

Sample Exchange Trip Daily Schedule

Participants

- | | |
|-----------------------|---|
| 1.) Igor Smith, MD | Infectionist, Regional AIDS Center |
| 2.) Tatiana Jones, MD | Narcology Dispensary |
| 3.) Galia Smith, MD | Infectionist, Regional AIDS Center |
| 4.) Mikhail Jones, MD | Medical School Faculty |
| 5.) Natalia Smith | RN, AIDS Center |
| 6.) Elena Jones | Social Services, Maternal & Child Health Unit |

Sunday April 2

Arriving at JFK: Delta Flight xx: 3:25pm

Interpreter hired for meet and greet

Will arrange for per diem money to be distributed at this time

Interpreter will call for the hotel shuttle and accompany guests to hotel – call hotel and ask for the operator:

Hotel Phone Number: 555-555-5555

PHONE NUMBERS

Coordinator:

Josephine Smith

cell: 555-555-5555

office:

Lead Interpreter:

Valery Jones

cell: 555-555-5555

Taxis:

Generic Car Service

Contact Person: Lisa

Phone # 555-555-5555

Hotel:

Phone # 555-555-5555

Contact Person: Michelle

Monday April 3

Common Day

The focus of this ½ day afternoon session is to have our guests meet the AIDS Clinic staff, learn about the clinic, how the staff works together, how the patient receives their medical care here and what services are available in the clinic. The day will end with a tour of the clinic.

2 interpreters hired for ½ day

Interpreters: Valery Jones, Iryna Smith

Taxis will transport guests from hotel to EHC

1:15pm to 2:15pm: Conference Room: 8

Welcome Luncheon - All Clinic Staff Invited

Hospital will provide beverage service: Contact Person:

Food Ordered From:

2:15pm to 4pm: (remain in Conference Room 8)

- Dr. Jones will present overview of the partnership/ workplan/ goals attained to-date/ schedule for the week (45 minutes)
- Dr. Smith will present overview of AIDS Clinic and introduce the idea of interdisciplinary teamwork/ tell about clinic services/ history of clinic/ overview of who our patients are (15 minutes)
- Dr. Jones will present the physician's role/ perspective on outpatient management of HIV patients in our clinic (15 minutes)
- Jackie Jones will present the nurse's role/ perspective on outpatient HIV care (15 minutes)
- Judi Smith will present the social worker's role/ perspective on outpatient HIV care (15 minutes)

4pm: Leave Conference Room for tour of Clinic

Dr. Jones will lead the tour

There will be light refreshments served in the clinic at the end of the tour and an opportunity for staff and visitors to socialize.

Refreshment Coordinator for this event: Alexa Smith: Ext: 555

Call for taxi cab service back to hotel

Tuesday April 4

Common Day

2 Interpreters hired for full day

Interpreters: Valery Jones, Iryna Smith

Taxis will transport guests from hotel to EHC

9:15am to 12 noon: Conference Room 6

9:30am – 11:00am - Pediatric AIDS Team will present

11am – 12 noon – EHC Counseling and Testing Program

12 noon to 1:30pm: Lunch in Dr. Smith's Office

Hospital will provide beverage service: Contact Person:

Food Ordered From:

1:30 to 3pm: Conference Room 8

1:30pm to 2pm: Adherence Team: Dr. Smith, Rani, Carol, Pam

2pm to 2:30pm: Harm Reduction Program: Debra Jones

2:30pm to 3pm: Collage Program

3:15 pm to 5:15 pm: Dr. Smith's Office

3:15 pm – 4:15pm: lecture: HIV and TB: Dr. Smith

4:15pm – 5:15pm: lecture: ARV therapy: Dr. Jones

Call for taxi cab service back to hotel

Wednesday April 5

4 Interpreters hired for full day

Taxis will transport guests from hotel to EHC

MDs and RN:

Interpreters: Valery Smith

9am to 11:30am Clinic

I.D. Clinic session with chronic HIV patients.

2 physicians and the RN will shadow Dr. Jones

2 physicians will shadow Dr. Smith.

11:30 to 1pm Lunch in Dr. Jones's Office

Hospital will provide beverage service: Contact Person:

Food Ordered from:

1pm to 3pm: TB Clinic

TB Clinic session: MDs and RN will shadow Dr. Jones.

3:15pm to 5:15pm: Dr. Jones's Office

3:15pm to 4:15pm: lecture: treating HIV positive IDU patients: Dr. Jones

4:15pm to 5:15pm: lecture: Complications of ARV therapy: Dr. Smith

Faculty MD:

Interpreter:

SW:

Interpreter: Iryna Jones

3pm to 4pm: meeting at the Generic Adolescent Health Service

Call for taxi cab service back to hotel

Thursday April 6

4 Interpreters hired for full day

Taxis will transport guests from hotel to EHC

MDs, Faculty MD, RN, SW

9am to 11:30am Screening Clinic:

All disciplines will shadow their disciplines during this time

2 Russian MDs will shadow Dr. Smith – Interpreter:

2 Russian MDs will shadow Dr. Jones – Interpreter: Valery Smith

Russian RN will shadow Jackie Jones or designee – Interpreter:

Russian SW will shadow Judi Smith or designee- Interpreter: Iryna Jones

12noon to 1:30pm : Lunch in Dr. Smith's office

Hospital will provide beverage service: Contact Person:

Food Ordered from:

MDs:

1:30pm to 3pm: I.D. Clinic

Russian MDs will see hepatitis patients with Dr. Smith in I.D. Clinic

3:15pm to 5:15pm: Dr. Jones's Office

3:15pm to 4:15pm: lecture: HIV and pregnancy: Dr. Jones

4:15pm to 5:15pm: lecture: Ophthalmologic Complications of HIV: Dr. Smith

RN and SW

1:30 to 3pm Dr. Jones's Office

Meeting on HIV maternal-child health issues

3:15pm to 4:15pm: lecture: HIV and pregnancy: Dr. Jones

Faculty MD:

Call for taxi cab service back to hotel

Friday April 7

4 Interpreters hired for full day

Taxis will transport guests from hotel to EHC

MDs:

9am to 4pm: Dr. Smith's Office

9am to 10am: lecture: Metabolic complications of HIV: Dr. Smith

10am to 11am: lecture: HIV and Hepatitis C: Dr. Jones

11am to 12 noon: Tour and discussion about inpatient services of with Chief Resident Craig Smith

12 noon to 1:30pm: Lunch (in Dr. Smith's Office)

Beverage service provided by hospital

Food ordered from:

1:30pm to 4pm: Rounds on HIV inpatients with Dr. Smith and Dr. Jones

Faculty MD:

RN: 10am: I.D. Clinic

10am to 1pm: Shadow nurses in I.D. Clinic

1pm to 2:30 pm: Nurses Lunch

2:30pm to 4pm: Shadow Andrea on inpatient service

SW: : off site meetings

4:15pm: All Guests and EHC AIDS Clinic Staff: Conference Room E6-4

Closing Discussion and presentation of thank you gifts to our guests.

5:15pm: Wine and Cheese Reception at Neil's apartment

Address:

phone:

cell:

Call for taxi cab service back to hotel

Saturday April 8

Interpreter hired to accompany guests to JFK

Arrange for hotel airport shuttle

Delta Flight xx – 5:30pm