



## CHECKLIST FOR TRAVEL TO BOTSWANA

### PRE-TRAVEL

- ☐ Download and read the [Resident International Grant Handbook](#). Read it **ALL** as soon as possible, since all details of the trip are explained.
- ☐ Review important documents (available by email )
  - Outreach schedule Botswana
  - Clinical guide (quick guide to carry with you)
  - Example of the biopsy log that you will be keeping
  - Previous resident trip summaries, as well as names and emails of residents that will overlap with you. Please familiarize yourself with these documents.
- ☐ **Confirm rotation and travel dates.** The dates of the rotation will be assigned by **Dr. 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.
- ☐ **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 at least 3 months in advance** through the AAD (see instructions) and make sure Dr. Kovarik approves the itinerary in advance
- ☐ Schedule an **orientation call** with Dr. Victoria Williams in the month prior to departure (alipworth@gmail.com).
- ☐ Complete and submit **release and W9 forms** to Breon Smith, AAD ([bsmith@aad.org](mailto:bsmith@aad.org)), as soon as possible to confirm acceptance of the award
- ☐ Purchasing **Medjet Assist** in the amount of \$235 is recommended:  
<http://www.aad.org/members/practice-and-advocacy-resource-center/dermsource/medjetassist>

## AAD RESIDENT INTERNATIONAL GRANT

October 2014

Page 2 of 4

☐ Get **immunizations**/medications

- Rec: Hep A and B, Typhoid, update Td
- Malaria prophylaxis, other medications (see handbook)
- Get tuberculin skin test

☐ Inform **Nikki Jones** (jonesn@botswana-upenn.co.bw) our administrator in Botswana, of your itinerary. Our driver, Mr. T, will pick you up at the airport, so it is critical that this be done. Copy the itinerary to Dr. Kovarik (carrie.kovarik@uphs.upenn.edu) so she can be sure it has gone out to Nikki. Please do this **at least 3 months** ahead of time so that she can have time to make the arrangements in her schedule.

☐ Heather Calvert ([hcalvert@mail.med.upenn.edu](mailto:hcalvert@mail.med.upenn.edu)), the Administrator of the Botswana-UPenn partnership at Penn, may contact you with further information and/or instructions. See <http://www.upenn.edu/botswana/visitorinfo.html> 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://travelregistration.state.gov/ibrs/>

☐ Log on and register with [africa.telederm.org](http://africa.telederm.org)

☐ Review previous **African dermatology cases** by logging on to [africa.telederm.org](http://africa.telederm.org) and clicking on curricula. There you will find several case based lectures that will help familiarize you with the type of dermatology you will see.

☐ Read trip summaries that will be provided to you by **Dr. Kovarik**. This will give you a better idea of what to expect.

☐ Email the resident that will be handing the service off to you in order to inquire about **supplies** that may be useful for you to bring.

☐ **Gather materials** that you may want to bring for the trip, such as disposable punch biopsies, suture, lidocaine, gloves, bandaids, etc in order to replenish the biopsy supplies.

☐ Bring protective **eyewear and an N95** mask

☐ **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.  
<http://www.upenn.edu/botswana/Info%20Docs/BHPC%20Application%20form%20for%20Penn.pdf>

## AAD RESIDENT INTERNATIONAL GRANT

October 2014

Page 3 of 4

- Complete the form and include the following with your application:
  - 4 x Notarized 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
  - Copy of your resume / CV
  - All else on the form will be N/A
- The completed application can be hand-carried with you to Botswana. Botswana-UPenn Partnership staff can assist in completing the application in country. Forms are delivered to the BHPC on Monday and then physicians are taken to the BHPC the Wednesday following arrival for swearing in. Please note that physicians cannot practice medicine until the BHPC registration is completed so you should plan to arrive before Monday in order to process the application in time for the standing Wednesday appointment.
- Bring copies of all documents and the application form with you to Botswana. (Do not check in luggage.)
- Please note that applications may be submitted to the BHPC on Mon, Tues, Thurs, or Fri. Wednesdays are the days when applicants must appear in person to the BHPC to receive their registration certification.

### **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. i.e. 60 days. You are allowed 90 days per year.

### **DURING TRIP**

☐ **Introduce yourself to key contacts** at Princess Marina Hospital (see Contacts list in Guidebook for phone numbers): Dr. Mike Tolle (Clinical Director of the Baylor pediatric clinic), Dr. Gilberto Lopez (Cuban doctor who will be in PMH dermatology clinic), Dr. Gordana Cavric (you will meet her at morning report and she can help introduce you to the other doctors in the hospital), Dr. M Kayembe (pathologist at the National Lab who will help with biopsies), Dr. Mike Pendleton (Botswana-UPenn outreach physician), Dr. Michelle Haas (Botswana-UPenn physician that will orient you regarding post-exposure prophylaxis), and Nikki Jones (Botswana-UPenn Partnership administrator).

## AAD RESIDENT INTERNATIONAL GRANT

October 2014

Page 4 of 4

- ☐ You must keep a **log of all biopsies** performed and follow up results with 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 recorded in their record. If no biopsy result is found in the log, please call Dr. Kayembe for the result.
- ☐ Submit all **biopsy slides for consultation** to Dr. Kovarik that are either not straightforward or are requested by Dr. Kayembe for a second opinion through the telepathology microscope. Send Dr. Kovarik a notification of the consult, which well the slide is in (Well 1-4), a brief history, and clinical photos (through [africa.telederm.org](http://africa.telederm.org)). She will review the slide and send a histologic description, 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 collect patients and request possible lectures.
- ☐ Submit AT LEAST 5 consults during the month to the **[africa.telederm.org](http://africa.telederm.org)** site.
- ☐ Give a **powerpoint presentation** to the clinicians at the Baylor COE, PMH morning report, or at any of the outreach clinics.
- ☐ The dermatology consult phone (number 72731961) AND the biopsy log should either be handed off to the next resident or returned to **Nikki Jones** upon completion of the rotation.

### UPON RETURN

- ☐ Email your presentation, patient logs, updated biopsy log, and one page trip report/rotation summary (Dr. Kovarik and the AAD/Breon Smith) upon completion of your rotation.
- ☐ Post-trip tuberculin skin test is recommended (8 weeks after returning)
- ☐ Share your comments/experiences to improve the Handbook