



Medical Clinic Team – Role Descriptions

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Medical Clinic Team – ENT Clinic Provider

Position Summary

The ENT Clinic can be staffed by a physician (MD or DO), nurse practitioner, or physician assistant who specializes in otolaryngology. The provider will evaluate and diagnose patients presenting with any ear, nose, and throat health issues. Providers can refer patients for additional tests in the on-site lab and refer patients to one of our surgery teams. They may consult with audiologists (*only for select teams with an audiology clinic) to assess hearing issues and prescribe hearing aids. Providers can prescribe medications to patients using a set formulary of medications that is provided by Faith In Practice. Providers in the ENT clinic will see about 20 patients per day, plus additional patients who may be referred from other clinics.

Pre-Trip Duties / Responsibilities

- Faith In Practice provides certain supplies and medications for each team. Please review the Supplies and Medications list, which can be found on the [Volunteer Resource Page](#), before the trip.
- Review [Insight Training Videos](#).

Duties / Responsibilities During Trip

- Provide medical consultation to all patients presenting with ear, nose, and throat conditions.
- Record consultation notes, diagnoses, diagnostic procedures (e.g. EKG, ultrasound, blood pressure), and prescription orders in Insight, the digital patient data management system.
- Refer patients to the laboratory for basic tests and imaging, if needed.
- Refer patients for surgery, if needed.
 - The patient will be sent to the Referrals clinic and meet with staff to schedule surgery.
- Refer patients to other clinics if needed.



Medical Clinic Team – Family Medicine Provider

Position Summary

The Family Medicine practitioner role can be staffed by a physician (MD or DO), nurse practitioner, or physician assistant who specializes in family medicine and can see both adult and pediatric patients. Providers serving in this role will be providing acute care to patients. They will provide general medical consultations and can refer patients for additional tests in the on-site lab. Additionally, the provider can refer patients to one of our upcoming surgery teams. Providers can prescribe medications to patients using a set formulary of medications that is provided by Faith In Practice. Between the General, Pediatric, and Gynecology clinics, the team will see about 1,000 patients throughout the week. The General Clinic will see the highest volume of patients.

Pre-Trip Duties / Responsibilities

- Faith In Practice provides certain supplies and medications for each team. Please review the Supplies and Medications list, which can be found on the [Volunteer Resource Page](#), before the trip.
- Review [Insight Training Videos](#).

Duties / Responsibilities During Trip

- Provide medical consultation to patients in both the General and Pediatric clinics, depending on the patient load for the week.
- Record consultation notes, diagnoses, diagnostic procedures (e.g. EKG, ultrasound, blood pressure), and prescription orders (including mobility aids) in Insight, the digital patient data management system.
- Refer patients to the laboratory for basic tests and imaging, if needed.
- Refer patients for surgery, if needed.
 - The patient will be sent to the Referrals clinic and meet with staff to schedule surgery.
- Refer patients to other clinics (i.e. Mobility, Gynecology, Orthopedic, etc.), if needed.



Medical Clinic Team – General Clinic Provider

Position Summary

The General Clinic Provider role can be staffed by a physician (MD or DO), nurse practitioner, or physician assistant who specializes in primary care, internal medicine, family medicine, or emergency medicine. Providers serving in this role will be providing acute care to patients. They will provide a general medical consultation and can refer patients for additional tests in the on-site lab. Additionally, the provider can refer patients to one of our surgery teams. Providers can prescribe medications to patients using a set formulary of medications that is provided by Faith In Practice. Between the General, Pediatric, and Gynecology clinics, the team will see about 1,000 patients throughout the week. The General Clinic will see the highest volume of patients.

Pre-Trip Duties / Responsibilities

- Faith In Practice provides certain supplies and medications for each team. Please review the Supplies and Medications list, which can be found on the [Volunteer Resource Page](#), before the trip.
- Review [Insight Training Videos](#).

Duties / Responsibilities During Trip

- Provide a medical consultation to the patients who visit the General Clinic. Record consultation notes, diagnoses, diagnostic procedures (e.g. EKG, ultrasound, blood pressure), and prescription orders (including mobility aids) in Insight, the digital patient data management system.
- Refer patients to the laboratory for basic tests and imaging, if needed.
- Refer patients for surgery, if needed.
 - The patient will be sent to the Referrals clinic and meet with staff to schedule surgery.
- Refer patients to other clinics (i.e. Mobility, Gynecology, Orthopedic, etc.), if needed.



Medical Clinic Team – Imaging Specialist

Position Summary

The Imaging Specialist role on the team can be filled by a Radiologist, Sonographer, or a provider who is trained in using an ultrasound machine and reading imaging for patient diagnosis. This role is essential for ensuring patients are correctly given a referral for surgery when needed. The Imaging Specialist will have access to an ultrasound and EKG machine.

Pre-Trip Duties / Responsibilities

- Faith In Practice provides a set formulary of medications for each team. Please review the Supplies and Medications list, which can be found on the [Volunteer Resource Page](#), before the trip.
- Review [Insight Training Videos](#).

Duties / Responsibilities During Trip

- View any imaging patients bring with them.
- Collect ultrasound imaging for patients referred from other clinics.
- Upload imaging into Insight, the digital patient data management system, for physicians to review.



Medical Clinic Team – Interpreter

Position Summary

Interpreters are critical to the success of Faith In Practice village medical clinic missions and may be called upon to do a number of tasks during the mission week. Interpreters must be bilingual between English and Spanish, and it is of utmost importance that interpreters assigned to translate medical information have the skills to do so.

Pre-Trip Duties / Responsibilities

- Review [Spanish Medical Terms](#) document.

Duties / Responsibilities During Trip

- Interpreting between the physician and patient during triage to support the physician in assessing health-related issues.
- Interpreting between physicians and patients, and pharmacists and patients, to communicate key information on clinic days.
- Interpreting between physicians and patients' families.
- Interpreting during consultations in special clinics, such as mobility or audiology.
- Supporting the team Spiritual Leader to communicate with patients and families.
- Supporting the team Photographer/Blogger in communicating with patients to collect photos and patient stories for the daily team blog.
- Facilitating a connection between fellow team members and our local Guatemalan volunteers and partners by translating speeches and prayers at gatherings.



Medical Clinic Team – Laboratory

Position Summary

Each medical clinic team will be equipped with a basic laboratory. The laboratory should ideally be staffed by an Imaging Specialist (i.e. Sonographer, Radiologist) or Registered Nurse. Please note that the laboratory has limited resources. The Laboratory volunteer should ideally speak Spanish. If the technician is medical but does not speak Spanish, an interpreter may be assigned.

Pre-Trip Duties / Responsibilities

- Faith In Practice provides certain supplies and medications for each team. Please review the Supplies and Medications list and Ultrasound Trunk list, which can be found on the [Volunteer Resource Page](#), before the trip.
- Review [Insight Training Videos](#).

Duties / Responsibilities During Trip

- Administer additional tests or collect imaging based on Physician referral notes.
- Lab tests available include:
 - Pregnancy
 - Urine
 - Hemoglobin
 - Blood pressure
 - Blood glucose
 - Temperature
- Take imaging using EKG and/or Ultrasound machine.
- Upload imaging into Insight, the patient data management system, for physicians to review.



Medical Clinic Team – Gynecology Clinic Provider

Position Summary

The Gynecology Clinic Provider role can be staffed by a physician (MD or DO), nurse practitioner, or physician assistant who specializes in obstetrics and gynecology. They will provide medical consultations and can refer patients for additional tests in the on-site lab. Additionally, the provider can refer patients to one of our surgery teams. Providers can prescribe medications to patients using a set formulary of medications that is provided by Faith In Practice. Between the General, Pediatric, and Gynecology clinics, the team will see about 1,000 patients throughout the week.

Pre-Trip Duties / Responsibilities

- Faith In Practice provides certain supplies and medications for each team. Please review the Supplies and Medications list, which can be found on the [Volunteer Resource Page](#), before the trip.
- Review [Insight Training Videos](#).

Duties / Responsibilities During Trip

- Provide medical consultations to women of reproductive age with problems related to women's health, including possible pregnancy.
- Record consultation notes, diagnoses, diagnostic procedures (e.g. ultrasound, blood pressure), and prescription orders in Insight, the digital patient data management system.
- Refer patients to the laboratory for basic tests and imaging, if needed. Pregnancy tests will be available in the laboratory.
- Refer patients for surgery, if needed.
 - The patients will be sent to the Referrals clinic and meet with staff to schedule surgery.



Medical Clinic Team – Orthopedic Clinic Provider

Position Summary

The Orthopedic Clinic Provider role can be staffed by a physician (MD or DO), nurse practitioner, or physician assistant who specializes in orthopedic care, rheumatology, or sports medicine. The provider will evaluate and diagnose musculoskeletal conditions through examinations and reviewing existing imaging in order to identify the best course of care which may include physical therapy, a mobility aid, injection and/or inflammation control methods, or referral for surgery with an upcoming surgery team. Providers can refer patients for additional tests and imaging in the on-site lab. Providers can prescribe medications to patients using a set formulary of medications that is provided by Faith In Practice. Providers in the Orthopedic clinic will see about 25-30 patients per day, plus additional patients who may be referred from other clinics.

Pre-Trip Duties / Responsibilities

- Faith In Practice provides a set formulary of medications for each team. Please review the Supplies and Medications list, which can be found on the [Volunteer Resource Page](#), before the trip.
- Review [Insight Training Videos](#).

Duties / Responsibilities During Trip

- Provide medical consultation to all patients presenting with musculoskeletal conditions.
- Record consultation notes, diagnoses, diagnostic procedures (e.g. EKG, ultrasound, blood pressure), and prescription orders (including mobility aids) in Insight, the digital patient data managements system.
- Refer patients to the laboratory for basic tests and imaging, if needed.
- Refer patients for surgery, if needed.
 - The patient will be sent to the Referrals clinic and meet with staff to schedule surgery.
- Refer patients to Mobility Clinic for a mobility aid (walker, cane, crutches, wheelchair).



Medical Clinic Team – Pediatric Clinic Provider

Position Summary

The Pediatric Clinic Provider role can be staffed by a physician (MD or DO), nurse practitioner, or physician assistant who specializes in pediatrics or family medicine. Providers serving in this role will be providing acute care to patients. They will provide medical consultations and can refer patients for additional tests in the on-site lab. Additionally, the provider can refer patients to one of our surgery teams. Providers can prescribe medications to patients using a set formulary of medications that is provided by Faith In Practice. Between the General, Pediatric, and Gynecology clinics, the team will see about 1,000 patients throughout the week.

Pre-Trip Duties / Responsibilities

- Faith In Practice provides a set formulary of medications for each team. Please review the Supplies and Medications list, which can be found on the [Volunteer Resource Page](#), before the trip.
- Review [Insight Training Videos](#).

Duties / Responsibilities During Trip

- Provide medical consultations to patients aged 17 years and younger, unless presenting with a women's health issue.
- Record consultation notes, diagnoses, diagnostic procedures (e.g. EKG, ultrasound, blood pressure), and prescription orders (including mobility aids) in Insight, the digital patient data management system.
- Refer patients to the laboratory for basic tests and imaging, if needed.
- Refer patients for surgery, if needed.
 - The patient will be sent to the Referrals clinic and meet with staff to schedule surgery.



Medical Clinic Team – Pharmacist

Position Summary

The Pharmacist is responsible for managing the pharmacy during the mission week, ensuring proper protocol and tracking of medications is followed. This role must be filled by a licensed pharmacist. If the pharmacist does not speak Spanish, an interpreter should be designated to translate between the pharmacist and the patients.

Pharmacy Formulary

The formulary of medications provided by Faith In Practice is included in the Medical Clinic Supplies and Medication workbook, which is updated every year. Throughout the year, the Medical Clinic Evaluation Subcommittee reviews comments from team member assessments and evaluates the medication usage for the year to determine any changes to the formulary for the following year.

Pre-Trip Duties / Responsibilities

- Faith In Practice provides a set formulary of medications for each team. Please review the Supplies and Medications list, which can be found on the [Volunteer Resource Page](#), before the trip.
- Distribute the formulary to the physicians as early as possible for their review so they become familiar with the medications available.
- Review [Insight Training Videos](#).
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Duties / Responsibilities During Trip

- Provide training to pharmacy team volunteers and staff.
- Oversee the implementation of the medical clinic pharmacy protocol.
 - Check the pharmacy supplies daily and confirm readiness for the next day's clinic.
 - Keep the medical providers informed throughout the week regarding any medication shortages that arise.
 - Notify staff and team leaders of any changes in medications or supplies throughout the day.
 - Track prescription and dispensing of medications for every patient in Insight, digital patient data management system.
 - Explain prescription drugs and dosage information to patients and their families.
 - A separate bag for each patient is necessary for families.
 - DO NOT give medications to children unless their parents are present.



Medical Clinic Team – Provider Assistant

Position Summary

The Provider Assistant role is intended to provide an opportunity for volunteers, especially non-medical individuals and medical/nursing students, to support patient care on medical clinic teams. It allows medical providers to focus their attention on providing patient care while having another team members to assist with recording patient data in Insight, the digital patient data management system.

Pre-Trip Duties / Responsibilities

- Review [Insight Training Videos](#).
- Faith In Practice provides a set formulary of medications for each team. Please familiarize yourself with the medications on Supplies and Medications list, which can be found on the [Volunteer Resource Page](#), before the trip.

Duties / Responsibilities During Trip

- Provider Assistants may:
 - Support medical providers on the team by serving as a scribe and entering patients' diagnoses, prescription orders, and referrals into Insight. Help with clinic flow management.
 - Take vital sign measurements such as blood pressure and temperature.



Spiritual Care and Leadership

Position Summary

The Spiritual Care and Leadership role has been prayerfully created with the following primary purposes:

1. Establish/reinforce the Faith in Practice team's mission to serve as the hands and feet of Jesus Christ in our medical and dental care of the poor of Guatemala, in our fellowship with Faith In Practice team members and to whomever we encounter in Guatemala.
2. Provide comforting presence, prayer and pastoral care to the patients, volunteers and staff.
3. As a part of the morning team meetings, present Bible-based devotionals (10-20 minutes) that reflect the mission and guiding principles of Faith In Practice.
4. Provide a welcoming and respectful atmosphere to people of all faith traditions.
5. Be available and seek out opportunities to support team members as they navigate the daily mission experiences that may be frightening, disturbing or joy filled.
6. In support of the team leader and staff, provide guidance in the context of Christ-centered conflict resolution and crisis management.
7. Invite volunteers to experience what God is doing to transform lives in Guatemala and encourage them to take the next step in their personal journey of faith.

Qualifications: Character, Competency, and Calling

- Strong personal relationship with Jesus Christ, exhibiting humility, integrity, and spiritual maturity.
- Ability to lead others in faith through pastoral care, teaching, and compassionate presence.
- Capability to provide care in emotionally and spiritually challenging situations.
- Sensitivity to interfaith awareness while confidently modeling Christian love and servanthood.

Pre-Trip Duties/ Responsibilities

Leadership

As you are expected to fulfill a leadership role, it is important that you uphold the guidelines and standards set forth by Faith In Practice. Therefore, please review the following information found on the Faith In Practice website under the tab "About Us":

- **Guiding Principles**
- **Our Mission** and **Our Approach**

Pastoral Care for Volunteers



1. Pray for the team. Use the team roster to pray for team members by name. Pray also for the success of the mission.
2. Prepare for the daily devotionals.
 - There are resources and materials prepared by other Spiritual Care and Leadership Volunteers in the Faith In Practice offices, and they are available for your use. Please contact Mark Woolf, MD for more information.
 - Here are some helpful guidelines to consider when preparing the devotionals and materials for use during devotionals:
 - State the spiritual theme of the week.
 - Provide the scriptural references for the week's devotionals.
 - Encourage themes of servanthood, compassion, and healing. (e.g. Isaiah 58, Matthew 25).
 - Promote spiritual enrichment and contemplation concerning Christian principles as outlined in the "Spiritual Mission and Goals of Faith In Practice."
 - Reflect on encountering Christ in the poor and vulnerable.
 - Consider a plan for music, including providing words to songs and participation by musicians.
 - Provide materials for journaling.
3. Prepare personally. This experience is an opportunity for renewal and challenge for you personally. The team members, volunteers, and patients will all benefit from your preparations for the week.

Pastoral Care for Patients

1. Pray for the patients and the families who await the team's arrival. Expect to be impressed and inspired by the faith, patience and endurance of many of the patients you encounter.
2. Understand the circumstances of our patients as you interact with them and participate in their pastoral care.

Duties / Responsibilities During Trip

Pastoral Care for Volunteers

1. Participate fully with the team in all activities and programs.
2. Lead the prayer at team meetings and meals.
3. Plan and present the devotionals and services every day, incorporating events that occurred the day before in the context of the spiritual setting.
4. For village teams, consider how to include those Guatemalan volunteers who only speak Spanish and are attending the devotionals. This is often done by including a song in Spanish or reading the scriptures in Spanish.

5. Practice hospitality, acknowledging the diversity of the team, seeking always to be inclusive of all members.
6. Build community by allowing time for team members to share impactful interactions or experiences of each mission day during the morning sessions or in the evening when possible.
7. Provide support and pastoral care to team members, Guatemalan volunteers, and staff in the case of difficult cases or circumstances.

Pastoral Care for Patients

1. Spend time with patients and listen to their stories as they wait to be seen by team practitioners.
2. Pray with patients and their family before and after treatment when appropriate.

Pastoral Leadership

1. Provide a calming presence as challenges arise.
2. Share God's Love. Most importantly, the Spiritual Leader should let the love of God flow through him or her to the patient and the family, as well as to the staff and volunteers.
3. Role Model. Through words and actions be a positive role model for team members as each volunteer represents the face of Faith In Practice to the Guatemalans.



Medical Clinic Team – Team Doctor

Position Summary

The Team Member Care Team is responsible for the health of team members and will address and care for any ailments that arise throughout the mission week. The Team Leaders should assign at least one physician and at least one nurse to serve on the Team Member Care Team before the trip. Consideration should be made to assign the most qualified individuals to this role.

Pre-Trip Duties / Responsibilities

- Identify yourself to the team at the pre-trip team meeting(s) or via email.
- During the pre-trip team meeting, request that all team members provide all health information that could impact them while in Guatemala.
 - In the event that all team members are not present at team meetings, request this information via email.
- Emphasize the importance of informing you of conditions that may arise in order so you may respond promptly to any emergency.
- Faith In Practice provides a set formulary of medications for each team. Please review the Supplies and Medications list, which can be found on the [Volunteer Resource Page](#), before the trip.
 - Review the First Aid/Common Ailments Kit and STAT Kit list which are provided on the same document.
- Review the [Illness During Mission Protocol](#) which outlines steps to be taken when a communicable illness may be present among team members or staff during the mission week.

Duties / Responsibilities During Trip

- Request any confidential health concern information that was not previously given during the pre-trip meetings.
- Pick up the emergency kits (First Aid Kit, STAT Kit, and defibrillator) at the hotel when the team first arrives in Guatemala, know where the kits are at all times, and leave the equipment at the Antigua hotel before the team's departure out of Guatemala.
- Become familiar with the equipment and make sure that it is working.
- Inform the team of your room number in case of an emergency at night.
- Notify Faith In Practice staff immediately if there is a medical emergency.



Medical Clinic Team – Triage

Position Summary

The triage role should ideally be filled by a volunteer with a medical background—Registered Nurse, Physician Assistant, or Nurse Practitioner—and should ideally speak Spanish. If the triage person does not speak Spanish, an interpreter will be assigned. This role will be one of the first points of contact for the patients attending the medical clinic.

Pre-Trip Duties / Responsibilities

- Become familiar with the clinics that will be available at the clinic site (see list below).
- Faith In Practice provides a set formulary of medications for each team. Please review the Supplies and Medications list, which can be found on the [Volunteer Resource Page](#), before the trip.
- Review [Insight Training Videos](#).

Duties / Responsibilities During Trip

- Ensure patient's blood pressure, temperature, weight, and height have been recorded.
- Record patient's current medications.
- Complete a review of patient's chief medical complaints and collect basic medical history.
- Record the clinic(s) the patient is being referred to, based on the following options:
 - General
 - Pediatric
 - OB/GYN
 - Orthopedic
 - ENT*
 - Dermatology*
 - Audiology*
 - Mobility
- Record information in Insight to provide accurate and accessible medical information for the provider.

**Not available on every team*