

The information provided by the team will be used as the basis for Orthopaedic Outreach reports on the outcomes and achievements of the project. Reporting ensures that improvements in service delivery and development of local services are continued. When writing your report please provide as much detail as possible. Team members may be contacted by Orthopaedic Outreach staff for more information where required.

Please be aware that a copy of your report may be sent to your counterpart/s in-country for review. If there are any issues which may be inappropriate to pass on to in-country personnel, please submit comments in a separate document.

Click the fields below to fill-in the form. Save and send the completed pdf file to gnextell@orthoreach.org.au.

PROGRAM DETAILS

Specialty

Visit dates

Visit location

Name of person completing this report (Team Leader)

TEAM MEMBERS

Name	Role (e.g. Surgeon)	Hospital (e.g. Royal Melbourne Hospital)

PARTICIPATING LOCAL STAFF AND KEY CONTACTS

Orthopaedic Outreach requires details of local hospital staff who participate in the team's activities. Please record names, gender, roles, and hospital/s. Please pay particular attention to anyone whom you believe to be an important key contact.

Name	Gender	Role	Hospital

VISIT OBJECTIVES

As per discussion with the MoH/hospital counterparts. Targets or goals where visit outcomes can be measured against.

SUMMARY OF CLINICAL SERVICES

Patient records including gender and age **MUST** be provided for both consultations and operations performed. Data should be completed electronically or by clear hand-written notes and returned with the visit report. Operations Record templates are provided prior to departure.

Age	0-18			19-39			40-59			60+			TOTAL		
Gender	M	F	?	M	F	?	M	F	?	M	F	?	M	F	?
Consultations															
Operations															

Please provide a detailed summary of clinical services provided during this visit including:

Screening

- Level of pre-screening conducted by local staff.
- Pre-operative assessments and consultations.
- Presentation trends.

Surgery

- Major types of surgery/procedures performed.
- How surgery delivered by the team will impact on patient's quality of life.
- Morbidity and mortality.

Post-operative care

- Relevant details of patients requiring aftercare or follow-up.

CAPACITY BUILDING AND TRAINING ACTIVITIES

Please provide detailed summary of capacity building and training activities delivered during the visit including:

Informal Training

- Details of scenarios i.e. mentoring, on-the-job skills training, supervision etc.
- Details of local staff involved.

Formal Training

- Type of training.
- Topics covered.
- Details of local staff/students involved i.e. undergrad/postgrad.
- Resources provided.
- Feedback from participants.

Training for the future

- Suggested training opportunities for future visits.
- Identify local staff who should be targeted for future training.

TRAINING PARTICIPANTS

Please provide a list of participants involved in training activities.

Name	Gender	Role	Hospital
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EQUIPMENT AND SUPPLIES

Please provide information on the following:

- Availability and condition of medical equipment in-country.
- Availability of supplies in-country.
- Supplies left with hospital.
- Recommended procurement for future trips.
- Notes to the equipment coordinator on all equipment/supplies provided.

ISSUES

Please report on any issues relating to the visit.

RECOMMENDATIONS

Team members are invited to make recommendations. Consider including recommendations on:

- Frequency of further visits.
- Clinical needs and priorities.
- Training needs and priorities.

DEBRIEF

It is imperative that Orthopaedic Outreach teams be involved in a debriefing session, preferably towards the end of each visit. The debrief should involve the visiting team, local counterparts, a representative from the Ministry of Health, hospital clinical services, and other relevant parties. The purpose of the debriefing is to promote linkages and sharing of information. This is an opportunity to discuss visit outcomes, recommendations regarding staffing, training, equipment and hospital operation.

Please provide the following details:

- Participants including name, gender, role and organisation.
- Meeting place and time.
- Major issues reported/discussed.
- Outcomes and recommendations.
- Any attempt made to contact DFAT staff or Aust High Commission to arrange a meeting.

GENERAL COMMENTS

Please provide any general/other comments on any aspects of this visit.