



EWH OTGC RESPONSIBILITIES - UGANDA

OTGCs work with EWH staff, professors at partner universities, and EWH's on-the-ground partners to coordinate all aspects of the program. 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.

The OTGC in Uganda fulfills 3 roles:

1. **Teaching Assistant (TA)** for the in-country training period
 - The TA is responsible for the 3-hour 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.
 - Roughly one day per week, the TA and the instructor will travel to a local hospital with students 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 OTGC is responsible for maintaining contact with host hospitals and confirming hospital and accommodation readiness.
 - This includes contacting hospital staff and homestays (to the greatest degree possible) in the months *before the program starts*. They will be assisted by local partners.
 - The 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 OTGC is responsible for other logistical arrangements such as the final conference and student transportation, although this task may be shared with local partners.
3. During student placements
 - When participants are spread around the country, the OTGC(s) will travel around to visit the participants at their hospital assignments. If there is more than one OTGC, they should travel separately. 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 OTGC(s) will continue the Prep OTGC's task of documentation and logistical arrangements. During the last week of the program, OTGC(s) will coordinate hospital visits for special guests or visitors (EWH staff, University staff, etc.) and run the final conference.
 - OTGCs will travel almost daily. Therefore, they are responsible for arranging their own lodging during visits to hospital cities.



OTGCs must:

- Participate in SI staff training via conference call or Skype, to be completed in the months before the program begins.
- Be available 24/7 by cell phone 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.