

MEDICAL STUDENT APPLICATION
2009-2010



Name: _____
(Last) (First) (Middle)

Residence Phone: (____) _____ Mobile Phone:(____)_____

Fax: (____) _____ Email: _____

Residence Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Medical School Information:

Medical School: _____

City: _____ State: _____ Country: _____

Year standing in Medical School (3rd or 4th year out of # of years for your program) _____ of _____

Medical School Program Director:

Name: _____

Title: _____

Email: _____ Phone: (____) _____

Operation Smile Volunteer Sponsoring your application: (leave blank if you do not have a sponsor)

Name: _____

Title: _____

Email: _____ Phone: (____) _____

Operation Smile Program Involvement:

Please indicate any current and previous involvement with Operation Smile programs including chapters, clubs, fund raising events and international foundations. Specify program name, location and date of involvement.

Do you have international travel experience? YES NO

If YES, please list countries: _____

Have you ever participated in any overseas medical/healthcare work? YES NO

If YES, please explain: _____

Foreign languages and sign language (please also indicate level of fluency): _____

Mission Time Preference: Please indicate your top four time frames for missions. Mission assignment is not guaranteed. Refer to Operation Smile's Web site for a list of mission countries; however, those dates can change without notice.

1. _____ 2. _____ 3. _____ 4. _____

PASSPORT INFORMATION

Passport #: _____ Passport Type: _____
Date of Birth: _____ Place of Birth: _____
Nationality: _____
Issuing Authority name and city: _____
Date Issued: _____ Expiration: _____

Statement of Responsibility

I understand that the objective of Operation Smile's program for medical students on missions is to present future medical professionals with an experience of what it takes to provide complete patient care in a mission environment, from first registration of the patient through post-surgical follow up treatment. I further understand that because of agreements and policies between Operation Smile and the ministries of health in the mission countries, the medical student role is *observational only*, and is not to include surgical, anesthetic, pediatric or pharmacological clinical contact.

I fully agree that it is my responsibility to maintain at all times compliance with Operation Smile's policies, procedures, professional conduct and standards of care in addition to the regulations of the country in which the mission is being conducted. My role as a medical student on a mission is observational only and is not to include clinical contact with patients and I understand it is my responsibility to ensure I remain within the boundaries of my role. I further agree that failure in any aspect of my responsibilities constitutes sufficient reason for my immediate dismissal from the mission at my personal expense.

I have read the above and certify that the foregoing is true, correct and complete. I shall promptly inform Operation Smile if there is any change to the facts herein.

Signature: _____ Date: _____

APPLICATION PROCESS:

Please send this completed application along with:

- Current Curriculum Vitae/Resume**
- Copy of Undergraduate Degree**
- Current Medical School Transcripts**
- Letter of Advocacy from Medical School Program Director**
- Letter of Advocacy from Operation Smile Medical Mission Volunteer**
(if available)
- Signed Statement of Responsibility**
- Mission Application Essay**

Please send all materials to: Operation Smile
Attn: Medical Student Program
6435 Tidewater Drive
Norfolk, VA 23509-1600 USA

For questions about the Medical Student Research Internship, please e-mail
mbeers@operationsmile.org.

Curriculum Vitae should include full contact information including permanent residence in addition to school residence, education history, current certifications (such as BLS, ACLS, PALS and others) society memberships, publications, employment history, volunteer history, and other information indicating the applicant's humanitarian efforts. While outstanding 3rd year students from Operation Smile partner universities may apply, the medical student positions are usually reserved for 4th year or medical students of senior standing in their programs.

Copies of the undergraduate degree and medical school transcripts may be copies and are not required to be certified specifically for this Operation Smile application. We will not accept a letter of certified graduation from a university in lieu of a copy of a degree.

Letters of advocacy should include a clear statement that the author has knowledge of the activities, performance, and dedication of the applicant and that the author firmly believes the applicant will benefit from the medical mission as well as be a benefit to the mission.

Please have letters of advocacy addressed to Dr. Ruben Ayala, Medical Officer for Operation Smile. Medical School Program Director refers to the authority at the medical school (vice president of students, dean of students, or other as designated by the medical school) directly responsible for medical students. Letters from program directors should be printed on medical school letterhead and all letters should include contact information for the author. Letters from Operation Smile Medical Mission Volunteers should indicate the mission(s) and year(s) on which the volunteer has served.

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Changing Lives One Smile at a Time

The Statement of Responsibility is a section of the application. It represents that the medical student agrees to take full responsibility for her or his actions and conduct. The applicant must hand sign this portion as typed names in lieu of a signature will not be accepted.

The Mission Application Essay should include how an applicant became aware of the Operation Smile mission opportunity, an explanation of what the applicant expects to gain from the experience, what the applicant can offer to the research program and the mission, and any information that will cause the applicant to stand out in a large pool of others applying for a limited number of mission slots.

It is very important that you send all of the above information together with the completed application. If any of the above information is not in the application packet, the application is considered incomplete and will not be advanced for review.

Completed application packets will be sent to the Medical Officer for review at which time you may be interviewed by telephone or asked to submit additional information. Operation Smile will inform you of the results of your application.

If an applicant is selected for a mission, all of his or her work will be done on a volunteer basis. Transportation and lodging are provided by Operation Smile, but each medical student will be required to pay a **standard fee of \$1500** (subject to change) to help defray the mission expenses. At any time, a medical mission date may change. It is the responsibility of the student to stay in contact with Operation Smile.

Participation on a mission is a privilege and an honor. Volunteers regularly report it is one of the most intense, powerful and life-changing events they have ever experienced. This application is your key to that experience.

We wish you success in your medical studies and thank you for the interest in Operation Smile's missions of Changing Live, One Smile at a Time.

Department of Student Programs
Operation Smile

The Medical Student Mission Experience

It is the intent of Operation Smile to provide medical students an opportunity to travel with international medical missions. The objective of the missions is to deliver to children and families around the world access to the highest standards of medical care for the repair of cleft lip, cleft palate and other selected conditions. The objective of including medical students is to expose those preparing for a career in medicine to a unique patient population and treatment environment so as to expand the students' understanding of and dedication to the humanitarian nature of the medical services field.

It is vital that medical students recognize and understand that the opportunity offered to them on Operation Smile missions is and must be *observational only*. The organization's policies permit only currently licensed medical practitioners to render clinical care. Operation Smile's agreement with the ministries of health in our mission countries precludes medical students from outside of the hosting country from engaging in clinical contact. The legal authorization which permits medical students to have such contact while under the auspices of their medical school or institution does not extend to the mission environments of Operation Smile, and medical students are not granted the temporary medical licensure needed to practice in a foreign country. With that understanding in place, the mission experience remains an incredible and unique opportunity which medical students constantly report as one of the most significant of their medical studies.

Operation Smile medical missions last an average of 10 to 12 days depending on the country to which the mission is being conducted. The days are comprised of travel to and from the mission, three days of patient evaluation and screening, a cultural day, and five surgical days. It is the responsibility of medical students to determine if this is acceptable to their academic programs with regard to internships or external rotations. Medical students must have proficient English skills.

The mission experience begins with the travel to the destination country. Operation Smile assembles teams from many states and countries which means there will be many new people to meet. Team members are given insignia to help them identify each other during travel. Medical students should actively seek for and introduce themselves to other team members while traveling. This effort will promote the team cohesion imperative to a successful mission. This also helps all team members learn who is who on teams, and how they can help one another.

Every member of the team, including the medical student, needs to be prompt in attending team functions and transportation. There are morning meetings, team transportation, planning sessions, team meals and more to attend, offering both professional guidance regarding formal mission activities and incredible opportunities to experience the team, the country and the families we serve.

Each mission is unique and will require flexibility to the mission's specific needs. The medical student will report to their mission mentor (assigned pre-mission based on indicated specialty) and Mission Coordinator and should confer with them throughout each day for assignments and opportunities. To fulfill the objective of being part of a mission, the medical student is not to focus on only a single area of interest, but will rotate through:

- All stations of the patient medical evaluation and screening process
- Pre-operative ward
- Child life patient preparation
- Speech Pathology clinic
- Operating Rooms and surgery
- Recovery Room
- Post-operative ward
- Morning rounds and discharge process
- Dental clinic
- Medical Records and patient information management

The time spent at each of these rotations will be influenced by the unique requirements of the specific mission. In addition to the Pediatrician and Mission Coordinator, medical students are to be aware of and available to the other members of the team leadership including Field Medical Director, Plastic Surgery Team Leader, Anesthesia Team Leader, Pediatric Intensivist, and Clinical Coordinator.

On Screening days the medical student should assist with setting up the patient evaluation environment and assist in the flow of patients and families through each station. As an effective routine is established, medical students should transition to spending time at each screening station, concentrating on understanding the process from a patient/family perspective. The medical student is also encouraged to identify patients with cases of interest and follow those families through the entire screening process, serving as guide to the family. As the team activities increase to include operating room and surgical area set up, the medical student is encouraged to also assist in those efforts.

On surgical days, the medical student should concentrate on rotating through each area of patient care. Mornings should be spent joining rounds and preparations of patients scheduled for that day's surgeries. As surgeries begin, the medical student also needs to effectively plan time in the areas of pre/post operative wards, Child Life, Speech, Dentistry, operating rooms, recovery, and medical records. The medical student will also need to shadow the biomedical technician. Towards the end of each day there are opportunities for post-surgery patient rounds. In effectively planning time in all of these areas, the medical student will be able to follow cases of interest fully, from registration through surgery and patient discharge.

At the conclusion of surgeries the team is required to pack equipment and materials and prepare to transition the hospital back to its usual condition and functioning. The medical student should confer with the pediatrician and mission coordinator as to where the greatest assistance is needed.