

Opal House – Rotary Medical Mission



Volunteer Handbook

Hospital Obras Sociales de Monsignor Gregorio Schaffer

San Lucas Tolimán, Sololá 07013, Guatemala

March 14-22, 2025



TABLE OF CONTENTS

<u>Page</u>	<u>Topic</u>
3	Introduction
4	The Volunteer Process
4	How to Volunteer
7	Your Responsibility as a Team Member
7	Your Expenses and Fees
7	Accommodation
8	Opal House
9	Hotel San Lucas Toliman
10	Transportation
11	Transportation from the Airport
12	Luggage/Baggage
12	Getting Through Customs
13	Some Important Personal Details
15	Your Health and Well Being
16	Personal Safety
17	Our Host Hospital
18	Medical Groups/Surgical Teams
18	Mission Supplies
19	Personal Packing Suggestions
19	Leave Home: Jewelry, Valuables - Helpful Hints
20	Daily Schedule
21	Surgery Week
22	Some Notes
22	Team Member Excursions
23	A Note to Surgeons Re: Patient Evaluation
24	A Note on Donations and Personal Fund-Raising
25	Important Information to Leave with Family at Home
26	In Conclusion
27	Team Registration Form
28	Volunteer Tax Record Receipt
29	Information on Antigua, Dr Mark Backman 2019 Mission

Introduction

This surgical mission evolved out of the efforts of volunteers Dr Will and Diane Boegel who felt called to return to Guatemala in 2007 for a Christian service mission on his 50th birthday to serve the needs of the poor (especially the women and children), the indigent, the sick and the forgotten in a society, particularly the Maya community, emerging from the 36-year civil war and its effects. They sold their house in the US and moved onto a large farm called Quinta Los Pinos (the Pines ranch) the site of a children's mission, now with school, clinic and other projects developed. It is located in the town of Agua Escondida, 12km (7 miles) from San Lucas Toliman. The farm is a safe Refuge, all organic, with clean volcanic filtered spring water, up high at 6200 ft above sea level.

This will be the eleventh annual surgical mission (eleventh visit) to the 31-bed parroquia hospital in San Lucas Toliman, Guatemala: **Hospital Obras Sociales de Monsignor Gregorio Schaffer (HOSMOGRESCH)**, named after its founder. Monsignor personally invited Dr. Will to initiate the first surgical program for the San Lucas mission in 2009. So, he donated a full container of medical and surgical supplies to start the program. The hospital is located in San Lucas Toliman, a city of about 37,000 people on the southern shore of Lake Atitlan. It is surrounded by acres of coffee and avocado plantations as well as small farms and villages that are populated by very poor and mostly indigenous people.

This hospital is run by the San Lucas Mission, a Guatemalan nonprofit organization that provides multiple programs to the community of San Lucas Tolimán. There are 8+ surgical teams that visit annually to support the work of Dr. Rafael Tun and the Hospital Monseñor Gregorio Schaffer (HOSMOGRESCH) staff, which offer care 365 days a year to the community. Guatemala lacks a national children's hospital so our surgical service mission is fulfilling a totally unmet medical and surgical need.

The mission or “jornada” is sponsored by the Fidalgo Island Rotary Club of Anacortes, Washington (<http://www.fidalgorotary.org/>) and co-hosted by Opal House (www.opalhouseguatemala.com) with additional logistics support from the Podiatry Institute (www.podiatryinstitute.com) and Gillette Children’s Specialty Healthcare (<https://www.gillettechildrens.org>) as well as several private donors. Although the primary focus is for deformities and disabilities involving the lower extremities, mostly in children, for the seventh year we will include other orthopedic problems by the integration of volunteer pediatric orthopedists, as well as volunteer anesthesiologists including a pediatric anesthesiologist. Skilled nurses and surgical techs will round out the surgical team.

All volunteers are responsible for their own expenses: airfare, accommodation, meals and a team fee.

Please take some time to read through this e-booklet of information. It should answer many of your questions about how to prepare, and what to expect. Thank you for considering joining our team.

Sincerely,
Stephen Miller, DPM, Co-Leader
Carl Kihm, DPM, Co-Leader

The Volunteer Process

WHAT?

This is a surgical mission to serve the needs, of the poor (especially the women and children), the indigent, the sick and the forgotten in a society, particularly the Maya community, emerging from the 36 year long civil war and its effects.

WHEN?

Friday, March 14, 2025 through Saturday March 22, 2025

WHERE?

Hospital Obras Sociales de Monsignor Gregorio Schaffer

San Lucas Toliman, Guatemala

<http://www.sanlucasmission.org/healthcare.php>

WHO CAN VOLUNTEER?

The team is made up of surgeons, anesthesia providers, surgical assistants, PAs, nurses for the operating room who can scrub or circulate, nurses for the recovery and pre op areas, OR techs, X-Ray tech, and anesthesia techs as well as orthotists, pharmacists and physical therapists. We also include interpreters and technical support for medical equipment, electronics and mission documentation. We welcome medical residents and students interested in the medical profession.

Preference is given to prior team members, and to persons who are fluent in both English and Spanish.



HOW TO VOLUNTEER?

Read this e-booklet and decide if mission work appeals to you.

Make your personal commitment to join this mission.

(see “Your Responsibility” below)

We work closely with Ellen Mathiowetz, the Director of the Visitor Program, at Friends of San Lucas (US non-profit) and staff to ensure that our team has completed all necessary paperwork and are well-prepared for our time serving at the Mission Hospital. She will work directly with our group to collect everything that is needed by the hospital to get approved through the Guatemalan health department and customs.

Paperwork Needed

- Once you have committed to the mission email Marc Estvold at mestvold@comcast.net and he will send you a link to the required registration form which will have you list emergency contacts and other important information
- With the completed registration form, Ellen will reach out to confirm if we have up-to-date paperwork on file for you, or if we'll need updated copies of the following items
 - Notarized current medical license
 - Notarized medical diploma

- Copy of passport photo page
- Your updated CV

In addition to the forms and information outlined above in the back of this handbook you will find the application form we need filled out and sent to Marc at mestvold@comcast.net. A team fee of \$200 is required to cover shared expenses. Please make your check out to “**Fidalgo Island Rotary Foundation**” or “**FIRC Foundation**” and mail to Marc Estvold, 3302 Oakes Ave., Anacortes WA, 98221. Put on the memo line “Guat. Medical Mission”. If you would like to donate using a credit card, you are welcome to do so by going to the Fidalgo Island Rotary Club website (<https://fidalgorotary.org/>) and click on the “Donate to Miller Medical” link. You will receive a receipt for a tax-deductible donation.

If you are accepted as a member of the team, at that time, your check will be cashed, and that fee will become NONREFUNDABLE. Please consider carefully your commitment to this mission.

This \$200 fee is used to cover a variety of team expenses, including, but not limited to, transportation in a van/bus to and from the airport or Antigua (a 3 1/2 hour + drive), daily lunches at the hospital, snacks and bottled water at the hospital, Friday and Wednesday evening team dinners, driver tips, etc... Our mission budget runs between \$12,000 and \$15,000 a year with the cost of medications, hospital expenses, X-Ray, shipping, local transportation etc., this \$200 fee pays a portion of that cost, the balance comes from Service Club and private donations.

Once you are accepted as a member of this team, please make your own airline reservations to Guatemala City (GUA), within the guidelines set below (see “Transportation”) and send copies of your itinerary to mestvold@comcast.net

Your Responsibility as a Team Member

Our team is comprised of a limited number of very specialized and dedicated individuals. Each volunteer is an equal and integral member of the team, and each of us fulfills a specific role. We all depend upon each other.

Once you make the commitment and are accepted as a member of this team, we are counting on you. Please carefully consider your choice to volunteer, and do not take this commitment lightly. If you agree to join us and then change your mind, you will seriously jeopardize the effectiveness of the entire team, possibly causing the cancellation of the mission.

Discuss your choice with family members prior to committing and work out scheduling and financial details.

Secure vacation time, schedule house sitters, and talk with your travel medicine provider about recommended travel meds.

If you wish to individualize your itinerary such that your timing will not allow you to travel with the team in Guatemala, and it generates the requirement for a private car or some other form of expensive ground transportation, you will be responsible for the expense which will be billed directly to you.

Your Expenses and Fees

You are responsible for the cost and booking of your own airline ticket (see important timing information in the “Transportation” section), and the cost of room and board at the hotel in San Lucas Toliman or at the Opal House. Depending upon airline cost and where you stay, the mission can cost from \$1,500 to \$2,500.

Accommodation

There are two choices for where to stay while on the mission. We encourage medical team members to stay at the Hotel and non-medical members to stay at the Opal House to allow for surgery preparation and treatment collaboration.

Opal House



Dr. Will and Diane Boegel have stewarded the Opal House Christian children's mission for more than 17 years, founded in 2007 on beautiful Lake Atitlan. Dr. Will is the host surgeon in Guatemala and runs clinics all year round that preop the children for surgery as well as provide follow-up care for all surgical patients until final healing. A stunning, 80-acre organic avocado and coffee farm is the site of Opal House, 7 miles from the San Lucas hospital. Opal House hosts 15-18 surgical team members per year (about half the team) and all rooms fill up early because of the breathtaking scenery, great food and accommodations with a seven-volcano view towering over the lake. Transportation is included with a 25-minute door to door drive to the hospital; now on a paved road. New surgical team members

are encouraged to experience the Opal House accommodations for an orientation to our Mission life and goals. Rooms are typically booked by Christmas every year. All are welcome.

Both private and shared rooms are available on this quiet and amazing farm Refuge. All excellent breakfast and dinners are included in room price and no taxes/tipping are added. Payment can be made with Zelle: Wells Fargo checking account uses 301 760-0193 or, PayPal on Opalhouseguatemala.org and hit the “Donation” button, PayPal option or you can make payment upon arrival via US cash (in clean, new condition bills). The private room with private bathroom rate is \$60/day and this is all-inclusive with two meals a day. The shared room with private bathroom rate is \$50/day, all-inclusive with two meals. High Quality meals are included and prepared by Opal House board member chefs. Organic farm coffee is also available for sale. Wi-Fi access is free.

Hotel San Lucas Toliman



The hotel is a 15-minute walk or \$0.50 Tuk-Tuk ride from the hospital. You can get a single or double room. The hotel located in the town of San Lucas Toliman.

The good news is that you are able to walk to the central square and some shops. The bad news is that the town can be noisy at night. The hotel has a nice restaurant with lake view and full bar. The meal cost is not included in the room rate. An optional breakfast buffet is served each morning and you can order off a nice menu for dinner. Costs are generally as follows:

Single room per night (1 bed/1 person): US \$69

Double room per night (1 King or 2 Full size beds, 2 persons): US \$90

Buffet Breakfast per day: US \$8.30

Restaurant menu entrees range from US \$12.50 to US \$22.00 US

Room Rates are updated for 2025 mission.

If you decide to stay at the hotel, let Marc know, he has booked a block of rooms and will make your reservation for you. You will need to settle your hotel bill on Friday evening prior to Saturday morning departure, they take credit cards. For more information you can go to the Hotel San Lucas Toliman web site. If the hotel is booked out, there is a "spill-over" hotel nearby, but you will still take your meals at Hotel Toliman.

Transportation

Getting There

We are each responsible for booking our own airline tickets. Send your itinerary to Marc and save a copy for your tax records.

We use the airport in Guatemala City (GUA) and bus to San Lucas Toliman (SLT). Most folks come in early and spend a little time in Antigua, a small (and safe) tourist town about 45 minutes from the airport. See comments on Antigua visit from Dr Mark Backman, 2019 mission, at end of this handbook.

We encourage you to arrive into Guatemala City on Thursday (3/13/2025) and we can help arrange your transportation to Antigua, Guatemala where you might

stay overnight and enjoy a special town full of history, culture, beautiful volcano vistas, shopping and good food. The team bus will depart from Antigua on Friday (3/14/2025) at 8:30AM. If you arrive after 8:30AM, you will miss the team bus to SLT and we will need to provide individual transportation for you. Depending upon how many are in the car, this private transportation can cost an additional \$200 or more per person. It is very important that everyone be in SLT or at Opal House Friday afternoon (March 14th) so we can meet together for dinner at the Opal House and a kick-off team meeting.

Departure Plans

Regarding your flight back to the States, the first bus leaves SLT (Hotel Toliman & Opal House) Saturday morning March 22nd at 6:00AM so you are safe booking a flight out of Guatemala City at noon or later. Earlier departure times can be risky depending upon traffic to the airport. In 2024, many folks flying through Miami and Chicago had trouble getting rerouted due to storms, so you may want to consider other pass-through airports. If you have any questions on recommended flight times or travel arrangements, please email mestvold@comcast.net.

Please adhere strictly to the times given above, if you book your flights in a way that will not allow you to travel with the team, you can potentially incur significant additional expense in individualized transportation costs.

Transportation from the Airport

Marc will make travel arrangements for you from the airport once you land in Guatemala City. Depending upon your arrival time and date this may be to the local Radisson Hotel near the airport, to the town of Antigua (recommended if you stay overnight), or directly to San Lucas Toliman. After deplaning follow signs to immigration, baggage and customs. Once clear of immigration and customs, head outside the airport building. Once outside turn to the **right** and look for someone there holding a sign saying “Miller Medical Mission”. That will be your pick up.

Luggage/Baggage

Check with your airline for **carry-on** luggage limitations. It is best if you can bring all your personal belongings in a carry-on bag. You can usually take on board a backpack or computer bag as well.

Each Team Member may be responsible to bring one or two team medical bags/cases for **checked baggage** – max. 50 lbs each. L+W+H = 62 in. max. Any charges for above team medical mission baggage will be paid by the team, although donation of fee is appreciated. It is important to get a receipt for any baggage fees you pay to allow for reimbursement.

Getting Through Customs

The Guatemala government seems to change the customs rules for medical teams every year. Their focus this year is on medications, their expiration dates and their value, as well as the total value of everything each one of us is bringing into Guatemala. The most important thing to do is to stay relaxed and give brief, simple answers to their questions. Try not to offer “extra” information.

The local hospital administration has to submit a list of what we are bringing 6 weeks before our mission. We will submit to the hospital in advance a list of all the supplies and medications we will be taking. The **medications** create the most interest for the customs officers so only certain (2-3) medical team members are carrying them. We will try to send you these approved documents separately for you to print and take with you, even though your name may not be on them. If you are bringing some medications you have acquired for the mission, you should pack them in your carry-on as they are usually not interested in them (unless you have a lot).

The approved Master Packing List, including medications, that we were able to report, will be in the customs office at the airport under our mission’s name.

As for the medical supplies and equipment you are bringing, they request that we only have to adhere to the restriction rule that **the total value of what each one of us is carrying must be less than \$500 USD**. We have no idea of the value of what each of you might be carrying so, if you are asked about the value, just pick a modest number **under \$500** and give it to them. You might pick this number before you get there and make a note of it on your own packing list. Also if asked, please explain that all items are donations and are NOT for sale.

So, here is what to expect and suggestions on what to do. When you pick up your luggage off the carousel immediately put it on a luggage cart. To exit you will pass an x-ray machine surrounded by a few customs agents. I suggest you try to walk by it as if you do not even notice it and keep walking until someone indicates for you to put your bags through. Sometimes they are very busy or distracted and you skate.

If you have to put your bags through the x-ray machine, you may get asked questions about the contents (e.g. medications) and/or value. They may ask you to open your bag(s) and take out a medication and ask for the certified document. Point out to them that it is in-date (show them the date) and point to a medication or similar medication on the list if it is not already on the list. You may have to say that there was some confusion about who was carrying what items.

If they ask about the more sophisticated equipment (esp. the value), you can say that our plan is to take it back to the USA after the mission. Remember that the total value must be under \$500 per person.

For validation of our medical mission as a humanitarian project you will get two letters of support, one from the hospital in Spanish and one from my Rotary Club (our sponsor). Also bring a copy of the latest list of the Team Members with contact information, including my and Will's and Marc's and other Guatemala phone numbers. You may need to use these if you get into problems at the airport customs. You will also get the Master Packing List. Please do not be concerned if what you are bringing is not on the list. If you have your own list you might have a copy of it handy. **Make sure you PRINT all these documents and bring them with you.**

Some Important Personal Details

Passport

Passport must be valid for six months beyond the trip. Check for it now to make sure you know where it is and when it expires. Make a copy (preferably color) of your **passport photo page** to bring with you and leave a copy at home and put a copy in your suitcase. Also send a copy to Marc via email. No visa is necessary for Guatemala. To assist in clearing customs and for reference bring with you a copy of the Invitation Letter and Team List that we will supply to you.

Insurance

Travel/evacuation/health insurance is **mandatory**. You can purchase this insurance through your airline and some credit card companies (e.g. Allianz).

Credentials

We are working with Ellen Mathiowetz, the Director of the Visitor Program, at Friends of San Lucas to collect and submit required **medical personnel credentials** to the Guatemala Ministry of Health eight weeks in advance of our mission. Ellen will track your document submittals to her website and let you know if there are missing or out of date submittals. Please fill out the Team Registration form in the back of this handbook and send it to Marc at mestvold@comcast.net. We recommend you bring notarized copies of all your credentials and a photocopy of your passport in your carry-on luggage.

If you submitted these credentials for previous missions, we have them on file and will check to be sure dates are current.

Health Information Form

Complete and return personal Team Registration / Medical Information form to Marc Estvold along with your \$200 Team Participation Fee. This form is important for your care should a medical issue arise. (Also see “Your Health and Well-Being” section below)

Money

You can change money at the airport; ATMs available for a reasonable rate

Local Currency: USD \$1 = approx. Q 7.8 (Q= Quetzals)

US dollars widely accepted – take lots of small bills

Take \$200 -\$300 USD cash. Get more Q’s or \$’s at the ATM’s.

Your Health and Well-Being

Please contact your travel medicine professional for advice on travel related illnesses including traveler's diarrhea, other gastrointestinal distress, and malaria prophylaxis.

The following are the recommendations from a travel medicine professional:

IMMUNIZATIONS: Check with local county public health clinic, a travel clinic or CDC website: <http://wwwnc.cdc.gov/travel/destinations/guatemala.htm#top>

Get appropriate vaccinations and include:

- Hepatitis A & B immunizations.
- Oral polio, MMR, typhoid.
- If in doubt, please check with your local infectious disease specialist who specializes in travel immunizations.

COVID: All team members should be COVID vaccinated. In the event that a team member is symptomatic and tests positive for COVID, they will be required to quarantine in Guatemala for five days. Potential surgery patients that are symptomatic will be screened for COVID prior to surgery. Guatemala's mandates and the hospital's COVID rules may change over the next several months but these will be reviewed at our team orientation.

MALARIA: Not a concern at higher altitudes and Opal House is about 6,200 ft ASL. Malaria prophylaxis is entirely up to you. Check CDC site or healthcare provider for appropriate prophylaxis for Guatemala.

DENGUE FEVER: Guatemala has declared a national Dengue epidemic advisory: from 5000 feet above sea level and below. Lake Atitlan / San Lucas Toliman are at roughly 5,000 ft and the Opal House is at 6,200 feet above sea level. Dengue is VERY prevalent in San Lucas Toliman, Panajachel and Santiago, even Guatemala City and Antigua. There is no vaccine or prophylaxis for dengue fever, simply careful mosquito bite prevention, use of mosquito replants such as **OFF & Deet**, wearing long sleeve shirts, and staying away from areas of old standing water.

You can also spray your clothing with **permethrin** (available for purchase on Amazon) - it lasts through 3-4 washings. Again, the key is PREVENTION. The Hospital was recently fumigated to kill mosquitos. Dengue is now a year-round threat, although it does go down in March, one of the driest months of the entire year. If you get it, the disease must run its course as treatment is only symptomatic.

OTHER VIRUSES: For information on other mosquito-born viruses such as zika, chikungunya, etc. go to the CDC travel web-site: <https://wwwnc.cdc.gov/travel/>.

Keep in mind that we are functioning at an elevation where mosquitoes are extremely rare. In the 9 years going to this location, only one of our team members has contracted Dengue Fever.

PERSONAL HEALTH: Medical and dental up to date. Make sure you are up-to-date on your vaccinations and have a supply of meds suitable for travel-related illnesses: URI's, traveler's diarrhea, personal medications, etc. Keep personal medications in carry-on bag.

Consider items to bring such as:

- *Off* or *Deet* insect repellent
- Azithromycin is the drug of choice for travelers' diarrhea (250 mg X 6-8 at once or in divided doses. Bactrim DS or Cipro are backups if azithromycin does not work for you.
- Zithromax pack (for URI)
- Imodium and Lomotil
- Pepto-Bismol tablets

Personal Safety

When in Antigua and San Lucas Toliman it is usually quite safe; but try to go out in groups, never alone at night; avoid public gatherings. Jogging through the streets is discouraged.



Our Host Hospital

Hospital Monseñor Gregorio Schaffer

The Hospital

Quality healthcare is a basic human right. Hospital Monseñor Gregorio Schaffer was built by Fr. Gregory Schaffer, a missionary priest from New Elm, MN who arrived in 1963 and passed away in 2012. He was originally mandated to develop the Mission of San Lucas for the parish church where he served for 49 years instituting a variety of social justice programs as part of his ministry. The Parish of San Lucas itself was originally founded by the Franciscan order in the late 16th Century, and the current church building was built around 1584.

The hospital is owned by the San Lucas Mission. The Mission's work is funded by the Friends of San Lucas, a 501c3 non-profit based in Minnesota. The hospital has been led by Dr. Rafael Tun, a San Lucas native, since 1998. Services include consultations, ultrasound, x-ray, maternity & delivery room, ER, dentistry, podiatry, pharmacy and an ambulance. Dr. Tun

sees 25 patients daily at Q10 or approximately \$1.50 per consult.



Dr. Rafael Tun,
Director

Health Promoter Program

Our internationally recognized Health Promoter program was started in 2007 through a grant from Stanford University under the leadership of Dr. Paul Wise. Health Promoters live in the communities they serve and receive training to identify the treatment and prevention of different illnesses. Promoters focus on malnutrition, respiratory illness, diarrhea, skin disease and chronic illnesses including diabetes, hypertension and asthma.

We currently have 41 health promoters serving 19 communities. Since the onset of the child nutrition program, childhood deaths due to malnutrition have been reduced by 80%.

Medical Groups

Each year, the Mission hosts medical groups who provide a variety of services to the people in and around San Lucas. Medical groups work with the Health Promoters in the communities providing general consultations, physical therapy, and dental care. The medical groups follow similar protocols, use the same formulary and track treatments using an electronic medical records system developed specifically for the Mission.

Surgical Teams

Over the course of the year, Hospital Monseñor Gregorio Schaffer under the guidance of Medical Director Dr. Rafael Tun and Administrator Julio Lopez also hosts ten or more Specialty Surgical Teams or *jornadas*, usually for one week at a time. Specialties include general surgery, urology, ENT, plastic surgery and our team: pediatric orthopedic surgery/podiatry.

Mission Supplies

We ask each of our volunteers who are not assigned a check-in bag to plan to pack just one bag for personal supplies / clothing, and



plan to pack one duffel bag of medical supplies for mission use. These supplies might include items pertaining to your practice, medications, surgical instruments that you might need to borrow from your home hospital (and plan to return to them after the mission), discarded supplies from your institution that might be useful, sutures, dressings, foley catheters, gowns, drapes, etc.

If you don't have access to supplies, please consider bringing BLANKETS for our patients because the ORs are cold and our patients have few possessions, or bring SMALL, STUFFED ANIMALS for our pediatric patients. Dollar Stores, Goodwill and thrift stores are perfect sources for new or gently used items. Please do not bring candy to give to the children.

Please MARK YOUR SUPPLY DUFFELS in some identifying manner (e.g. write SLT Mission on the name tag) so that when we load the van at the airport, we can make the supply bags easily accessible when we stop briefly at the hospital to unload them on our way to the hotel.

Please email the mission Team Administrator a list of the of supplies you are bringing with you.



Personal Packing Suggestions

Weather: 65-80°F, occasional rain; cool evenings in highlands.

CLOTHING: Casual travel cloths, jacket or sweater for evening chill. Casual dress for dinners, shorts optional but long pants preferred for restaurants. Bring your own scrubs. Men – long pants are preferred (while on the mission). Women – please be respectful of the local culture (eg avoid spandex please).

- Casual clothes only
- Extra sweatshirt, (it can be chilly at night), rain poncho
- Several sets of scrubs
- Dedicated OR shoes and a lab coat to wear over your scrubs to and from the hospital
- Prescription meds
- Passport
- Personal toilet articles
- Mosquito repellent
- Sunscreen
- Patience with adapting plans and schedules
- A great sense of humor

Leave Home: Jewelry, Valuables

Helpful Hints:

1. Never drink the tap water; use bottled water to rinse toothbrush; if you forget and rinse toothbrush with tap water, throw it away.....bring an extra toothbrush.
2. There is laundry service at the hotel if needed. It is an easy process. Place dirty clothes in a plastic bag and take to front desk.....laundry charges will be added to your hotel bill. Opal House has a washing machine.
3. Sunday afternoon there will be an opportunity to do some sightseeing and local shopping.

4. As always, we are guests in this country. Please be aware that some of their practices may not be the same as ours. For example, the surgical areas are very strict about not wearing scrubs outside of the hospital and we should adhere to their policies, not ours. Plan on changing at the hospital.
5. Please bring dedicated OR shoes, and plan to leave them at the hospital every night, for your use the following day.
6. In Guatemala, as in most of Latin America, toilet paper is disposed of in a trash can next to the toilet. This is because of inadequate sewer lines.

Daily Schedule

Mar 14, Fri Team bus from Guatemala City (7:00 AM) to Antigua. Pick up team members in Antigua (9:00 AM) and transport to Hospital in San Lucas Toliman. Group tour of the hospital for everyone. Unload supplies at Hospital and test batteries/equipment (2:00 to 3:30 PM-ish) and then bus stops at the hotel and goes to hotel and Opal House. At 5:15 PM the van leaves Hotel for Opal house and Team Dinner/Team Meeting at the Opal House

Mar 15, Sat Opal House - Breakfast 6:30 AM; Depart 7:15 AM

Hotel – Breakfast 6:45 AM Depart 7:30 AM

7:45 AM - Hospital Orientation

8:00 AM Screen patients and set-up OR

Mar 16, Sun 6:45 AM Hotel Breakfast

7:30 Depart for Opal House (optional for those not working on surgery schedule)

7:00 AM Opal House Breakfast

8:00 AM Optional Church Service at Opal House

8:00 AM Create Week Surgery Schedule AT HOTEL (select team members only)

To Follow: Team Member Excursions (see more details below) or relax.

Surgery Week

Mar 17, Mon Surgery Day #1

Opal House - Breakfast 6AM; Depart 6:30AM

Hotel – Breakfast 6:15 AM Depart 6:45 AM

7:00 AM – Arrive Hospital, at hospital all day until OR schedule is complete for the day.

12:00 to 2:00 PM – Lunch Served at hospital

Mar 18, Tues Surgery Day #2 - Same

Mar 19, Wed Surgery Day #3 – Same

6:00 PM Team/Hospital Joint Dinner at hotel

Mar 20, Thurs Surgery Day #4 - same

Mar 21, Fri Surgery Day #5 – Same start times, Surgeries complete 1:00 PM, Packing, Team meeting / X-ray Grand Rounds to Recap patients and handoff to Dr. Will and Dr. Tun.

Mar 22, Sat Patient Rounds and transfer of care (Steve & Will)

6:00 AM departure to Airport Guatemala City

END OF MEDICAL MISSION



SOME NOTES

AFTER THE MISSION: There should be room for souvenirs, coffee, etc. Each team member is responsible for transporting **at least one team medical bag** back home. Make a list of the contents and give it to Marc. We will try to get them all with the Seattle people but if necessary, others may have to get a bag into the USA.

EXCURSIONS: Several people are doing excursions afterwards and are responsible for their own travel plans and transportation needs and accommodation.

Team Member Excursions (optional)

If you are not requested to attend the Surgery Scheduling meeting, you will have the rest of the day to relax or explore local villages and gain a cultural experience of the people, food and new place. During a busy mission, this is your main chance for “free time” so plan to maximize this opportunity if you desire.

Those forming the Surgery Schedule will aim to be completed by mid-day. Once completed, they will also have opportunity to enjoy their free time. Below are some descriptions of the local villages that you may choose to explore. Feel free to search these online now and determine how you want to spend your time. We will attempt to assist you with travel arrangements if necessary. Please note, we may hire a van/driver to provide shared transportation; those participating would be expected to split the expenses. Depending on the conditions of the lake, boat transportation may also be arranged. More details to be provided regarding boat schedule once we get to San Lucas Toliman.

Santiago Atitlan – is a 20 minute drive from San Lucas. It is also located on the lake. It is a small town, easy to walk, with a few restaurants. It might be characterized as an art town for its textiles and crafts, and is home to a nice market day on Sundays too. Prices are very reasonable. Four or five hours would be plenty of time to commit to Santiago. The local women particularly wear some beautiful dresses and blouses with regional designs and you will certainly see many chicken buses, and “Mayan taxis”. Men often wear cultural clothing as well. Enjoy some time in this small town!

Panajachel – a 40 minute drive from San Lucas, 20 min. from Opal House. Gringo tourist town. Good restaurants and street shopping but on the expensive side. Zip line and other attractions are available; involves steep climbs up hills so wear good shoes.

A Note to Surgeons Re: Patient Evaluation

During the one evaluation day, you will see all the patients who have been gathered and screened by Dr. Will Boegel and some by Dr. Rafael Tun. Once the patients have been registered and vital signs have been taken, you will be assigned an examination room and evaluate each patient individually, usually with their family and/or an advocate.

Usually, we see post-op patients first. Please make a note of your findings (an overview) in the patient's chart. Photos and gait videos of these patients (pre and post-ops) is encouraged when time permits. It is requested that you first take a photo of the patient's name/chart and that all subsequent photos belong to that patient. It has been very valuable to compare side-by-side pre and post-op photos and videos. Some of the post-ops may require revision surgery or surgery on the contralateral side. In these circumstances, a full pre-op evaluation is then conducted.

Patients should come to you with current lab work, possibly ultrasound reports, X-rays, and other pertinent information. This year, the x-rays should be taken the day prior to screening. We will attempt to get Danny to provide us with a thumb drive of the images for review prior to screening and quick access.

On the chart cover there may be a note about distance (home to hospital, who brought the patient, etc.), type of pathology, urgency, etc. that will help prioritize patients for surgery scheduling. You can suggest a day for the surgery or even a time: first of the day vs. afternoon. Complexity of the surgery and limitations of our facilities can be used to determine the estimated time for the surgery. Be generous with your estimate. Consult with other surgeons and Anesthesia for help as necessary. Following your exam, work with a translator to explain the surgery that is needed, the post-op course, expectations, risks, etc. and complete a surgery consent. Patients that are minors will need to have the consent of their guardian. Sign your initials if they are to have surgery. From here, the patients go to the Anesthesia and Family Medicine stations next.

As you evaluate your potential surgical patients, you will be given a scheduling sheet, one for each operative day, in which to place your chosen cases for each day. After all evaluations are completed (at the hospital or that evening before going to bed), each screening surgeon will be asked to complete a templated form – inputting information of each patient they screened for surgery (you will need the patient charts to complete this data input). On Sunday morning, we will combine the data entries into a single Excel spreadsheet that is used to design the surgery schedule. The template will be provided in advance to all surgeons.

We typically arrange to operate on patients traveling from farther distances earlier in the week. We will attempt to have all patients from the furthest region operated on first (Ortho and Podiatry), then the next closer designated region, and then the local patients last. Smaller cases of less urgency are saved for later in the week (in the event they cannot happen) but they can be moved up as fillers if other surgeries are cancelled. On Wednesday, the day of the team dinner, we plan to not overextend ourselves so we can all attend the dinner on time. Please keep in mind that we like to end our OR days by no later than 4 or 5 PM, so that the hospital staff can journey home during daylight hours. This is out of concern for their safety.

With these parameters in mind, please only schedule cases that you think can be completed by no later than 4 or 5 PM (our surgical days begin with the first case scheduled to begin at 8AM).

Know that we only schedule a half day of OR time on Friday since we must pack up and clear the ORs, leaving them in the same condition in which we found them at the beginning of our mission.

We are often presented with more patients than our schedule can accommodate. The rest of these patients will be put on a list for the next mission.

A Note on Donations and Personal Fund-Raising

Some of you might find that the only stumbling block to your participation in this mission is the cost. There are many ways to offset these expenses. For example, ask family and friends to contribute small amounts towards your air ticket. Even \$5 or \$10 dollars from a few people will help. Either verbally ask them or send out personal letters with a self-addressed, stamped envelope enclosed. Tell them that you are volunteering and why, and perhaps mention the price of your ticket and expenses, plus your lost wages and the vacation time you must use in order to be a volunteer.

You might also consider holding garage sales, selling your unwanted items on Craigslist, putting out a notice on your Facebook page, or approaching service clubs such as Rotary, Kiwanis or Soroptimists. Offer to make a small presentation to their club.

You can also easily set up your own “GoFundMe” campaign through their website (and link it to your Facebook account for more exposure.) Keep in mind that GoFundMe takes 8% of your proceeds as a commission.

Fidalgo Island Rotary Foundation (FIRF):

Since Fidalgo Island Rotary Club is our US sponsor, you or others may pay or donate through its 501c(3) charity foundation (FIRF). Here’s how:

For all donations and team fees please make checks out to our charity arm:

Fidalgo Rotary Foundation

Put on memo line:

Miller Medical Missions

Send the your checks to:

Marc Estvold

Team Administrator

3302 Oakes Avenue
Anacortes, WA 98221

If you would like to donate using a credit card or PayPal:

You are welcome to do so by going to the Fidalgo Island Rotary Club website:
<https://fidalgorotary.org/>. Once there, click the tab on the top titled “Donate to Miller Medical” and complete the form.

* Fidalgo Island Rotary Foundation is a 501c(3) nonprofit charity organization.
Our ID or EIN is 20-8721928

*Each donor will receive a tax-deductible receipt for their contribution

Important Information to Leave with Family at Home

Host Hospital - Hospital Obras Sociales de Monsignor Gregorio Schaffer

Attencion Pablo Benedicto (“Nito”), Director del Sanitorio

La Parroquia, San Lucas Tolimán, Sololá 07013, Guatemala

CENTRAL AMERICA Phone: +(502) 7722 – 0112

www.sanlucasmission.org

Hospital Administrator

Julio Lopez (502) 7722 0899 (502) 4402 9262

hospitalgregorioschaffer@hotmail.com

San Lucas Mission

Ellen Mathiowetz - Director of Visitor Programs

Phone: 507-381-0707

Email: ellen.mathiowetz@sanlucasmission.org

Hotel Toliman

6 Avenida 1-26 Zona 1, 14 San Lucas Toliman 07010

Phone 7722 0033 Owner - Chati Cajas chaticajas@gmail.com

Opal House

William Boegel, DPM

Agua Escondida, Guatemala

(502) 5137 7450 (cell)

williamboegel@hotmail.com

Optional: For assistance with travel arrangements to and from Guatemala:

Travel Agent

Trish Graves

Unique Adventures by Trish

Woodstock, GA 30189

Phone: 404-9449348

tgraves8649@gmail.com

If you have any questions or concerns please feel free to call me. My contact information is below. My cell phone number in the USA or WhatsApp is **360-708-2722**. I suggest you download the **WhatsApp** app before you depart as we can use it to communicate with each other as long as there is WiFi available to both parties.

Steve Miller

Team Co-Leader ftdock1@comcast.net

IN CONCLUSION: This “introduction” is a general guide to your mission experience in San Lucas Toliman and the hospital. Schedule changes do occur out of necessity.....please be flexible.

Thank you for taking the time to read this information. I do hope it will encourage you to volunteer to join our group!!!!

TEAM REGISTRATION / MEDICAL INFORMATION

NAME:			
ADDRESS:			
CITY/STATE/ZIP			
PHONE:	CELL:	HOME:	
EMAIL:	DOB		
CIRCLE POSITION YOU Will FILL:	PreOp	Circulator	Scrub
	Surgeon	PACU	Interpreter
	Anesthesia		
	Other: _____		
HOTEL ROOM PREFERENCE:	Accommodation Preference ___ Opal House ___ Hotel San Lucas Toliman		
	_____ single occ. _____ double occ Roommate if Double _____		
LIST KNOWN ALLERGIES: (Meds. Etc.)	Allergies:		
LIST SIGNIFICANT MEDICAL ISSUES (Current & Past)			
MEDICATIONS TAKEN REGULARLY			
DRUG	DOSE		FREQUENCY
PRIMARY PHYSICIAN NAME		PHONE NO. (WORK)	INSURANCE CO. AND ID NUMBER
PHYSICIAN ADDRESS			
CITY		STATE	ZIP CODE
EMERGENCY CONTACT INFORMATION			
NAME:			
RELATIONSHIP:			
PHONE:	CELL:	HOME:	
EMAIL:			



Fidalgo Island Rotary Foundation

P. O. Box 125

Anacortes, WA, USA 98221

VOLUNTEER TAX RECORD SHEET

Volunteer Name: _____

Place Volunteered: _____

Dates of Service: _____

Hours of Service: _____

Duties Performed: _____

Note: Value of your time or services is not an allowable charitable contribution.

Hours can be utilized for volunteer service hours on your resume or for credit if approved by the college or university.

Volunteer Service Qualified Charitable Contributions

Travel (airfare, train, bus, etc.): _____

Expenses for your car: _____

Taxi Fares/Parking: _____

Lodging Costs: _____

Meal Costs: _____

Other Mission Expenses / Contribution(s): _____

Fidalgo Island Rotary Club Foundation is a non-profit organization. No goods or services were received by the volunteer for his/her services rendered on behalf of this organization.

Our 501(c)3 tax ID number is **20-8721928**.

Please check IRS Charitable Contributions Publication #526 at www.irs.gov for current allowable deductions for your taxes.

For questions please contact our Treasurer at the above address.

Thank-you so much for your donated time and service to the disadvantaged.

Information on Antigua, Dr Mark Backman 2019 Mission:

In 2019 my wife and I participated in the Fidalgo Island Rotary Club Mission to San Lucas Toliman, our first trip. It was a wonderful experience.

It is a very busy time from the perspective of the medical work, as it should be. There is so much to accomplish and everyone participates throughout the week to help make the jornada effective and successful.

You will have very little time during the week to explore the area. We had never been to Guatemala, and took an extra two days at the end of the trip to explore Antigua a bit more. We did spend our first night there, Thursday after a late arrival, with most of the group, and then had a short introductory walk with Bo on Friday morning before we bussed the remainder of the way to San Lucas. The walk was about two hours, and gave us a pretty good idea of the lay out of the town, which is very much a walking town. It was a great way to stretch a bit and talk with some of the others on the mission as we meandered along the cobblestone streets, saw the main plaza and Cathedral, and learned about the volcanoes rimming the town so dramatically.

When we returned at the end of the mission, we stayed at the same hotel, and spent the better part of two days seeing the museums, watching the sun come up over the valley, poking into several markets and shops. There are some wonderful ruins scattered throughout the town too. That seemed like a good amount of time to spend in the area at the end of the trip.

If you consider extending your stay an extra day or two, realize that Antigua is an easy and fascinating small city to visit. It is safe for walking if you only watch your head on the metal bars of some of the windows! And language is not a barrier at all. We had perfect weather. And there are plenty of restaurants to enjoy. The art and architecture are great. Our visit there on the return corresponded with the start of Holy Week, with all the celebration that represents for the area. There are amazing colors everywhere, a worthy place for photographs. Enjoy,

Mark Backman