



EWI INSTITUTE OTGC RESPONSIBILITIES - CAMBODIA

The OTGCs will assist with the administration of all aspects of the program while in country. There are 3 OTGC roles during the Summer Institute. OTGCs work for 9 to 10 weeks in-country. Additionally, OTGCs must complete approximately 10 hours' worth of preparations prior to the start of the program.

1. **Teaching Assistant (TA)** for the instrumentation lab.
 - The TA is responsible for the 3-hour afternoon laboratories where students learn to construct, debug and repair power supplies, and learn basic skills for assembly and dis-assembly of several pieces of medical equipment. The TA is assisted by the instructor. All instruction is given in English. The TA is provided with curriculum material but must schedule and plan the lessons with the instructor before the program starts.
 - One day per week, the TA and the instructor will travel to a local hospital with the entire class to spend the day repairing equipment.
 - The TA must attend TA training or complete remote training. Remote trainees are expected to make themselves familiar with all lab exercises during the months before the Summer Institute. EWH staff will be available for questions. If possible, remote trainees may "join" the live TA trainings via Skype. The TA must also assist the Prep OTGC with documentation as necessary.
 - The TA will live in the first month training city and is not required to travel around the country during the first month's capacity as TA.
 - The TA must be in country for at least the first month of the program and may be required to arrive up to one week before SI participants arrive. The TA may continue on in the role of Second Month OTGC (see #3 below) after the first month.
2. **Preparatory Coordinator (Prep OTGC)**
 - The Prep OTGC is responsible for maintaining contact with host hospitals and confirming hospital and homestay readiness.
 - This includes contacting hospital staff and homestays (to the greatest degree possible) in the months *before the program starts*.
 - Once in country, the Prep OTGC will travel around to visit each of the hospitals and homestays during the first month, before the students move out to their assigned locations. The purpose of these visits is to confirm readiness and hospital administration approval, and to pre-pay the homestay families for the second month.
 - The Prep OTGC must prepare and maintain up to date documentation about the country, hospital assignments, and homestays to share with the students and other EWH staff.
 - The Prep OTGC is responsible for other logistical arrangements such as the final conference and student transportation, although this task may be shared with other OTGCs.
 - The Prep OTGC will travel almost daily. Therefore, they are responsible for arranging their own lodging during visits to hospital cities.
 - The Preparatory role is mainly during the first month of the program, but the Prep OTGC must be in country for the entirety of the program and work as a Second Month OTGC (see #3 below), and may be required to arrive up to one week Before SI participants arrive and stay several days after the program ends.
3. **Second Month OTGC(s)**
 - During the second month of the program, when participants are spread around the country, the Second Month OTGC(s) will travel around to visit the participants at their hospital assignments. If there is more than one Second Month OTGC, they should travel separately, coordinating their visits on a rotation so that each hospital group gets visited twice but not "back to back." During the visits,



the OTGC(s) help participants with whatever assistance they need: technical repairs, navigating government/hospital paperwork or regulations, introductions to hospital staff, overcoming language barrier, coping with culture shock, treating participant illness, mediating interpersonal issues, etc. The Second Month OTGC(s) will continue the Prep OTGC's task of documentation and logistical arrangements. During the last week of the program, Second Month OTGC(s) will coordinate hospital visits for special guests or visitors (EWH staff, University staff, etc.) and run the final conference.

- Second Month OTGCs will travel almost daily. Therefore, they are responsible for arranging their own lodging during visits to hospital cities.
- A First Month TA may transition into a role as Second Month OTGC, or a Second Month OTGC may arrive just before the participants switch to their hospital assignments.

There are some responsibilities shared by all roles. All OTGCs must:

- Participate in SI staff training via conference call or Skype, to be completed in the months before the program begins. OTGCs for the DukeEngage programs (Tanzania and Uganda Summer) are requested to participate in Duke Engage Training (Durham, NC, May 7-9, 2018) if available.
- Be available 24/7 by cell phone (provided by EWH) in case of emergencies.
- Be responsible for dealing with problems as they arise. This may include housing issues, illness, behavior and other situations that need immediate, on-the-ground attention.
- Assist with other country-specific SI tasks (emails, answering student questions, arrival preparations, etc.)

To apply, submit resume and cover letter to summerinstitute@ewh.org.