

## **New Participant Orientation Guide**



# **Vision Health International**

# VISION HEALTH INTERNANIONAL

## Orientation Guide

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## **I. Program Description & Goals**

### **A. Mission**

The mission of Vision Health International (VHI) is to improve the vision health of medically under-served people in developing countries by providing volunteer surgical, medical and educational services.

### **B. History**

VHI is a private, nonprofit organization, incorporated in the State of California and registered with the Internal Revenue Service as a nonprofit, charitable organization under section 501(c)3 of the IRS Code. VHI is governed by a volunteer Board of Directors and relies on the volunteer services of ophthalmologists, registered nurses, laboratory technicians, and other professionals to carry out its programs.

Since its founding in 1985 by the late Dr. Rodney E. Abernethy of Hillsborough, California, VHI has conducted programs in Ecuador, Mexico, Costa Rica, Dominican Republic, Poland, Nicaragua, Guatemala, Honduras, Peru, Thailand and Tanzania. VHI's programs include vision screening, eyeglass distribution, clinical eye exams, and surgical care for patients who are otherwise unable to access this kind of medical care. Working under the direction and invitation of a host country agency, VHI sends doctors, nurses, and other medical and administrative personnel to areas in the developing world where these services are needed.

VHI depends entirely upon outside contributions from private individuals, corporations, foundations, medical supply companies, and service clubs. Gifts of money or in kind equipment are tax deductible to the extent allowed by law.

### **C. Services**

Since its founding VHI has provided over 35,000 vision tests, distributed approximately 27,000 pairs of eyeglasses, and performed over 6,500 sight restoring surgeries. The majority of VHI's surgical case load is made up of cataract surgery with intraocular lenses. Strabismus cases are the next largest case load. VHI has also performed corneal transplants and retina detachment procedures. VHI provides these services at no cost.

## **D. Delivery of Care**

Physicians, nurses and other medical personnel donate their time, talent, and resources to serve in the VHI programs. Participants pay for their own air travel and personal expenses in-country. VHI and the host agency provide transportation in-country along with food and lodging in the work area.

VHI has been greatly supported by the tireless efforts of Peace Corps and other volunteers in-country who provide critical interpretation services for VHI medical staff, volunteer

support of clinic activities, perform vision screening and eyeglass distribution, and social support for local excursions. These volunteers join VHI personnel in-country and become a part of the VHI team. VHI works closely with hospital personnel.

### **E. Professional & Ethical Standards**

It is expected that all VHI personnel, especially physicians and nurses, will adhere to the same strict code of professional and ethical standards that apply to practicing medical professionals in the United States.

### **F. Universal Precautions for Health Care Workers**

The nature of VHI programs presents the potential of exposure to patient blood and body fluids. Precautions must be followed to minimize, or eliminate, any risk of transmission of bloodborne pathogens, such as HIV and HBV. Vision Health International requires all healthcare workers who may come in contact with blood or body fluids to comply with the Universal Precautions outlined by the US Centers for Disease Control.

These established guidelines include the following practices: appropriate use of hand washing, use of protective barriers (gloves, gowns, face masks), and care in the disposal of contaminated needles and other sharp instruments. Healthcare workers with open lesions or dermatitis should refrain from all direct patient care and from handling patient-care equipment and devices used in performing invasive procedures until the condition resolves. Healthcare workers should also comply with current guidelines for disinfection and sterilization of reusable devices used in invasive procedures.

It is recommended that all healthcare workers have up to date HBV immunizations and a baseline HIV blood test. Any questions about compliance with Universal Precautions in the field should be directed to the VHI Medical Director.

## **II. Travel, Fees, Equipment, and Emergencies**

### **A. Travel Arrangements**

VHI participants are responsible for purchasing their own roundtrip airline tickets from their home city to the field. VHI does arrange for group travel to be coordinated within the country once arriving.

If you make your own arrangements, please contact VHI prior to your departure to find out when and where you need to meet the rest of the group. VHI will provide group ground travel, including

transfers to and from the airport, during the project operation. When possible VHI will arrange for you to be met upon your arrival to facilitate and expedite your

entry into the country. You will need to travel with a valid passport. Please carry with you a photocopy of the front page of your passport which includes your picture. This will facilitate replacing your passport in the event it is lost.

If you plan to travel with additional family members or friends during the dates of the field program, they must be approved and participating in the VHI field program. Minimum age for participants is 16 years of age, children under this age are not allowed on VHI Field Programs.

## **B. Participant Fees & Expenses**

All VHI volunteers pay a participant fee which covers the administrative expenses associated with each field program. Your transportation in-country, lodging, and meals in the work area will be provided by VHI and the host country.

In addition to the participant fee, VHI volunteers should plan on the following expenses:

- 1) **Roundtrip air travel to country**
- 2) **Lodging in arrival and/or departure city if outside the dates of the field program**
- 3) **Meals outside of work area**
- 4) **Additional beverages (bottled water provided)**
- 5) **Optional tour or weekend activities**
- 6) **Personal incidentals and shopping**

Payments to VHI are tax deductible to the extent allowed by law, including the participant and other fees associated with the field program.

## **C. General Equipment and Clothing**

The following equipment list is designed to provide you with a basic guideline. Local weather and customs, as well as more specific information on clothing needs for the work area, will be provided in advance of each trip. It is anticipated that VHI participants will maintain a professional image at all times which assumes a neat appearance.

### **General Equipment**

personal toiletries  
adequate supply of prescription drugs (with prescription)  
sweater or light jacket  
shower shoes  
water bottle



extra batteries  
robe or cover up  
insect repellent  
sunscreen  
sturdy walking shoes  
comfortable shoes for working 12 hour days on your feet!  
extension cord (optional)  
electrical conversion kit (if necessary)  
small travel bag or backpack for the weekend trips  
favorite remedies for traveler's diarrhea/colds/flu  
cold water laundry soap

### **Nice to Have**

It is often nice to have an afternoon snack or candies to share with our hosts. Small inexpensive gifts for the children and colleagues you will meet in- country will come in very handy. Oftentimes strong bonds are formed during our work with our counterparts and it is nice to have a gift for them. You will undoubtedly be receiving gifts from our hosts and will want to reciprocate.

### **Some suggestions include:**

M&Ms  
granola bars  
sugarfree gum  
other snacks  
stuffed animals for children  
hair ornaments for girls  
miniature cars for children  
key chains  
T-shirts  
pen & pencil sets  
note pads  
coffee mugs  
water bottles  
scrub suits you can leave behind (always a hot item!)

A word about packing. Try to travel with one suitcase if at all possible. On most trips, participants are also asked to carry a duffel bag of VHI supplies.. Be sure to check the international weight limit for luggage with your airline.. You may need to pay overweight charges if your luggage exceeds the international limit. It will facilitate our group travel if you can bring only the minimum necessary.



## **D. Suggested Equipment for Medical Personnel**

Please pack your medical equipment in regular suitcases. Boxes of any kind draw special attention to the group and can hinder our ability to get you through customs. Please try to avoid bringing anything in a box of any kind.

### **OR Supervisor**

- Post-It note pads for surgery schedule changes
- Pens/Pencils
- Tape
- Very comfortable supportive shoes!

### **Surgeons**

- One complete surgical instrument tray
- Scrub suits (3-5)
- Lab coat (1-2)
- Any surgical or diagnostic equipment needed for subspecialty interest
- Portable indirect ophthalmoscope (rechargeable)
- Direct ophthalmoscope (halogen rechargeable)
- 20 indirect lens
- Loupes for Post Op rounds
- Muscle light (rechargeable)
- Jewlers forceps
- Goldmann contact lens! gonioscope
- Cavitron I&A (if available on loan from your hospital)
- A-scan (if available on loan from your hospital)
- Disposable pocket examining flashlights

### **Anesthesiologists**

#### **Anesthesia Equipment Not Available in OR**

- NIBP
- ECG
- Pulse Oximeter
- Temperature Monitor and other glass thermometers
- Pediatric BP cuffs
- ET tube brushes for cleaning
- Vecuronium, Atracurium, Edrophonium

- Esmolol, Trandate
- Droperidol, Propofol
- ET tubes are in short supply and are re-sterilized

## **Usual Available Anesthesia Equipment and Supplies**

- Ohio Anesthesia Machines with Vernitrol, no Ventilator
- Oxygen, Nitrous Oxide
- Suction
- Halothane, Enflurane
- Pentothal, Fentanyl, Midazolam
- Atropine, Curare, Succinylcholine
- Hydralazine
- Ef tubes - re-sterilized
- Nasal Oxygen cannulas - re-sterilized

## **OR Nurses**

- Tape
- Scissors
- Pen
- Scrub suits (3-5)
- Support hose
- Sturdy shoes with good support
- Back pack or bag for carrying clothes, cameras, etc. to hospital

## **Recovery Room Personnel**

- Blood Pressure Cuffs (Pedi and Adult)
- Stethoscopes
- Tape and Scissors

## **E. Personal Health & Safety**

It is assumed that you will participate in the VHI project only if you are physically and emotionally able to work long hours and live under stressful circumstances. You are responsible for all necessary and recommended immunizations prior to travel. The prevention of disease and injury is better than the treatment of it and we recommend that you take your favorite remedy for traveler's diarrhea, common colds and flu. We recommend that you avoid street food and drink lots of safe fluids. Many of our work areas have a safe drinking water supply, but caution should always be taken.

Please check with your local health service about the immunizations that are necessary or required. The Centers for Disease Control maintains an office of international health that provides travelers information at no cost. A tetanus booster is always a good idea so we advise that you check your immunization records. Doctors and nurses should have a gammaglobulin shot.



Depending on the climate, sunscreen is recommended for any long term exposure to the sun, and mosquito repellent is strongly recommended as well as any allergy medication. Part of a good health promotion program includes a moderate in-take of alcohol, especially for physicians and nurses. The use of illegal drugs is prohibited.

## **F. Emergencies**

You will be provided with information on a local emergency contact in the work area. In addition, a US emergency contact person will be identified. Please make sure that you leave this information with your family or friends who are not traveling with you.

## **III. Patient Management**

This section will help familiarize you with the various services and activities that are part of the VHI program in-country. Local conditions, equipment and personnel may modify these activities. These descriptions are intended as a guide.

### **A. Intake & Registration**

Our first contact with patients is usually in the Intake and Registration area where a chart is filled out which includes general information including name, address, age, and presenting problem or chief complaint.

### **B. Vision Screening & Initial Diagnosis**

From the registration area patients are taken into the Vision Screening area where they are given an initial vision test by VHI volunteers and seen by a VHI ophthalmologist who gives an initial diagnosis. We have seen as many as 300 patients each day.

It is important to know what the initial diagnosis is because that will determine where the patient goes from that point. If the patient needs glasses, the doctor will refract the patients and write a prescription for glasses. Other problems will be directed to the clinic where a more detailed eye exam will take place.

Patients who go to the clinic will have their eyes dilated while they wait for the ophthalmologist. It usually takes longer and requires more dilating drops to dilate pupils with dark pigmentation. This is especially true for our patients from Latin America.

### **C. Eyeglass Distribution**

Eyeglasses are distributed in one of the rooms in the clinic area. Eyeglasses have been donated to VHI. These eyeglasses are usually labeled and inventoried so a running tally needs to be kept of all eyeglasses distributed daily. This will help us prepare

our final report and place appropriate orders for future trips. There is usually a long line for eyeglasses and skill is needed to keep this area organized. Patients should come to this area with a prescription for glasses that has been filled out by a VHI physician or a VHI- approved referring medical professional. Without a prescription we are not able to distribute glasses to anyone.

#### **D. Clinic**

Patients with problems or pathology that cannot be corrected or treated with eyeglasses are seen by a VHI ophthalmologist in the clinic. The rooms are usually located in one central area of hospital or clinic . Patients are scheduled (when possible) and are seen as soon as possible. The VHI ophthalmologists rotate between the operating room and the clinic. Patients who are sent to the clinic need to register with the clinic coordinator. The coordinator is responsible for maintaining the flow of patients in and out of the clinic. This is a difficult and demanding job. The coordinator needs to know what the clinic schedule is for each ophthalmologist so that s/he can triage patients accordingly.

There are different ways to triage patients in the clinic: 1) First come first serve, 2) Order in which eyes were dilated (it is a waste of physician time to see a patient whose eyes have not fully dilated because they cannot complete their exam) 3) Young children and elderly first, others to follow, etc. The clinic coordinator will have to work out the best system with the physicians and the patient pool. This area also requires a lot of support from runners and other personnel.

Once seen by an ophthalmologist, a final diagnosis is made and the patient is either sent home, given a prescription for eyeglasses, or scheduled for surgery.

#### Sent Home

Many times we see patients who we can do nothing for. They may not have a serious problem, although if that's the case they hopefully won't get through Vision Screening. Some patients receive a referral to the local ophthalmologist or to the capital city where more sophisticated equipment is available. More often however, we see patients whom we can do nothing for. This is a very difficult and demoralizing moment for the patient and the VHI volunteer. Care needs to be taken at these moments to console the patient, let them know that you care and offer a friendly hug or pat on the arm as you lead them out of the clinic area.

#### Eyeglasses

Patients who do not need surgery and who need glasses are taken by a VHI or local volunteer to the Eyeglass Distribution room where they are asked to wait in line for their eyeglasses. A word about eyeglasses: We are often not able to fit the exact prescription. We are obviously limited by the

selection of eyeglasses available. If the prescription is needed based on our prescribing guidelines, special orders are collected, filled, and returned to patients within the month.

## **E. Surgery**

Patients who are scheduled for surgery need to begin the process of hospital admission and any necessary lab tests. These patients are sometimes directed by VHI personnel to the hospital Admissions Office where they are formally admitted into the hospital for surgery.

Occasionally patients who are candidates for surgery and who have not eaten or had anything to drink that day may be scheduled for surgery that same day. Most patients have to come back for surgery on another day. Written Pre-op and Post-op instructions are given to all patients.

Patients identified for surgery are put on a master schedule from which the daily surgery schedule is made. Once the operation has been completed and the patient has recovered, they are returned to the ward and seen the following day by the surgeon during post-op rounds.

## **F. Forms**

In order to see hundreds of patients and perform approximately 25 operations each day, it is necessary to keep track of patients and have accurate and complete information. To accomplish this, VHI has developed two forms which are used to keep track of patient information such as medical history, vision test results, eyeglass prescription, surgical procedures, operative and discharge notes.

### Patient Information

The Patient Information form is the first form to be filled out. It includes general information of name, address, and presenting problem. This form is also used to record vision test results, refraction and diagnosis. If eyeglasses are prescribed, the prescription will be written down and the patient will take this form to Eyeglass Distribution. Clinical exam results are also recorded on this form. This form stays with the patient until they are either sent home or scheduled for surgery.

### Surgical Record

If a patient is scheduled for surgery a Surgical Record is filled out which includes the exact procedure planned, pre-op orders, vital signs, operative note, post-op orders and discharge orders. This form stays in the patient's chart and must be filled out carefully and completely, and signed by the appropriate physician.

## IV. Job Descriptions

The following job descriptions detail the many positions filled by VHI personnel in-country. Please read these carefully as they will give you an idea of the responsibilities carried out by other members of the VHI team. In-country training will address the specific skill requirements for each position. Doctors and nurses will find the following descriptions helpful as they prepare for their work in the field.

This material is provided to help familiarize you with all aspects of the VHI project, although you may not be directly responsible for or involved with the work of each area.

### **Position Title: Patient Intake & Registration Supervisor**

#### General Responsibilities

This position is responsible for filling out the intake form which becomes the chart for the individual patient during their entire experience with VHI. You will be responsible for gathering information under the Registration Section of the patient's chart which includes name, address, age, and presenting problem. The information gathered on this form is very important and accuracy is critical. You will give the patient their registration form once you have completed it and ask them to move to the auditorium for vision screening.

#### Specific Duties

- \* Working from 8:00 a.m. through early afternoon with a lunch break
- \* Gathering the following information from the patient and completing the patient's registration form:
  - Name
  - Address
  - Age
  - Occupation
  - Description of presenting problem (written in English for the VHI doctors)
  - Today's date
- \* Conversing with the patients/interpreters.
- \* Filling out the registration forms carefully and legibly.
- \* Instructing patients on where to go next.
- \* Compiling a list of all patients registered each day at the end of each day.
- \* Crowd control as necessary. This area can get crowded and you can get overrun if you are not careful!
- \* Answering patients' questions

## Skill Requirements

- \* Basic language skills are helpful
- \* Clear handwriting or printing
- \* Ability to work well with people

## **Position Title: Vision Screening Specialist**

### General Responsibilities

This position is responsible for accurately screening the vision of each patient that comes through our program. You will need to do a vision test for distance on all patients. Those patients who cannot complete a distance test will need to have their near vision tested. Patients 38 - 40 years or older may need both distance and near.

We use the Snellen or E chart. Many of our patients are illiterate so you may need to determine which eye chart you will use. We also have near charts available. If you are unable to get a distance or near reading on a patient, try to get them to read number of fingers or directional hand motion. If they cannot see either fingers or hand motion, test them for ability to see light. The results will be filled out in the patient's chart. Vision Screening Specialists will receive complete training during the in-country briefing.

### Specific Duties

- \* Working from 8:00 a.m. until early afternoon with a lunch break.
- \* Vision screening using the Snellen and E charts
- \* Accurately completing a vision screening on each patient.
- \* Explaining the procedure to the patient
- \* Directing patients to the next waiting area where they will be screened by an ophthalmologist

### Skill Requirements

- \* Familiarity with the Snellen and E chart for distance and near
- \* Accurately recording the results of vision tests, with and without correction
- \* Familiarity with testing vision with finger count, hand motion, and light sensitivity
- \* Basic language skills helpful

## **Position Title: Eyeglass Distribution Specialist**

### General Responsibilities

This position is responsible for matching a patient's prescription for eyeglasses with available eyeglass supplies. Eyeglasses will be pre-sorted by corrective power. In many cases we are not able to match the prescription exactly. This position will need to be able to find the closest correction for each patient. Eye charts will be available for a vision check once a pair of glasses has been identified. Eyeglass Distribution Specialists will receive complete training in-country.

## Specific Duties

- \* Working from 8:00 a.m. until late afternoon with a lunch break
- \* Correctly reading the patient's prescription for corrective eyeglasses
- \* Pulling pairs of glasses that match as closely as possible the prescription
- \* Fitting classes, including adjusting frames as necessary
- \* Testing patients for corrected vision with use of reading materials or an eye chart

## Skill Requirements

- \* Knowledge of how to read eyeglass prescriptions
- \* Familiarity with corrective powers
- \* Knowledge of how to adjust eyeglass frames
- \* Knowledge of vision testing with eye charts would be helpful
- \* Basic language skills helpful

## **Position Title: Optician/Optommetrist**

### General Responsibilities

This position is responsible for providing technical assistance to the vision screening and eyeglass distribution area. This position will assist in the prescription of corrective lenses, distributing eyeglasses, fitting frames and checking for accuracy of eyeglasses.

### Specific Duties

- \* Assisting ophthalmologists in Vision Screening with administration of dilation drops
- \* Assisting ophthalmologists in Vision Screening with refraction
- \* Assisting Eyeglass Distribution personnel with the accurate and comfortable fitting of corrective glasses

## **Position Title: Clinic Coordinator**

### General Responsibilities

This position is responsible for maintaining the flow of patients into the clinic, through the examining rooms, and out of the clinic area. This position will need to develop a triage system for patients coming from Vision Screening that best meets the needs of the patients, the doctors, and the facilities to the extent possible. The first priority is the patient. You will need to consider such criteria as: age, time of dilation of pupils, order in which they arrive, order in which they need to leave, and if they have eaten all day.

Patients will need to be directed to one of three areas once they leave the clinic: eyeglass distribution, surgery scheduling and lab, or home. This position will supervise the volunteers needed to complete these tasks. This position will be responsible for keeping up with the doctors' clinic schedule so that special cases can be scheduled accordingly. This position is also responsible for keeping patients' charts with the right patients. This is very important. Most of the doctors do not speak Spanish and it is difficult for them to determine if they are looking at the wrong patient! It is also important to keep VHI patients separate from the hospital's other patients.

### Specific Duties

- \* Receive patients from Vision Screening
- \* Triage patients and determine the order in which they will be examined - it is sometimes useful to seat patients in a corresponding physical order
- \* Move patients through the waiting area and into the examining rooms
- \* Direct patients once they are finished with their examination to the appropriate place
- \* Keep a list of all patients seen each day in the clinic. This list is to be compiled at the end of each day and turned in.
- \* Supervise the volunteer staff of runners who will be directing patients to their next location
- \* Language skills

### Skill Requirements

- \* Strong organizational skills
- \* Good managerial skills
- \* Strong language skills including medical terminology
- \* Ability to deal with requests for information and help from many directions simultaneously
- \* Ability to develop and maintain patient flow
- \* Ability to work with the doctors and hospital staff
- \* Supervisory skills
- \* Lots of energy

### **Position Title: Operating Room Supervisor**

### General Responsibilities

This position is responsible for maintaining the flow of patients into and out of Pre-Op, Surgery, and Recovery. This position is also responsible for coordinating the surgical schedule for the day, coordinating changes in the schedule with the wards and the operating rooms, providing support for the doctors and nurses, and communicating with hospital personnel as needed.

### Specific Duties

- \* Coordinating the retrieval of patients from the wards and flow of patients into the operating rooms
- \* Coordinating the activities of the Pre-Op and Recovery Room
- \* Coordinating the activities of the Operating Rooms
- \* Coordinating the activities of the runners in the OR and Recovery
- \* Providing necessary support for nurses and doctors as needed

\* Communicating with hospital personnel regarding meals, refreshments, surgical equipment, etc.

## **Position Title: Medical Director**

### General Responsibilities

The Medical Director is responsible for coordinating all medical aspects of the program and establishing standard protocol for in-country activities. The Medical Director recruits, screens, and selects applicants based on the qualifications of the nurses, physicians, and medical support personnel. This position officially represents the organization to local, national, and international agencies and individuals. The Medical Director also facilitates the procuring of medical supplies.

### Specific Duties

- \* Coordinate in-country medical activities
- \* Daily surgery and clinic scheduling
- \* Selecting medical team
- \* Selecting medical supplies in consultation with physicians and nurses
- \* Procuring medical supplies with support of VHI staff
- \* Assuring working order of exam equipment
- \* Making sure there are adequate surgical/medical supplies
- \* Establishing guidelines and training of medical and ancillary personnel in-country
- \* Develop protocols for standardization of all medical procedures to the extent possible, including Pre-op and Post-op meds, etc.
- \* Participate as a member of the VHI medical team as needed
- \* Coordinate the above in close consultation with the Executive Director

## **Position Title: Ophthalmologist**

### General Responsibilities

This position is responsible for providing the medical care and judgment necessary to perform clinical exams and surgical procedures as necessary. This individual should be experienced in cataract and lens implant procedures, strabismus procedures, pterygia, oculoplastic procedures, and others. This individual must be prepared to work in less than ideal conditions. Ingenuity in dealing with clinical or surgical problems is a distinct asset. This individual will be expected to participate as part of a clinical and surgical team and may be requested from time to time to assist others in non-medical duties.

### Specific Duties

- \* Working from 7:00 a.m. beginning with Post Op Rounds until late afternoon or early evening with a  
lunch break
- \* Performing eye exams in the clinic
- \* Performing surgery as scheduled by the Medical Director
- \* Supporting others as needed
- \* Triage of patients in intake area
- \* Teaching local medical and nursing personnel is encouraged
- \* Training volunteer vision screeners
- \* Setting up and taking down equipment at the beginning and end of project

**Position Title: Anesthesiologist**

General Responsibilities

This position is responsible for providing the anesthesia necessary to successfully perform surgery. Children usually have general anesthesia. Adults usually have local anesthesia performed by the Ophthalmologist, rarely require general anesthesia unless retinal procedures are done.

Specific Duties

- \* Provide General Anesthesia and Monitored Anesthesia
- \* Monitoring and treatment of Hypertension and Arrhythmias

## **Position Title: Operating Room Nurse**

### General Responsibilities

This position is responsible for assisting the doctors and caring for the patients in the operating room. This position is also responsible for maintaining adequate storage of supplies in the operating suite. This position will provide both the scrub nurse and float nurse positions on a rotation basis.

### Specific Duties

- \* Work from 7:00 a.m. until early evening with a lunch break
- \* Scrub or float as needed
- \* Assist the doctors as requested
- \* Help transport patients from pre-op and to recovery
- \* Set up operating rooms
- \* Dispose of used materials and equipment
- \* Prepare trays for sterilization
- \* Pick up sterilized trays and equipment

## **Position Title: Recovery Room Nurse**

### General Responsibilities

This position is responsible for providing the nursing care in the pre-op and recovery room of the hospital. This position is also responsible for making sure patients are ready for surgery. Vital signs are to be monitored and noted in patient charts as necessary. This position is responsible for receiving and returning patients to and from the wards or delegating this responsibility to recovery room runners.

### Specific Duties

- \* Working from 7:00 a.m. until 7:00 p.m. with a lunch break
- \* Monitoring vital signs of up to eight patients at a time
- \* Calling for patients in order to surgery
- \* Sending patients back to the ward once they have recovered
- \* Monitoring the surgery schedule for changes
- \* Talking with patients
- \* Delegating responsibilities to runners
- \* Drawing up pre-op medications

## **Position Title: Operating Room Runner & Interpreter**

## General Responsibilities

This position will provide support for the doctors, nurses, and operating room personnel as the need arises. You will be expected to help with moving patients, interpreting, delivering messages between operating rooms, etc. You will be required to wear scrub suits, hats, protective booties, and masks while in the Operating Room. You should be able to tolerate the activities of an operating room, although there is not usually much blood with ophthalmic surgery. However, weak stomachs should not apply!

### Specific Duties

- \* Moving patient beds from pre-op to the operating room.
- \* Translating for the doctors and nurses during surgery.
- \* Talking to patients during the procedure which is done under local anesthesia.
- \* Delivering sterilized operating equipment to the operating room.
- \* Delivering messages from surgery to recovery.
- \* Assisting doctors and nurses as requested.
- \* Maintaining the sterile environment of the operating room which includes not touching certain areas  
of the operating which are sterile.

### Skill Requirements

- \* Good language skills
- \* Ability to be on your feet from 8:00 a.m. until late afternoon
- \* Ability to tolerate operating room activities during surgery.
- \* Willingness to take direction from others.
- \* A helpful attitude.

### **Position Title: Runner**

### General Responsibilities

This position provides critical support to the following areas of operation: Vision Screening, Clinic, Surgery, and Program Administration. This position will be expected to provide support to VHI personnel in the form of delivering messages, equipment, people, an occasional soft drink, etc. from one area of the hospital to another, and sometimes to run errands outside of the hospital. These linkages are critical to our success as they are our daily communication link with each other. You will be on your feet most of the day and will do a lot of walking and sometimes running! You will be assigned to one of the areas listed above and expected to be available to VHI personnel as the need arises.

### Specific Duties

This is not a comprehensive list of Specific Duties associated with this position as the duties are determined by local conditions each day. This will give you some idea of the work to be performed.

- \* Carry messages between Surgery and the Clinic regarding patient scheduling.
- \* Deliver patients from the Vision Screening area to the Clinic waiting area.
- \* Locate a piece of equipment for one of the doctors and bring it to the Operating Room.

- \* Locate a patient's chart in Hospital Admissions and deliver it to the VHI Office.
- \* Help a patient find the rest room.
- \* Deliver a patient to the Eyeglass Distribution room for their glasses.
- \* Go to the hospital ward to find the next patient scheduled for surgery and bring him/her to the pre-op waiting room.
- \* Return a patient to the ward after their surgery.
- \* Talk with an anxious mother while her child is being operated on.
- \* Go to the corner food stand and buy cold sodas for the VHI staff because the hospital is out of cold drinks.
- \* Help control crowds as directed.
- \* Go to the Vision Screening area and see how many patients are left to be screened so we can figure out how long the clinic needs to stay open.

### Skill Requirements

- \* Ability to be on your feet and active from 8:00 a. m. through late afternoon
- \* Basic Conversational Spanish would be helpful for some positions
- \* A helpful attitude.
- \* Ability to take direction from others.