



ASPAN

HUMANITARIAN GLOBAL OUTREACH SWT

Checklist: Essential Points when embarking on a volunteer nurse assignment (international or national)

- Learn as much about the reputation and validity of the organization and mission of the trip as possible.
- Who are the leadership at HQ and at the site of the mission, and do you have their contact information?
- Are the dates and travel information very clear? Know the scheduled start day and time of the mission and make travel plans accordingly.
- What is the cost for the mission and are the costs at the site included?
- Who is on your team, and can you contact anyone prior to the mission?
- Do you have health and evacuation insurance in case you might need it?
- What are the visa requirements? Note - some require visa prior to travel, some have visa-on-arrival.
- Does your passport have at least 6 months left before expiration - most countries require this?
- Do you have at least 3-4 empty visa pages in your passport - also required?
- When traveling outside the US always register with the US Dept of State. [Travel \(state.gov\)](http://travel.state.gov)
- What are the professional requirements?
 - Out of state nursing - are you legally allowed to practice in another state?
 - Out of country - what does the Ministry of Health need to allow you to practice?
 - Do your professional skills match the skills needed by the organization?
 - Is there a written job description/expectation?
 - What professional tools do you need to perform on this mission?
 - Will there be an evaluation of your performance?
 - Will the organization solicit an evaluation from you about your experience?
 - Do they provide written policy and procedures, orientation competencies applicable to your role assignment (note any local Regulatory requirements)?
- What supplies and equipment are you expected to bring: Stethoscope, Pulse Oximeter, scrub attire.
- Be prepared for unforeseen changes and bring carry-on bag with essential items:
 - Carry-on Bag: Passport + copy in separate bag, electronic devices, 1 change of clothes you can wear & wear, 1 set of scrubs and work shoes, medication, cosmetics-toothbrush, cash in small bills
- Safety Tips
 - What personal volunteer safety measures are in place at the site, what are the dangers?
 - Are there health/safety concerns in the area you are traveling (communicable diseases, civil unrest, etc.?)
 - Check if there are vaccinations required or recommended well ahead of time, it takes approximately 2 weeks to develop immunity and some vaccines are a series? <http://wwwnc.cdc.gov/travel/>
 - Situational Awareness – be aware of your surroundings
 - Leave expensive jewelry and items at home
 - Dress conservatively and be culturally sensitive
 - Translate apps – Google translate and others
 - Electronic devices: turn-on tracking if available, if device lost erase content