



RESIDENT CHECKLIST FOR TRAVEL TO BOTSWANA

PRE-TRAVEL

- The most recent version of the **Dermatology Residents' International Grant Handbook** will be emailed to you, but will also be available for download from the AAD website: <https://assets.ctfassets.net/1ny4yoiryqia/38pCgOICs2MVNhKugD345i/f79fcab569bfc725c524b21d82008cab/RIG-Botswana-Checklist.pdf>.

Read it ALL as soon as possible, since all details of the trip are explained.

- You will also be **supplied with the following documents through email**: Outreach schedule, AAD patient log template, example of the biopsy log that you will be keeping, as well as names and emails of residents that will overlap with you. Please familiarize yourself with these documents.
- **Determine exact dates of travel**. The dates of the rotation will be assigned by **Carrie Kovarik** based on your preferences. You should finalize the exact dates of travel with her in order to arrive for the rotation at the appropriate time. If you plan to extend your stay in Africa in order to travel, **all extended travel must be done AFTER the rotation is complete**.
- **Make sure your passport is valid** and does not expire for at least six months following your intended return and has **at least three blank pages**. Note, if you are not a US citizen, you may need to obtain a visa before traveling to Botswana. Check the Botswana Embassy website for details (<http://www.botswanaembassy.org/>).
- **Book flights** through the AAD travel agency, with approval from Carrie Kovarik and Janine Mueller, (jmueller@aad.org).
- Schedule an **orientation call** with Dr. Adam Lipworth (alipworth@gmail.com, alipworth@partners.org) in the month prior to departure. Dr. Carrie Kovarik (carrie.kovarik@uphs.upenn.edu) will sometimes do the orientation calls (e.g. for UPenn residents)
- Complete and return release to Janine Mueller (Fax: 847-240-1916)
- Purchasing medical evacuation insurance, such as International SOS (\$130 per trip) or Medjet Assist (\$235 through the AAD for a 1 year registration <https://protect-us.mimecast.com/s/Hps9CIYDJptqVn3IGHjZC?domain=medjetassist.com>), unless your school provides evacuation insurance to its students free of charge (ie, Penn):
- Get **immunizations/medications**
 - Rec: Hep A and B, Typhoid, update Td
 - Malaria prophylaxis (if traveling to a malaria area outside of Gaborone. Malarone suggested for short term prophylaxis), other medications such as post-exposure prophylaxis for needle sticks (see handbook, these are available to you in Botswana if needed)
 - Get tuberculin skin test within a year of departure.
- Inform Liza Rissik (rissikl@bup.org.bw) our administrator in Botswana, of your itinerary. A driver from the Botswana-UPenn Partnership will pick you up at the airport, so it is critical that this be done. The driver will have the keys to the flat where you will be staying. Copy the itinerary to Carrie Kovarik (carrie.kovarik@uphs.upenn.edu) so she can be sure it has gone out to Liza. Please do this at least 3 months ahead of time so that she can have time to make the arrangements in her schedule.

Excellence in Dermatology™
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Heather Calvert (hcalvert@mail.med.upenn.edu), the Administrator of the Botswana-UPenn partnership at Penn, may contact you with further information and/or instructions. See <https://www.med.upenn.edu/botswana/>

- for a **slideshow on Botswana** and more information. There is also a useful packing list at this site.
- Register your travel plans online with the **Department of State**: <https://step.state.gov/>
- Log on and register with Africa.telederm.org. Review previous **African dermatology cases** by logging on to Africa.telederm.org and clicking on curricula. There you will find several case based lectures and kodachromes that will help familiarize you with the type of dermatology you will see.
- Email the resident that will be handing the service off to you, at least 2 weeks prior to departure, in order to inquire about **supplies** that may be useful for you to bring. When you are there, make sure you email the incoming resident with a list of useful supplies.
- **Gather materials** that will be helpful to bring for the trip to replenish biopsy supplies: disposable suture removal kits (used for punch biopsy kits in Botswana), syringes, 3mm punches, gelfoam, lidocaine, disposable currettes, kenalog, gauze, Vaseline packets, hypafix tape or tegaderms.
- Bring protective **eyewear and an N95** mask (although there is usually plenty available in the derm closet in Pilane)

Credentialing: Any resident or faculty member (NOT students) who plans to practice medicine in Botswana MUST submit documentation and complete an application for exemption from registration with the Botswana Health Professions Council (BHPC).

- Obtain the Botswana Health Professions Council Application Form
- <https://www.med.upenn.edu/globalhealth/documents/BHPCApplicationformforPenn.pdf>
- Complete the form and include the following with your application:
 - 4 x Passport Photos
 - Notarized copy of passport
 - Notarized copy of medical school diploma (NOTE: If your diploma is written in Latin, it should be translated to English and then notarized.)
 - Notarized copy of your state license
 - If your state does not provide a formal license to residents, please provide whatever documentation you have been issued, and a letter from a ranking administrator (e.g. program director, chair of the department, hospital lead admin, etc.) on letterhead, confirming that you are indeed a licensed resident physician in a state that does not issue license cards.
 - Copy of your resume / CV
 - All else on the form will be N/A
 - Letter of recommendation (original) that will be sent to you from Carrie Kovarik. Please be sure to email Carrie with your home address at least 1 month prior to the trip. **Please scan or make a copy of this letter in addition to all your other documents for credentialing.**
 - Original signed copy of the letter of recommendation from your program director that was used for the AAD grant application.
 - **BOTH LETTERS MUST BE DATED WITHIN 3 MONTHS OF YOUR TRIP AND BE ORIGINAL SIGNED COPIES**
- The completed application and all of the above documents (and copies) should be hand-carried with you to Botswana. Please hand carry copies of everything as well.

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- BUP staff can assist in completing the application at the Monday orientation.
- Forms are delivered to the BHPC on Monday (or Tuesday when Mon is a holiday). Bring 30 pula in cash with you drop off the forms. *It is essential you arrive in Gaborone at least 1 day prior to this "delivery" date, which usually means arriving on Sunday or earlier.*
- Return to the Botswana Health Professions Council on Wed PM for swearing in. If you did not pay on Monday, bring 30 pula on Wednesday. This is done in person.
- The physical license is available for pickup on Thursday afternoon.

IMMIGRATION IN BOTSWANA

- When you land in Gaborone you are required to complete an **immigration form**. You must put down as the physical address where you will be staying as: Pilane Court, Plot 154/155, Ext 9, Gaborone
- Check the box that states you are there as a tourist/holiday – NOT THAT YOU ARE WORKING
- Ask for the amount of days you will be in the country for. i.e. 60 days. You are allowed 90 days per year.

DURING TRIP

- **Try to introduce yourself to key contacts** at Princess Marina Hospital (see Contacts list in Guidebook for phone numbers): Dr. M Kayembe (pathologist at the National Lab who will help with biopsies), Dr. Eshetu and Dr. Mohan (UB Pathology), and Dr. Miriam Haverkamp (UB ID physician).
- You must keep a **log of all biopsies** performed (both in the biopsy book and backed up on a spreadsheet in our Google Drive account (BUPDerm, password "dumela mma") and follow up results carefully. You will review results with Tori and Dr. M Kayembe (cell (+267) 71849217). This log will be handed off to the next resident for continuity. When the patients return, the result should be written or printed out for their paper chart record.
- You must keep a **log of all patients** you see while you are there, including outpatient clinic, outreach clinics, and inpatient consults. These will be logged under an excel spreadsheet that you will regularly back up in the Google Drive account, and then submitted to/share with Janine Mueller (AAD) at the end of the rotation.
- Submit **path biopsy slides for consultation** to Carrie Kovarik that are either not straightforward or are requested by Dr. Kayembe for a second opinion through the slide scanner software. Send Carrie Kovarik and Kari Wanat (kwanat@gmail.com) a email notification of the which slides are being shared including a brief history, differential diagnosis and clinical photos (through a prepared PPT on google drive, detailed below). She will review the slide and send a histologic description, histology photos, as well as a differential diagnosis, to the referring resident and Dr. Kayembe.
- **Outreach clinics** are conducted every Thursday. There is a master schedule of outreach visits that should be followed. Although there is a schedule, **please call the outreach contact listed in the guide at least 1 week prior to your visit** in order for them to ensure the correct number of patients has been scheduled and request possible lectures. Also **arrange a ride** via the PMH Transport office driver at least 3 days prior.
- The **dermatology consult phones** (dermpHONE 1 and 2, for when 2 residents are present) should be carried with you M-F from 8AM to 5PM for consultations. One phone is now a speed dial which allows physicians in the hospital to call it free of charge. Always give out the speed dial number (2331) to other physicians in addition to the full number.

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- Give a **PowerPoint presentation** to local clinicians. You are required to give a lecture to the pathology residents and interns at PMH. You will also give your lecture at outreach sites if they can accommodate it during your rotation. You may also give a lecture to pediatric residents or physicians at the Baylor COE. Upload these lecture to the Google Drive before you leave.
- The dermatology consult phones (numbers 77583003 and 73282498) AND the biopsy/patient logs should either be handed off to the next resident or returned to **Liza** upon completion of the rotation.
- **You are expected to provide the next resident with a sign out detailing any sick patients, urgent results or other urgent issues that need to be closely followed up after you leave.**

UPON RETURN

- **Send your patient log and updated biopsy log** by email to Carrie Kovarik upon completion of your rotation (Sending via secure email would be best for the log). **Make sure all your lectures have been uploaded to the google drive folder entitled Lectures.**
- **Submit your one page trip report/rotation** summary to Carrie Kovarik upon completion of your rotation including a specific patient encounter experience, a description of what you gained from the experience and a photo of you during your rotation. Please also include any suggestions for improvement of the program.
- Post-trip tuberculin skin test is recommended (8 weeks after returning)
- Update the handbook with suggestions based on your experiences-- send updates to Dr. Tori Williams (tori22@gmail.com), Adam Lipworth (alipworth@gmail.com) and Carrie Kovarik (Carrie.Kovarik@uphs.upenn.edu).

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