

Groupwork Muhammadiyah EMT Workshop

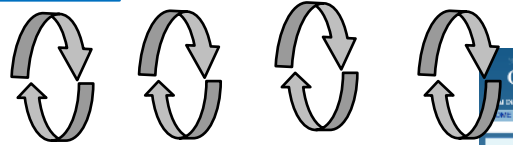
Jakarta, Indonesia

30.01.2019

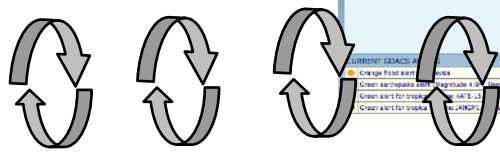
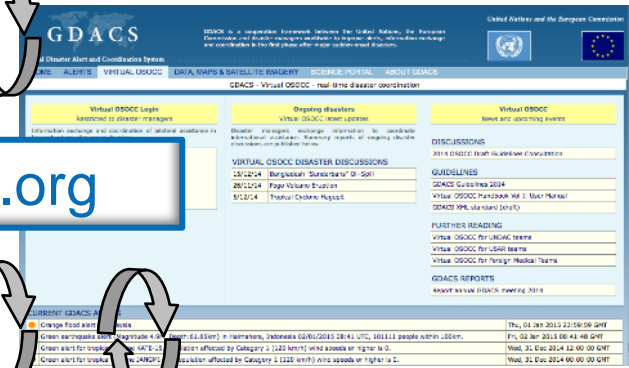
Administration

- Safety & Security SOPs
- Team composition, team roles,
- Roster of Staff, with current training, medical check up and vaccination status
- Database with each team members medical license, passports, Copy of Indemnity & malpractice insurance etc.
- Medical Records form and system
- Deployment activation pathway flowchart
- VOSSOC account
- Reporting templates, forms (Outpatient Individual Patient record, Triage register, Births & deaths register, Consent forms, Referral forms)
- Patient complaint & grievance SOPs
- Insurance (health insurance, malpractice/indemnity for deployments)

HQs/ROs of countries and international organizations



<https://vosocc.unocha.org>



Real time information sharing

Ex. Indonesia earthquake and Tsunami

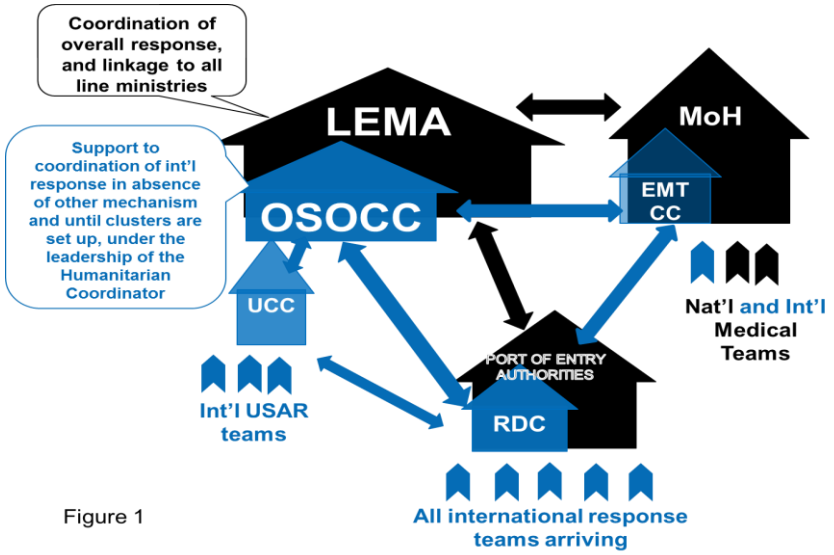


Figure 1

Training

Team member selection and creation of an adequate pool

- How are availability and mix of staff groups ensured?
- What is the right number to ensure availability?
- How can high quality members be retained, and invite new talent to join the team?

Team member screening

- Medical - What will medical screening entail? How will it occur? How often?
- Psychological - How useful is psych screening? Is there other ways to assess fitness to be a team member?
- Fitness - Is fitness testing required? If so at what level?
- Vaccination programme: Mandatory and recommended vaccines for team members

Database

- Will it be an excel based list or online?
- Will it be open to focal points to keep up to date? Or team members? How do we keep updated the details of the database?

Training

- What type of training is required?
- Consider technical training and team training with safety and security training
- How should it be delivered?
- Where and how often?