical background: nurse, medical student, health educator	Volunteer will be trained; VN	2	4
	Pediatrician/ Family Practitioner	Performs screening physicals	Professional	4	5
	Translator	Translates English-Vietnamese for professionals	Volunteer – good Viet, must study short glossary E-Viet medical terms	2	4
	Anemia Screener	Pricks finger, runs Anemia test	Volunteer will be trained	2	
Vision Care	Vision Screener	Does vision testing, Refer	Volunteer will be trained	2	
	Optometrist	Refraction for problem patients	Professional	2	
	Vision Aid	Assists Optometrist & collects paperwork	Volunteer will be trained; 1VN	2	1/optometrist
Oral Health	Dentist	Tooth extractions and filings	Professional	4	
	Dental Aid	Assists Dentist & collects paperwork	Volunteer will be trained; 1 VN	4	1/dentist
	Oral Health instructor	Teaches in proper brushing & hygiene, gives dental supplies	Volunteer will be trained Viet	1	
	Crowd control	Directs patient flow, maintains order	Volunteer will be trained	2	4
	Exit worker	Checks Paperwork, gives gift	Volunteer will be trained	1	1

Team Leader and Assistant Team Leader plus 31 volunteers

TOTAL FOR PCT is PCT Leader and Assistant Team Leader plus 58 volunteers