



Welcome! We look forward to your joining us for one of Heart Care International's medical mission trips.

VOLUNTEER APPLICATION PROCESS:

1. **Fill out the forms** listed below and email them as PDFs to Betsy Tirado (Logistics Director) betsy@heartcareintl.org and Margaret Feldmeth (Executive Director) margaret@heartcareintl.org:
 - Volunteer Bio/Travel Form (below)
 - Confidential Medical History Form (below)
2. **Fill out (manually) the Liability Release Form (use link on website) and have it notarized.** Please mail to: HCI, c/o Specialty Surgeons of Connecticut, 1455 East Putnam Ave, Greenwich, CT 06870.
3. **Scan the required documents** below (scan as separate documents, please) and email PDF versions to Betsy and Margaret:
 - Your medical, nursing or professional license (***must have a minimum of 6 months prior to expiration or the host country will not allow you in***); NOTE: this cannot be an email verification form, it needs to be the actual license
 - Your medical/nursing diploma
 - Your most up-to-date CV (resume)
 - Color copy of the photo and signature pages of your passport; NOTE: must be signed, scanned (ie not photographed) AND must not expire before 180 days from trip return date (ie a full 6 months)
 - **NEW: Copy of your COVID-19 Immunization card, including dates and doses received (must include at least 1 booster - requirement of all our host hospitals)**

NOTE: All traveling team members **MUST** be fully vaccinated and boosted against Covid-19 to comply with our host hospital requirements. No exceptions to this for our traveling team members. *[If you choose to not get vaccinated and boosted, you are still welcome to join the HCI team as a non-traveling member.]*

A SPECIAL NOTE TO NURSES: *A minimum of 3 years of pediatric cardiovascular ICU experience is required to join the traveling team.*



Once all steps are completed, you will be contacted by one of the HCI Team Captains for a Zoom conversation. NOTE: If you are invited to join a trip, you will be asked to pay the annual team dues - \$500 for doctors and \$300 for all other medical professionals.

Why do we need these? For medical team members to volunteer, we must obtain temporary licensure in each host country. Our host countries have very specific and rigid credentialing guidelines. Your credentials must be approved by the host country government BEFORE you can travel.

Your application for participation will NOT be considered complete until all documents are received.

LOGISTICS AND TIMING:

A few weeks before your trip we will email you specific details (hotel name/address, hospital contacts, tentative itinerary, etc). Your in-country work schedule will be managed by your team captain and communicated upon your arrival.

As a heads up, you will need to pack a lab coat (required when walking in the hallways of all our host hospitals), your own medical supplies (ie stethoscope), and your own scrubs.

COVERED EXPENSES:

Heart Care International will cover the following expenses for all team members:

- **Airfare:** HCI covers the 'official' trip dates, to and from your local departing city. If you would like increasing your experience by adding to your travel, our travel specialist can assist with those arrangements. Additional charges to your travel are your responsibility.
- **Lodging:** HCI covers double occupancy rooms for all team members. Rooms are covered from the night before your work begins through the night of your last day of work. Additional nights are your responsibility. Also, all personal expenses such as room service, phone and laundry are your responsibility.
- **Local transportation:** HCI covers airport pick-up upon arrival (on the pre-fixed dates) and transportation between the hotel and hospital.
- **Meals:** HCI covers two meals per day. For day shift team members, breakfast at the hotel and lunch at the hospital, and for night shift, dinner at the hospital and breakfast at the hotel.



YOUR FINANCIAL PIECE:

Once you are assigned to a trip, please pay your team dues (annual minimum is \$500 for doctors and \$300 for all other medical professionals):

HCI depends on our donors and volunteers to help support mission trip expenses. The fee is 100% tax deductible and can be paid online at www.heartcareintl.org (click on the 'donate' button). You may also mail a check to HCI, c/o Specialty Surgeons of Connecticut, 1455 East Putnam Ave, Greenwich, CT 06870.

- NOTE: Your travel will be booked after your team dues have been paid. If you prefer to book your own travel in lieu of the team dues, please alert the HCI office at info@heartcareintl.org.

Again, we are so happy you are interested in joining our team! Please contact us with any questions or concerns at betsy@heartcareintl.org or info@heartcareintl.org.

VOLUNTEER BIO AND TRAVEL FORM

Personal Contact Information:

Name (as it appears on your passport):



Street Address:

City, State, Zip:

Birth Date:

Home phone #:

Work phone #:

Fax#:

Pager/Cell #:

Email Address (which you check frequently):

Name of Medical School/ Nursing School:

DIETARY RESTRICTIONS:

Travel Information:

Passport#:

Expiration Date:

Country of citizenship:

Departing city:

Returning city:



CONFIDENTIAL MEDICAL HISTORY FORM

Date:

Name:

Birth Date:

Home Address:

Home Phone:

Work Phone:

Emergency Contact Information:

Contact Name:

Contact Phone:

Relationship:

Allergies:

Significant Medical Issues:

Medications taken regularly:

Drug Name	Dose	Frequency
1)		
2)		
3)		

Primary Physician Name:

Address:

Phone:

This information is confidential and used only in case of a medical emergency.