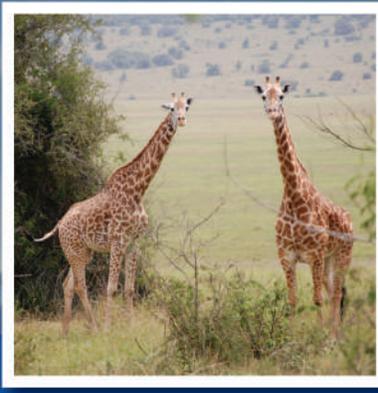
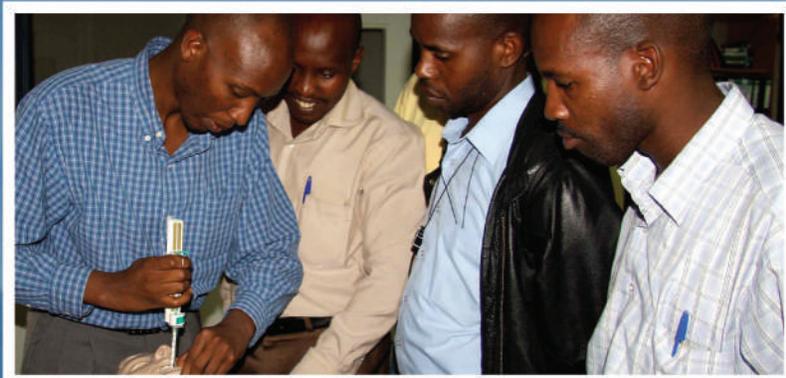
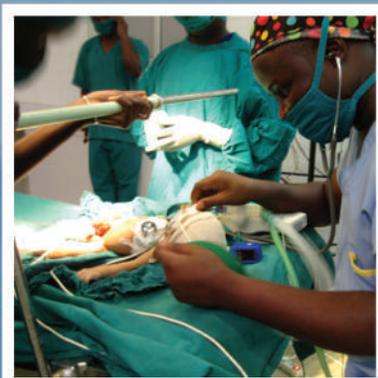


# CASIEF-RWANDA

A Guide For Volunteers



CASIEF-Rwanda Volunteer Anesthesia Teaching Program is guided by Dalhousie University Department of Anesthesia.



Canadian Anesthesiologists' Society  
**International Education Foundation**



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# **CASIEF-Rwanda: A Guide for Volunteers**

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## Introduction

Welcome to the Canadian Anesthesiologists' Society International Education Foundation (CASIEF) teaching program in Rwanda. This volunteer manual will help acquaint you with Rwanda and the teaching program. While volunteers are responsible for making their own arrangements and accept their own responsibility for safety, we're confident this manual will provide a valuable guide.

The Rwanda Teaching Program began in January 2006 as a partnership between the National University of Rwanda (now University of Rwanda), CASIEF, and the American Society of Anesthesiologists Overseas Teaching Program (now ASAGHO). The goal is to build capacity for anesthesia training in Rwanda so that, over time, there will be enough local staff anesthesiologists to run the program without the need for international support.

The following articles provide an in-depth description of the structure of the Rwandan anesthesia residency program and CASIEF's role:

1. Livingston P, Evans F, Nsereko N, Nyirigira G, Ruhato P, Sargeant J, Chipp M & Enright A. Safer obstetric anesthesia through education and mentorship: a model for knowledge translation in Rwanda. *Can J Anesth*. DOI 10.1007/s12630-014-0224-8
2. <http://www.panafrican-med-journal.com/content/article/19/97/full/>
3. Twagirumugabe, T., Carli F. "Rwandan Anesthesia Residency Program: A Model of North-South Educational Partnership". *International Anesthesiology Clinics*. 2010; Volume 48, Number 2, 71-78
4. [http://www.nysora.com/nysora\\_newsletters/3222-NYSORA-NEWSLETTER-MAY-2010.html#Rwanda](http://www.nysora.com/nysora_newsletters/3222-NYSORA-NEWSLETTER-MAY-2010.html#Rwanda)

Before you go, we suggest that you familiarize yourself with Rwanda. A list of recommended books and films is included in this package as Appendix A. It is important to understand as much as possible about the local culture.

Thank you in advance for your time and interest. We hope you enjoy your stay in Rwanda and, as with our past volunteers, we are confident that you will receive as much as you give.

### To discuss becoming a volunteer with CASIEF-Rwanda, contact:

#### Canadian Volunteers

Dr. Patty Livingston  
[plivings@dal.ca](mailto:plivings@dal.ca)

#### American Volunteers

Dr. Ana Crawford  
[anamcrawford@gmail.com](mailto:anamcrawford@gmail.com)

*Note: If you discover information in this manual that should be updated, please forward your comments to Dr. Patty Livingston*

## Country and City Descriptions

### Rwanda

Rwanda is a small, densely populated, land locked country in eastern Africa. It is also known as “Le Pays de Mille Collines” or the “Land of a Thousand Hills.” It is located in the Great Lakes Region of eastern-central Africa and it shares borders with Tanzania (east), Uganda (north), Burundi (south), and the Democratic Republic of Congo (west). Although Rwanda is only slightly south of the equator, the temperature is relatively cool because of the high elevation.

As the country recovers from the tragedies of the 1994 genocide, in which an estimated 1,000,000 people were killed, it is rebuilding and is currently considered a model for developing countries. The Rwandan government is viewed as one of the most honest and effective governments in Africa. In November 2009, the country became the 54<sup>th</sup> member of the Commonwealth of Nations.



### Rwanda at a glance

**Size:** 26,338 km<sup>2</sup> (about half the size of Nova Scotia)

**Population:** 12,000,000 (most densely populated country in Africa)

**Number of Anesthetists:** 17

**Capital:** Kigali (pop. 965,000)

**Language:** Kinyarwanda (majority), Kiswahili, French, English (official)

**Currency:** Rwandan Franc

**Religion:** Christian (majority Adventist), Muslim

**Life Expectancy:** 49

**Literacy:** 70%

**Leadership:** President Paul Kagame (elected 2003, 2010)

## **Kigali**

The majority of your time will be spent in Kigali, the capital city of Rwanda; it is one of the safest capital cities in Africa. Kigali is growing quickly and is the country's major city and business centre. The compact city is built on steep hills and surrounds a lively market. It is home to a variety of hotels and an assortment of fine dining restaurants including both international and traditional Rwandan menus.



In Kigali you will work at three hospitals: University Teaching Hospital of Kigali (UTHK or CHUK in French – pronounced say-ash-oo-ka), King Faisal Hospital, and the Rwanda Military Hospital. You will also teach the anesthesia technician students at the University of Rwanda (former KHI campus).

## **Butare (officially Huye)**

The University of Rwanda (UR) and the University Teaching Hospital of Butare (UTHB or CHUB) are located in Butare (Huye). Butare is about 135 km south of Kigali. Home to many of the country's academic institutions, it is referred to as the intellectual and cultural centre of Rwanda. There are a variety of hotels and terrace restaurants. The National Museum of Rwanda is a fine museum located in Butare.



Butare is currently home to the School of Medicine, University of Rwanda. The University of Rwanda will arrange travel for you to Butare and should also arrange, and pay for, your accommodation.

Make sure that you bring your passport to Butare as it will be required for your check-in at the hotel. The UR should also provide money (approximately 10,000 Rwf/day) for meals to each volunteer. The cheque is normally available at the UR finance office and is to be changed at the National Bank of Rwanda in Butare or Kigali. When you cash the cheque, the bank may require you to leave a copy of your invitation letter – so bring a few copies to Rwanda with you. There is an administrative process involved with travel to Butare so please ensure that you forward your CV to Dr. Théogène Twagirumugabe (Head of Anesthesia, UR) three months prior to your departure (you will be provided with Rwandan contact information around that time).

The University of Rwanda has a contract with the Credo Hotel in Butare. All volunteers are accommodated there as a stipulation of that agreement. However, there is a cleaner and quieter option in the Mont Huye Hotel. If you choose, you can reserve and pay for your own room at the Mont Huye Hotel (rooms are 10,000 Rwf per night).

**To avoid any complications**, be sure to confirm arrangements for the Butare trip in advance. Transport is arranged with Pascal Mbuguje, the public relations officer at CHUK. He should be included when you send your flight information and teaching schedule (see next page and Appendix B).

## Initial Planning

**Volunteers travel at their own risk.** Things you can do to mitigate risks (which are the responsibility of each volunteer) include seeking guidance at a travel clinic regarding required and recommended vaccinations; getting vaccinated; checking Government of Canada travel advisories for Rwanda and neighbouring countries; registering with the Canadian Embassy; obtaining or maintaining your health and malpractice insurance; ensuring your personal access to anti-retroviral drugs; and arranging your Rwanda medical licence. We have outlined some guidance around these issues in this guide.

### Travel Preparations

*Note: A checklist for travel preparations has been included as Appendix B.*

Make your travel arrangements early and please search for a reasonably priced airfare. Expedia and other on-line agencies will give you an idea of fares and routes. Three European airlines offer direct flights from Europe to Kigali: Brussels Air, KLM and Turkish Air.

Ruth Bollhorn, a Montreal based travel agent, has a great deal of experience booking flights for CASIEF volunteers ([ruthbollhorn@yahoo.com](mailto:ruthbollhorn@yahoo.com); tel. 514 482 4340). She is very helpful.

About one month before your travel to Rwanda, **send your flight information and an outline of your teaching program (including your completed teaching template)** to the following people:

- Chief Resident
- Nadine Mukahirwa, School of Medicine Program Coordinator, UR
- Dr. Théogène Twagirumugabe, Head of Anesthesia, UR
- Dr. Paulin Ruhato, Program Director, UR
- Pascal Mbuguje, Public Relations Officer, CHUK
- Emmy Runigamugabo, CASIEF-Rwanda Volunteer Liaison

Contact information for these people will be sent to you by Dr. Patty Livingston about three months before you travel.

**Please confirm with Emmy Runigamugabo that you will be met at the airport.** Volunteers are responsible for paying for their airport transportation.

CASIEF will pay for Canadian staff volunteers' airfares and vaccinations. Staff should submit their travel receipts to the membership administrator at the Canadian Anesthesiologists' Society (CAS). The claim form and contact information is attached as Appendix C.

CASIEF does not pay for resident travel. Residents usually have their flight and immunization costs reimbursed by their respective departments but residents should confirm financial arrangements prior to committing to the Rwanda program.

The American Society of Anesthesiologists (ASA) will reimburse the cost of airfare for a maximum of six American staff volunteers per year. For more information contact Michael Mulcrone at the ASA ([M.Mulcrone@asahq.org](mailto:M.Mulcrone@asahq.org)).

### Passports

Ensure that you have an up-to-date passport that is good for at least six (6) months following your departure from Rwanda.

### Visas

Canadian citizens require a visa to visit Rwanda. It is our understanding that citizens of the USA do not require a visa; however the rules may have changed since the last publish date of this Guide, so it is strongly recommended that you double check to be sure.

The Rwanda High Commission in Ottawa issues visas to Canadians. The V-1 Single Entry Visa is valid for up to 30 days and will work for most CASIEF volunteers. Instructions for single entry visa are as follows:

V-1(s) Single Entry Visa

<http://www.rwandahighcommission.ca/en/consular-services/visa-requirements>

If this link doesn't work, go to the Rwanda High Commission in Ottawa website and click on the link for visas (located with the Consular Services page). Use the online form to apply for a single entry visa.

You will be asked for the purpose of your visit. Just click "Work" and note in the More Details field that you are going as a "volunteer teacher".

The application asks for an address in Rwanda. Please use: KN 144 St. 17, Nyamirambo, Kigali

You will also be asked for your invitation letter. This will be e-mailed to you three months before departure so attach that to the online visa application.

Note: After submitting the online application, you immediately receive a tracking number. Your application is meant to be processed within three (3) days. The visa fee is paid at the entry point (Kigali airport). When you arrive at the airport in Rwanda pick up your visa before standing in line for customs. In case of any problem, you can enquire at the Rwanda Immigration e-mail address:

Please note that if you plan on travelling to neighbouring East African countries, such as Kenya or Tanzania, a separate visa for those countries may be required; it is highly recommended that you research this in advance and secure the visas before you leave home as the processes for applications vary and could be lengthy. You also may require special immunizations for different countries as well. Again, this travel is at your own risk.

## **Health and Safety Preparations**

### Registering with the Canadian Embassy

We recommend that you register with the Canadian Embassy prior to your departure. The nearest Canadian Embassy to Rwanda is in Nairobi, Kenya. You can register online (ROCA, Registration of Canadians Abroad).

### Health and Immunizations

Yellow fever vaccination is required for Rwanda; remember to carry your proof of vaccination card with you. Please see your local travel health professional well in advance of departure to ensure adequate time for vaccinations. Vaccination requirements may change so check with your local travel clinic. Dukoral, an oral vaccine against traveler's diarrhea and cholera, is recommended.

### Travel Clinics in Halifax:

International Travel Clinic  
Public Health Services  
7 Mellor Avenue, Suite 5  
Dartmouth, NS B3B 0E8  
(902) 481-5900

The Travel Doctor  
Quinpool Centre  
6169 Quinpool Road  
Halifax, NS B3L 4P8  
(902) 497-8535

CASIEF will reimburse staff for vaccinations. Some departments of anesthesia will reimburse residents for vaccinations but residents should confirm these details with their respective departments.

Malaria is endemic in Rwanda, so use bed nets, mosquito repellent and malaria prophylaxis. Malarone, mefloquine, and doxycycline are all suitable for Rwanda, but please check current WHO recommendations or your travel clinic to ensure that your prophylaxis is suitable. Malarone is likely the best tolerated anti-malarial.

You may want to bring Cipro to treat diarrhea. This has not been a significant problem for volunteers who take reasonable precautions.

Past volunteers have left a supply of antiretrovirals in the apartment. We cannot guarantee the supply will be current and available for your visit. You may wish to bring your own supply of antiretrovirals, in the event of a needle stick injury, or you can ask the current volunteer about the supply.

Water in Rwanda must be boiled or otherwise treated before drinking. Bottled water is readily available for purchase.

#### Health Insurance

It is highly recommended that you continue your regular life, health and critical illness insurance throughout your stay in Rwanda. Please ensure that you have coverage for overseas travel, including repatriation.

#### Malpractice Insurance (Canadian Anesthesiologists)

CMPA provides coverage as long as you explain that you will be teaching anesthesia as part of a humanitarian mission. You are required to complete a two-page questionnaire, which can be found on the CMPA website:

[https://www.cmpa-acpm.ca/documents/10179/25003/questionnaire\\_8\\_9-e.pdf](https://www.cmpa-acpm.ca/documents/10179/25003/questionnaire_8_9-e.pdf)

It is important to say the mission will include *teaching*, no just *humanitarian work*.

As per CMPA guidelines, all Canadian residents going on a humanitarian trip must be accompanied by a Canadian teacher (i.e. a teacher practicing medicine in Canada) who is a CMPA member.

There should be no additional charge for CMPA coverage through this process. Send the form by mail or fax to:

The Canadian Medical Protective Association  
PO Box 8225, Station T  
Ottawa, ON, K1G 3H7  
1-877-763-1300 (fax)  
<http://www.cmpa-acpm.ca>

#### **Rwanda Medical License**

As a volunteer you must complete the Rwanda Medical and Dental Council Application for Temporary License for Foreign Practitioners form (see end of this guide) and bring specific documentation with you to Rwanda. Please note that some documentation must be notarized or 'certified'.

Both First Time and Returning volunteers have to apply for a license for each visit; however the requirements are different for each situation, as is outlined in the following two tables. Table 1 is for First Time Volunteers and Table 2 for Returning Volunteers.

**Table 1: First Time Volunteers**

<b>Requirements as noted on form</b>	<b>Important notes/clarifications on form requirements</b>
Copy of ID/Passport	Copy of your passport ID page
Coloured passport size photo	
Certified copies of professional certificates and transcripts	Notarized copy of MD. Transcripts are not required.
Certificate of Status	Certificate of Good Standing from your licensing board (CPSNS in Nova Scotia)
Introduction letter/job offer from institution	Please use your invitation letter from the Dean, School of Medicine, University of Rwanda (this will be sent three months prior to your travel)
Copy of registration certificate from respective medical Board/Council	
Copy of current/last practice license	
Copy of current CV	
License fee of 10,000 Rwf	The 10,000 Rwandan francs (in cash) can be given to the Public Relations Officer, CHUK who can take it the Bank of Kigali on your behalf

*Please keep your license after you leave Rwanda. If you wish to return, it will be extremely helpful if you have it on-hand for your re-application*

**Table 2: Returning Volunteers**

<b>Requirements as noted on form</b>	<b>Important notes/clarifications on form requirements</b>
Copy of ID/Passport	Copy of your passport ID page
Certified copies of professional certificates and transcripts	Notarized copy of MD. Transcripts are not required.
Certificate of Status	Certificate of Good Standing from your licensing board (CPSNS in Nova Scotia)
Previous Rwandan Medical License	If you did not receive a copy of your license, the RMC will have a record of it; however you will need to provide the date of your last application
Copy of current CV	
License fee of 10,000 Rwf	The 10,000 Rwandan francs (in cash) can be given to the Public Relations Officer, CHUK who can take it the Bank of Kigali on your behalf

In regards to the “testimonials” referred to in Item 8 on the application form, this is the letter of invitation that you will receive from the Dean, School of Medicine, University of Rwanda approximately three months before your travel.

Whether you are a new volunteer, or a returning one, please bring your documentation Pascal Mbuguje, Public Relations Officer for CHUK, on the first Monday of your visit. There is time in the schedule at 8:00 AM (between morning report and core curriculum teaching). Confirm in advance with Pascal that you will meet him at that time.

### Copies of Travel Documentation

Photocopies of your tickets and important documents, like your passport, should be left at home with family. You should also carry copies with you, which should remain separate from the originals.

### **Letter of Introduction and CV**

Before departing for Rwanda, please e-mail a short letter of introduction and your CV to Dr. Theogene Twagirimugabe (Head of Anesthesia, University of Rwanda) and Dr Paulin Banguti Ruhato (Program Director). Contact information will be emailed to you three (3) months prior to your departure.

In the letter, briefly introduce yourself and include a request for permission to assist with teaching in Rwanda. Also note the dates of your visit. **Include your CV, as it is required by the UR to arrange your accommodation in Butare; please send it to Dr. Theo three months prior to your departure.**

If you are taking a resident with you, please send Drs Theo and Paulin the resident's name, level of training and CV.

### **Preparing for a Different Environment**

#### Work Conditions

The work in Rwanda will be different from at home. The patients often have advanced disease, monitors, equipment and standards of practice may be suboptimal. It is particularly important to review pediatrics, as pediatric surgery is common.

It may be valuable to attend the course Anesthesia for Global Outreach. Please contact Dr. Patty Livingston for more information.

#### Clothing and General Packing

Generally, people dress professionally in the hospital. The residents attend the academic day with ironed shirts, a crease in their long trousers, and polished shoes. Rwandan men are never seen in shorts, unless for sport. Women's clothing should be reasonably modest (skirts, capris, and pants are fine).

For working in the OR, bring shoe covers or designated OR shoes as well as a lab coat to wear any time you must leave the OR while wearing scrubs.

If you are traveling with medical equipment, it would be wise to have a letter from your department head saying that you are traveling as a medical volunteer to teach in Rwanda.

Please make sure that you **do not** bring plastic bags (their use is banned in Rwanda) or expired medications/supplies (definitely not appropriate). A comprehensive packing checklist is included as Appendix D for your consideration. Please do not leave any items, such as masks, shoe covers, gloves etc, in the apartment. They accumulate to an unmanageable extent when the volunteers leave these behind. If you have excess materials, kindly take them to the hospital.

### **Blogging**

If you decide to keep a blog, remember that anyone can read it and be conscious of patient confidentiality or comments that could be disturbing to our hosts.

## Housing

### Nyamirambo Apartment

Emmy, is the CASIEF – Rwanda volunteer liaison and you should contact him for any major issues related to accommodation. Christophe, is the cleaner for the apartment and will also be very helpful in errands such as getting power or filling the propane tanks.

Accommodation is arranged by CASIEF. Food is not covered and is the responsibility of the volunteers and residents. The apartment is located on the 3<sup>rd</sup> floor in a three-story apartment block in Nyamirambo. It is on a recently paved road that branches left off the main Nyamirambo Road (immediately past the BCR bank and Merez petrol station). The official address is the **KN 144 St 17, Nyamirambo**. However, street addresses in this area are quite new so you may also need to direct a taxi or moto “Nyamirambo, Merez”.

The apartment building can easily be seen as it is the largest building on the far left corner of the first cross road you come to after turning off Nyamirambo Road (KN 129). It is gated (with a large brown gate) and fence; the area is generally safe. It is a busy, lower middle class neighbourhood and there is plenty of pedestrian traffic both day and night. It is **very noisy**, so earplugs will likely be needed for sleeping.

The apartment has three small bedrooms, a living/dining room, a kitchen, two bathrooms and a small deck. All beds are doubles. The mattresses are old and sag in the middle. Each bedroom has a wardrobe and there are mosquito nets above the beds. The first bedroom has an en-suite bathroom. This bedroom receives the most street noise. The occupants of the second and third bedrooms share a bathroom.

The third bedroom has an interior window that opens onto the kitchen extension, so there is no direct access to the outside. This means the room is quieter than the others but air circulation can be a problem. There are two fans in the apartment.

The sitting room has a sofa, two armchairs, a coffee table, a few end tables and a TV set. The safe is also in the living room. There is a large built in cabinet in the dining room. However, due to limited space in the apartment, we request that you **do not** leave anything behind when your volunteer mission is complete.

The kitchen is small, with limited counter and storage space. If there are any problems, please speak to Christophe who cleans and looks after the apartment. His number is in the contact list. There is a gas stove, but no oven. It is also equipped with a toaster, kettle and coffee maker. There are aluminum pots and a non-stick fry pan for cooking and a basic set of dishes and cutlery.

To turn on the gas stove, you need to turn the gas control on the tank to a vertical position. If that does not work and you do not get any gas, turn the control 180 degrees as you can only get gas from the vertical position in one direction. If the gas runs out, you can ask Christophe to fill the tank. A full tank is about 35,000 RwF (\$65 USD). You will need to give him taxi money, as the tank is heavy.

There are three sets of keys in for the apartment guests. Two of the key chains also have a key for the safe. Both Emmy and Christophe have keys to the apartment but not to the safe.

The apartment is for the use of CASIEF volunteers and residents but, from time to time, CASIEF-supported nurse educators and other people supporting CASIEF projects will also be staying here.

### Water

Water has recently been a problem in the apartment. Water is brought by truck and left in a reservoir below the courtyard. It is then pumped to a cistern on the roof of the building. There has

been reluctance by the apartment owners to turn the water on any more than absolutely necessary as there is a water shortage throughout Rwanda and truckloads of water are expensive. We have asked that the water be available in the morning and evening while volunteers are at home. If there is no running water, ask the houseboys to turn on the pump. The Kinyarwanda word for water is "amazi". In the event of problems with the pump, Christophe will ensure there is a large barrel of water available in the apartment for washing and for flushing the toilets. If significant problems with the water supply continue, please contact Dr Patty Livingston.

### **Google Maps**

The CASIEF apartment can be found on Google maps by entering "CASIEF apartment Kigali" in the search field. This will also help first time volunteers find their way to CHUK.

### **Power**

The electricity is 220 Volts. If the power is out in your unit, but not in the others, it means that you need to pay for more power. Christophe is happy to buy and install the power.

If for any reason Christophe is not available, the closest place to buy power is on Nyamirambo Road. Go out of the apartment to the main road and turn right. There is a place to buy power a few shops down. You can also buy power 24 hours a day in front of Nakumatt, the supermarket in the city centre that is open all the time. You need a code for the power. The electricity box that belongs to us is meter number: 01 31109190 2 and the owner is A.C. AHORUKOMEYE Charles. There is a voltage regulator capable of 110 or 220 Volt output also available at the apartment. **Remember to bring a plug adapter for your laptop.**



### **Safe**

There is a manual safe in the apartment. Ignore the combination lock and use the safe key found on your keychain to access it. Emmy, or his delegate, will give you the safe keys upon your arrival in Kigali. The safe opening is a bit stiff. Turn the key to unlock it, lift the handle and give it a firm tug to open. When locking and unlocking the safe, make sure the handle is pushed all the way down.

### **Electronics and Equipment**

#### Television

There is only one Rwandan channel available without using the satellite receiver. If you wish to purchase more channels, take the card from the receiver to a Star Africa Media outlet (one is located in the bottom of the Nakumatt building) to purchase more channels.

#### Cell Phone

The very best option is to bring your own unlocked cell phone and get a Rwandan SIM card. These are cheap (1,000 – 2,000 RwF). If this option is not possible, there are two cell phones available for volunteer use in the safe. The contact info in the phone should be current, but please correct any errors you find.

As of Jan 2015, you can purchase virtually unlimited internet on your cell phone for 21,000 RwF per month (about \$30.00 USD). Another 5,000 – 10,000 RwF should easily cover phone calls and texting for the month. Having an unlocked smart phone with a Rwandan SIM card allows easy access to internet on your laptop by tethering (personal hotspot).

#### Internet

The best Internet connection is wifi at the Serena Hotel. This is included in the monthly health club membership. You can also get Internet for your cell phone, as described above. There is also wifi

in some parts of CHUK and at the Bourbon Café in the UTC. Wifi is becoming more common in hotels you might visit for the weekend (e.g. Paradis Malahide).

#### Data Projector

There is a program data projector locked up in the anesthesia office in ICU at CHUK. The residents will bring that for your presentations.

#### **Cleaning and Laundry**

Christophe is employed by CASIEF to clean the apartment. He speaks a bit of English and more French. He is responsible for cleaning the apartment, changing the sheets and towels, and getting you power and propane if needed. He has a key to the apartment and will be responsible for locking up when he leaves. He will be happy to wash your personal laundry but it would be considerate to offer him a tip for personal washing (between 2,000 to 4,000 RwF depending on amount of laundry).

#### **Family Visits**

Your significant other is welcome to join you on the mission, but unfortunately, young children are not permitted. Your adult children are welcome if space allows. Please confirm with Dr. Patty Livingston if you would like to have family members stay with you at the apartment.

#### **Security**

Keep your valuables locked in the safe at all times. All cell phones, modems and other valuables must be locked in the safe when your time in Rwanda is finished. Leave one full set of keys (including the safe key) with Emmy when you depart.

### **Life in Rwanda**

#### **Exchanging Money**

The most convenient places to change cash in Rwanda are the FOREX bureaus. US dollars are always accepted; some of the FOREX Bureaus in Kigali will change Canadian dollars. Make sure that your notes are new and in good condition as it can be difficult to change damaged bills or bills printed before 2006. It is most useful to have large denomination such as \$100 bills as these will get you the best rates. You can order your USD from your bank in advance and specify – **new bills, \$100 USD, good condition, 2006 or more recent.**

There is a FOREX Bureau in the airport. We recommend that you change some money there if you arrive late at night or on a weekend. Following that, change your money in the city centre as the rates are slightly better in downtown Kigali. FOREX Bureaus generally give better rates than the banks.

Credit cards are accepted in high-end hotels and restaurants (Serena Hotel, Khana Khazana). You can get cash from your credit card at many ATMs. The ATMs do not yet accept bankcards. You should inquire about fees for cash withdrawal from your credit card. Some volunteers put money on their cards in advance to ensure a positive credit balance to reduce fees. Nakumatt accepts credit cards.

#### **Exercise**

The walk from the apartment to CHUK is about 30 minutes. Running is quite popular and safe in Nyamirambo; it's just very hilly and the air quality can be poor due to traffic. The roads often do not follow a grid pattern so take care with landmarks to find your way back.

The Serena Hotel is one block from CHUK. For a monthly membership (\$250 USD) you have unlimited access to the pool, hot shower with good water pressure, whirlpool, sauna, steam, gym, exercise classes and wifi. It is a wonderfully refreshing stop after a long day in the OR. The Serena Hotel also has the best wifi internet connection in Kigali. It is a good place to Skype. The health

club membership allows a 7.5% discount on meals at the hotel. Given the poor water supply at the apartment, the Serena is a welcomed oasis.

### Shopping

The best supermarkets are Nakumatt (in the Union Trade Centre) and Simba Supermarket where you can buy a wide range of items. Both are located in central Kigali near the Place de la Constitution. Nakumatt, in particular, is very well stocked, but can be expensive. It is best to only use Nakumatt for items you cannot purchase in the local market.

The Nyamirambo market is a few blocks from the apartment and has an abundant supply of fruits, vegetables, beans, rice, and colourful fabrics. The prices are far better than at Nakumatt. Be prepared to barter. The shop at the Merez petrol station has some staples. The Splendid Mini Mart is a few blocks up the Nyamirambo Road from the apartment. It has many staples including eggs and good dairy products. If you leave a little shopping money, Christophe is happy to pick up items from the local stores or markets.



### Transportation

CHUK is walking distance from the CASIEF apartment in Nyamirambo. Go out to the main Nyamirambo road, one block from the apartment. Turn right and start walking down the hill. Stay straight. Just past the green and white mosque, take the right hand fork to walk slightly up hill. Mount Kenya University will be on your left. Continue past Mount Kenya University until the road hits a T-junction. CHUK is at the end of the road but you must loop around to the main entrance. At the T intersection turn right, then left, then left again to the CHUK entrance.

If you would like a drive to the CHUK hospital, call CHUK transport about 30 to 45 minutes before you want to be picked up on the first day. After that you can work out your own arrangements with CHUK transport. Some volunteers enjoy the twenty-five minute walk to the hospital but others prefer a drive. Just be sure to make the arrangements in advance with CHUK transport.

For transport between Nyamirambo and the city there are painted minivans with Ataco Town Service on the side and young men shouting out the doors. They are crowded, but are both inexpensive and quick. The shared taxis (mini buses) cost about 150 RwF from Nyamirambo to the city. Regular taxis are readily available. As of January 2015, the taxi fare between Merez and CHUK is about 3,000 RwF. Taxis inside the Serena Hotel are more expensive than from the taxi stand across the street from the hotel. The taxis outside the Serena should still only charge 3,000 RwF for the trip back to the apartment.

Motorbike taxis to town are dangerous, but plentiful and cheap. It is about 500 RwF for a ride between CHUK and the apartment. Use at your own risk! We have seen many cases of major trauma with head injury from moto travel.

If you need a driver on the weekends, contact Emmy Runigamugabo, who is also the CASIEF Rwanda liaison (see contact info that will be sent three months prior to your departure). He speaks excellent English and is a very safe driver with a high quality vehicle. He can make all of the arrangements for you with bonuses, like access to the best guides in the park. He will book hotels for your weekend excursions. The cost is about \$200 USD per day and, although it is not cheap, it is well worth it. He has driven many volunteers and always receives excellent reviews. Emmy is

also responsible for coordinating volunteer logistics, including airport pick up. Please consider offering him about \$20 USD if he picks you up at the airport.

### Restaurants

Kigali has plenty of dining options with varying price ranges. A copy of the new Bradt travel guide to Rwanda (5<sup>th</sup> ed.) is in the apartment.

Two convenient places for lunch near CHUK are *Camellia's* and *Janis*, both of which are located on the same road as CHUK. They have a delicious lunchtime buffet for 2,500 RwF. This works well for academic day but for days in the OR there is rarely enough time to go out for lunch. Samosas and bananas can be purchased in the OR tearoom at CHUK. There is a fridge in the tearoom, if you wish to bring your own lunch.

Kigali has a wide selection of excellent restaurants with the Indian *Khazana*, *Heaven*, and *Serena Hotel* offering particularly fine meals. The *Green Corner* in Nyamirambo is a good restaurant for authentic Rwandan food. Get onto the main road, turn left, walk about 10 minutes, turn right at KN 184 to arrive at the other main road. The restaurant is directly across the street. Service is slow but many volunteers have enjoyed the food. *Chez Jean* also serves excellent Rwandan food. The *New Cactus* has great views of the city.

The *Bourban Café*, located in the Nakumatt building, offers soups, salads (which seem safe to eat), and sandwiches. It is a good place for coffees and croissants. Other items are overpriced and not as good as *Camellia*. *Bourban Café* has wifi. *Le Capri* is just down the road from the apartment. The food is good but the service is very slow. We have found *Le Capri* works well for journal club but the secret is to arrange the meal in advance. You can order a nice selection of goat brochettes, fish brochettes and roasted potatoes very inexpensively. There is a private room in a tower that works well for journal club.

If you feel the need to meet ex-pats and exercise your brain in a non-medical way, try *Sol e Luna*, a pizzeria in Remera, close to the airport (about a 5,000 RwF cab ride). Monday night is quiz night so make sure you grab a table and order food before it starts at 8:30!

Food options in Butare are more limited. The food at the *Credo Hotel* is not great. The *Ibis Hotel* and the *Le Petit Prince* have somewhat better food. Across the street from Credo is *Inzozu Nziza* (Sweet Dreams). They have sandwiches, ice cream, and banana bread. The coffee at *Café Connection* is truly incredible. The *Hotel Mont Huye* has good food (very inexpensive) and is a nice venue for journal club.

### Additional Volunteering

If you are planning to bring your partner with you, they might be considering volunteer options for themselves. One option that has been positive for other co-travellers is with a local NGO called Aspire ([www.aspirerwanda.org](http://www.aspirerwanda.org)). Aspire was founded by a woman named Peace Ruzage in 2009. This organization is open to women who are survivors of the 1994 genocide that have little or no education. They focus on teaching women vocational skills (such as hairdressing and cookery), literacy, numeracy, and health education. They have guest lectures on civil rights, positive masculinity and more. While these women are learning, Aspire offers childcare for preschool aged children. Peace has two locations, one located in Gisozi Kigali and one in rural Rutunga. Volunteer activities may range from helping with English classes to playing with babies and children. Contact Peace directly to inquire about volunteering or to pay a visit to see their great programs in action.



## Teaching

Teaching is a fundamental anesthesia skill. Anesthesiologists teach trainees, colleagues and patients. The goal of CASIEF is to develop qualified teachers who will then be capable of training others.

The best way to learn a topic is to teach it. Therefore, good teaching benefits teacher and learner. Effective teaching happens when a teacher has both a solid knowledge of the content and uses engaging methods to facilitate learning for the students. The Rwandan senior residents (PGY4) are well qualified to augment their own learning through teaching junior colleagues. Senior resident teaching helps junior trainees, who acquire new knowledge, and helps the senior residents, who consolidate their understanding.

For the 2015/16 academic year, senior residents will teach sections of the academic curriculum on Mondays under guidance by local anesthesiologists and CASIEF/ASAGHO volunteer teachers (hereafter referred to as “preceptors”). The residents should prepare their sessions in advance and review their teaching plans with their preceptor. The preceptor will attend the session, answer any difficult questions, correct misunderstanding and provide feedback to the resident teacher. The senior resident should feel free to ask for as much help as necessary from the preceptor. The senior resident and the preceptor should determine in advance the degree of involvement of the preceptor in teaching. For example, if the preceptor is a visiting airway expert, the afternoon active learning session may be a workshop taught primarily by the visiting teacher.

The schedule is such that each of the senior residents will teach one component of the academic program each Monday. It is, therefore, very important that they not be assigned on call on Sunday nights. The senior residents should be expected to teach their session and attend Resident Case Presentation (11:00 – 11:45 AM) if possible. This means that each senior resident will have a half-day free every Monday to use as preparation time for teaching or for study.

### **Academic Program**

Mondays are dedicated to the academic program. The five components of the academic day are:

1. Medical student teaching
2. Foundations curriculum
3. Core curriculum
4. Resident case presentation
5. Activity: simulated scenarios/case discussion/hands on workshops/oral exam

### **Medical Student Teaching:**

Time: Monday, 9:00 AM- 12:00 PM

Location: Faculty of Medicine Simulation and Skills Centre (when open, otherwise to be determined)

Attendees: 10 medical students on anesthesia and intensive care rotation

The medical students have a mandatory four (4)-week rotation in anesthesia and intensive care. It is important that they have a good experience, as there is a great need for recruitment to anesthesia. Four (4) teaching modules have been designed for the medical students. The topics are:

- Oxygenation and ventilation
- Monitoring and Communication
- Fluid management
- Concepts of anesthesia, pharmacology and pain management

These four modules are already established and there will be minimal prep work for the resident teacher. As these modules are well developed, the resident teacher will not require a preceptor. The residents should allow some informal time for answering questions about anesthesia and

building relationships with the medical students.

### **Foundation Curriculum:**

Time: Monday, 9:00 – 10:45 AM

Location: Anesthesia classroom, CHUK

Attendees: 10 PGY1 residents

The Foundation Curriculum is a one-year course designed for first year residents. The course includes an overview of anesthesia, review of physiology for body systems, pre-op assessment, and introduction to anesthesia equipment, pharmacology and techniques. Resources for Foundations are the textbooks *Principles of Physiology for the Anaesthetist* (2<sup>nd</sup> ed.) and selected chapters of Lange *Clinical Anesthesiology* (5<sup>th</sup> ed.). Objectives for each week are in the curriculum overview. The resident teacher should assign about 10 questions from the relevant reading to be answered by the learners in advance of the class. The learners should come to class prepared to discuss these questions. Class time is used to reinforce key learning and clarify any misunderstandings. The expectation is that Foundations sessions should be fully interactive using the following techniques, where appropriate: assessing understanding of the learners, problem solving, group work, diagrams, games, questioning and summarizing.

### **Core Curriculum:**

Time: Monday, 9:00 – 10:45 AM

Location: To be arranged by Dr. Paulin

Attendees: 2 PGY2 residents

The Core Curriculum is a two (2)-year course that is mainly system-based anesthesia (anatomy, physiology, pathophysiology, anesthesia considerations for various diseases, and relevant operations). Resources for Core are the textbooks Lange: *Clinical Anesthesiology* (5th ed.) and Stoelting's *Anesthesia and Co-Existing Disease* (5th ed.). Additional resources are welcome but preparation reading should not be onerous, as the residents have a heavy clinical load. Objectives for each week are in the curriculum overview. Sections of Core Curriculum are typically grouped into four-week units. Each body system begins with a review or relevant anatomy, physiology, and pharmacology. The following weeks are used to explore pre-operative evaluation (including and special tests), various disease states, anesthesia considerations and management plans. A short quiz should be given on the fourth week of each unit. As with Foundations, the resident teacher should assign about 10 questions from the relevant reading to be answered by the learners in advance of the class. The residents should come to class prepared to discuss these questions. Class time is used to reinforce key learning and clarify any misunderstandings. Class sessions should be fully interactive using the following techniques, where appropriate: assessing understanding of the learners, problem solving, group work, diagrams, games, questioning and summarizing.

### **Resident Case Presentations:**

Time: Monday, 11:00 – 11:45 AM

Location: Anesthesia classroom, CHUK

Attendees: All residents (except the one teaching medical students)

Each week one resident should present a case and lead a discussion on the learning points. This is meant to be an interactive discussion to develop the resident's own teaching skills. Suggested topics are outlined in the curriculum overview, however, the resident can present another case if he or she prefers.

### **Activity:**

Time: Monday, 1:00 – 3:00 PM

Location: FOMSSC (if open) or anesthesia classroom

Attendees: PGY1 and 2 residents; required attendance for senior resident teacher; optional attendance for other PGY4 residents

Afternoon teaching needs to be as active as possible. This is an ideal time for simulated scenarios, case discussion, hands on workshops or oral exam. When the Faculty of Medicine Simulation and Skills Centre at CHUK is open, this provides an ideal venue for running simulated scenarios. A

small bank of scenarios has been developed. A senior resident will be assigned each week to lead a few scenarios, under the guidance of local and volunteer teachers. If the FOMSSC is not open, this time can be used for hands on workshops in another location when there are visiting experts (e.g. airway, regional, teaching and learning course). This time can also be used for oral exam practice when there are visiting teachers. Every fourth week one hour of the afternoon session is reserved for the unit quiz.

Responsibilities for resident teachers:

1. Know the date, time and location of teaching sessions.
2. Changes are inevitable due to vacation and illness but residents are expected to substitute with each other and notify Dr. Paulin and Dr. Patty of changes.
3. Adhere to the outlined teaching objectives.
4. Review teaching plans with the assigned preceptor in advance.
5. Provide learners with a preparation task approximately one week before the session.
6. Use active teaching methods to facilitate learning.
7. Start and finish sessions on time.

Responsibilities for preceptors:

1. Contact the resident teacher about 2-4 weeks before the session to review the teaching plan.
2. Allow the resident teacher to conduct the session with as few interruptions as possible but ensure any misunderstandings are corrected.
3. The resident teacher may invite preceptor comment.
4. There will be some sessions, with agreement in advance, where the preceptor should be the primary teacher, especially if the preceptor brings special expertise to the area.
5. Provide written and verbal feedback to the resident teacher (see immediately below)

**Assessment of Resident Teacher by Preceptor**

Resident Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Teaching skill	Comments
Prior knowledge assessed	
Outcomes-based objectives written	
Content conveyed clearly	
Active learning techniques used	
Time managed	
Summary or reflection of key messages	

What did the resident teacher do well?

\_\_\_\_\_

How could the resident improve his/her teaching?

\_\_\_\_\_

\_\_\_\_\_

## **Additional teaching activities**

### **Morning Report:**

The Rwandan anesthesiologists lead morning report. This meeting provides an opportunity to briefly review of the cases from the night before. Following the review of previous cases, one of the anesthesia residents presents one or two of the more challenging cases planned for the day. The resident presents the history, physical, and investigations and then should ask the rest of the team to identify the anesthetic considerations and propose an anesthetic plan. The teaching at Morning Report is valuable as it offers an opportunity for team building and teaching the anesthesia technician group. While the resident presents the history, the discussion and questions should include the techs.

### **Journal Club:**

CASIEF volunteers typically arrange one journal club for the third Monday evening of the teaching block. If possible, select an article that relates to the topic for the month. In addition to discussing critical appraisal of the literature, Journal Club provides a relaxed social venue for meeting with the residents. *Le Capri*, just down from the CASIEF apartment in Nyamirambo, has a private dining room with a nice view. You will want to conduct the meeting early in the evening (starting around 5pm as the lighting can be poor as evening sets in). The food can be slow in arriving, but food can easily be ordered (often fish brochettes, goat brochettes, potatoes and vegetables) a day or two in advance, then the food will arrive much more promptly.

### **Teaching Anesthesia Technician Students:**

Christine Ufashingabire is in charge of the anesthesia technician program. Currently, this is three (3) years of training after high school. There are plans to make it a four (4)-year degree program. Christine would be most grateful if CASIEF volunteers would teach two (2) afternoons per week (except for the week you go to Butare). Please confirm topics with her. The material you present should be straightforward and not in the degree of depth that one would use for the anesthesia residents. The techs do not have the same proficiency in English as the residents. Please speak slowly and make your sessions highly interactive to gauge understanding.

### **Clinical Operating Room Teaching:**

The residents rotate for three (3) months at a time in the four (4) teaching hospitals (CHUK, RMH and KFH in Kigali; CHUB in Butare). If you obtain the residents' schedule from Dr. Paulin, you can book yourself at least one (1) day with each resident, regardless of location. Most teaching will be at CHUK. The visit to Butare happens for three (3) days in the third week. Please arrange in advance with Dr. Jerome, for the visit to RMH, and Dr. Sam, for the visit to KFH. (***see page 4 for additional information on transportation to and accommodation in Butare***)

In CHUK, the staff anesthesiologists are often busy as they are few in number, and anesthesia technicians frequently run the operating rooms. When a resident is working with an anesthesia technician, it is important to clarify roles and encourage good communication. The operating rooms can be crowded with learners and it may be unclear who is ultimately responsible for the anesthetic. Residents need to be encouraged to take leadership and responsibility for their cases.

Language can be challenging in the OR. The residents speak reasonable English but the technicians are much more comfortable in French. When the clinical situation is urgent, it can be difficult to have your instructions understood as quickly as you would like. This reinforces the need for advance planning, sharing of the plans with the team, and using clear speech.

Review the following expectations for residents and provide feedback at the end of the day on how well they met these expectations.

### **Clinical expectations for residents:**

Pre-operative

- Evaluate patients before surgery

- History of present illness
- Medications
- Allergies
- Past anesthetics, family history of anesthetic problems
- Review of systems
- Airway, CV, respiratory exam
- Review anesthetic considerations and plan for surgery
- Prepare anesthesia workstation (checklist)
  - Machine
  - Airway equipment
  - Drugs
  - Monitors

#### Intra-operative

- Patient safety is foremost concern
- Attentive to patient, monitors and procedure
- Keep orderly anesthesia work place
- Professional communication with colleagues/staff
- Show responsibility for the patient

#### Post-operative

- Careful transition to PACU
- Summary to nurses in PACU – patient history, blood loss, fluids in and out, analgesics, anti-emetics, surgical or anesthetic complications
- Attention to post-operative vital signs
- Attention to pain control

#### Quiz:

You should prepare a written quiz for the last Monday of the month. The questions can be MCQ or SAQ or a mix (approximately 20 questions in total). This should cover the material that was taught throughout the month. Allow yourself time to grade the quiz and discuss the answers. Please send a copy of the quizzes (with correct answers) to Dr. Paulin and also record the residents' marks on the feedback form for Dr. Paulin.

#### Evaluation and Feedback:

Dr. Theo has developed formal goals and expectations and to improve the evaluation of residents. However, some of the current mechanisms of evaluation are:

- Logbook – each resident must keep a log of all cases and include any techniques employed as well as the type of anesthetic used. The logbook must be signed by the clinical supervisor.
- Monthly evaluation – Volunteers should complete a monthly evaluation form (see Appendix F). It would be wise to print off one (1) evaluation form for each resident before going to Rwanda. Please give feedback to the residents on the final academic day for the month. Make sure the evaluation forms are returned to Dr. Paulin.
- Monthly oral exam – given by volunteers.
- End of year written exam – based on the didactic program for the year; there is a written and oral exam.
- Resident research – each resident must present his or her research project and have that accepted in order to be eligible to sit the final exam.

Residents who do not meet the clinical expectations will not be allowed to advance to the next year. If a resident does not pass the end of year written exam, she or he will be allowed one (1) attempt to re-write the exam.

The residency certification process is based on: written quiz, oral exam, clinical evaluation, completion of research project, and continuous assessment (monthly evaluations).

## Tourism

**Note:** The following section outlines some potential tourist opportunities in which you may decide to participate during your time in Rwanda. This is not an exhaustive list; Rwanda is rich with tourist opportunities! And while we feel it is valuable to pass on tips and ideas from past volunteers so that you can make the most of your experience, the inclusion of an activity in this section does not constitute an endorsement of the quality or safety of the activity on the part of Dalhousie University or CASIEF. Individual volunteers are responsible for weighing safety considerations, making bookings, and paying for all tourist activities.

### Akagera National Park

Akagera is a game park located on the eastern border with Tanzania. It consists mostly of swamps, lakes, woodlands and grasslands with the Akagera River cutting through them. It is home to many big game animals such as elephants and buffalo as well as giraffes, zebras and antelopes. It is also has its share of predators such as lions, leopards and crocodiles as well as other animals such as hippos and various species of birds. It is definitely worth a day visit.



overnight in the lodge or gone camping.



### The Gorillas

Gorilla trekking is the peak Rwandan travel adventure. It is expensive, but definitely worth it! If you want to be absolutely sure of seeing the gorillas, it is recommended that you arrange for your gorilla permit in advance. Please see:

<http://www.rdb.rw/tourism-and-conservation/gorilla-trekking.html>

Emmy Runigamugabo (tour guide) can also arrange your gorilla permits. Permits are \$750 USD each and you can pay with Visa if you are in the RDB office. There are only 40 permits issued per day. If you are travelling during peak season and want to be sure to see the gorillas, please book in advance.

It is recommended that you consider booking a gorilla tour for later in your stay, as you will be more acclimatized to the altitude. Once you have the date selected, you will need to arrange for accommodation in the region for the night before. If you are travelling with Emmy, he can book accommodation. You must arrive at the park headquarters at 7:00 AM for an orientation and your assignment to a gorilla group. The driver will take you to the spot from which you will hike to see the gorillas. Definitely bring warm clothing, for the evening, as it is quite cool at night in this region.

There are many gorilla groups. The Susa group is the largest one, but is the one with the longest hike which includes a steep uphill hike at > 2,500 meters



altitude, so do not attempt to join this group unless you are quite fit.

Be prepared to tip your guide and also give a small tip to the rangers who track the gorillas.

Please do not allow the complexity of these arrangements discourage you. It is a fantastic experience!

This is one way to see the gorillas, but another delightful alternative would be on a Saturday morning with an overnight stay in Gisenyi Saturday night with the opportunity to enjoy Lake Kivu on Sunday.

### **Lake Kivu**

Lake Kivu is the largest freshwater body in Rwanda and is located on the border between the Democratic Republic of the Congo and Rwanda and is surrounded by beautiful mountain ranges. Due to the fact that it is situated on a rift valley that is slowly being pulled apart, it is ranked within the top 20 deepest lakes in the world.



The Lake Kivu Serena Hotel is a nice spot for a pampered weekend right on the lake. The Hotel Malahide Paradis is a less expensive option – with its “eco-lodge” design, volunteers have found it simple but charming.

There is an excellent cycling tour company located just outside Gisenyi. The website is: <http://www.rwanda-adventures.com/>

### **Nyungwe Forest**

Nyungwe Forest is a national forest about 970km<sup>2</sup> across and is located in southeast Rwanda. It is the largest block of mountain forest in Central or East Africa. It is great for bird watching, hiking and seeing chimps (and other small breeds of primates) and waterfalls as well as for checking out the country’s beautiful flowering plants and over 200 different species of trees. There are many excellent hiking trails, including one which leads to a canopy walk over the treetops.



Nyungwe Forest can be accessed by bus via Butare or with a car and driver (definitely the best option). It is a long journey from Kigali and it is best to plan your visit to Nyungwe on a weekend after you teach in Butare. The Gisakura guesthouse is simple but delightful. The Top View Hotel provides stunning views and guests are accommodated in well-appointed cabins. Nyungwe Forest Lodge is the most expensive but incredibly wonderful.

### **Shopping**

Beautiful clothing can be found at the Rwanda Clothing Store. They have a huge selection of fabrics and designs. They provide custom tailoring. The clothing is of very high quality. Directions to the shop are:

From CHUK begin walking into the city centre. Turn left at Karibu and walk all the way down the hill until you come to a T-junction (at quite an angle, so not really a T). Cross the street and head left about half a block. The clothing shop will be on the right side. Well worth a visit!

If you like coffee, stock up on coffee beans at Café Connection in Butare. Gisenyi has some nice craft shops.

## **Butare**

There is a fine walking trail on the grounds of the University of Rwanda in the south end of Butare. Enter the university campus and stay to the right side. Follow signs for the Aboretum. Apply bug spray. Other attractions in Butare are the ice cream at Inzizi Nziza and the excellent coffee at Café Connection. We have found people to be a bit more aggressive in Butare than in Kigali so keep a close watch on your possessions and use caution when going out after dark. There are fewer street lights than in Kigali.

## **Genocide Memorial Sites**

### Kigali Genocide Memorial Centre

Located in Kigali, it is the most visited genocide memorial site. It was erected in 1994 in memory of the victims of 1994 genocide where approximately one million people lost their lives in 100 days. The remains of more than 250,000 people are buried in mass graves at the centre. The memorial also houses various other artifacts from the genocide such as bones, weapons, rosaries, ID cards, clothing and shoes. It is divided into different sites such as an education centre, a room that displays the artifacts and a documentation centre. The beautifully landscaped gardens offer a place of healing.



### Ntamara Church Massacre Genocide Memorial

About 45 km south of Kigali, it is the site of a vicious massacre. Between April 15, 1994 and May 14, 1994 an estimated 5,000 Tutsis were killed in a church that was approximately 50x20 feet. There are approximately 300 skulls lined up showing evidence of the brutality of the murders.

### Nyamata Church Massacre Genocide Memorial

About 35 km from Kigali is one of the regions that was most devastated by the 1994 genocide. Many people fled to Nyamata to take refuge in the Catholic Church and nearby homes that belonged to nuns and priests. According to witnesses, on April 10, 1994 approximately 10,000 people were killed both in and around the church. The site is home to bones and clothing from the victims. The church is no longer used and its sole purpose is to remind people of what happened there and to always keep alive the memory of those who perished.

## **Final Report**

Starting in July 2015, we have asked all volunteers to submit their final report through online survey. The results of these volunteer reports will be shared in full with future volunteers to prepare them for the context, resources and potential challenges of this experience. We will contact volunteers close to the end of your time in Rwanda to complete your report. To review past volunteer reports, please contact Patty Livingston who can send you the link to the secure file sharing site.

Expenses for airfare and vaccines should be submitted to the membership administrator at CAS (please complete the form in Appendix C). [membership@cas.ca](mailto:membership@cas.ca)

## **Returning Home**

It can be a great cultural shock returning home after a stay in Rwanda. You may have witnessed some disturbing situations such as extreme poverty, severe illness and perhaps, patients dying from lack of treatments you would consider routine at home. It can be difficult to return home to a more privileged, luxurious society. Feelings of guilt and depression are common. Your colleagues may have little appreciation of the challenges you faced and may treat your time away as a vacation. You may find the support of other CASIEF volunteers to be very helpful. Do not hesitate to contact Drs. Patty Livingston or Ana Crawford directly with any concerns you wish to discuss.

## Thank you!

We cannot express how thankful we are to you for offering your services to this extremely worthy cause. We appreciate your commitment and work towards improving health care in Rwanda and extend our sincere thanks.

## Appendices

### Appendix A: Books and Films about Rwanda

#### IKINYA

IKINYA (2010) is a 23-minute film featuring the CASIEF-Rwanda volunteer program. This is a **must-see** for all CASIEF-Rwanda volunteers!

<http://nsanesthesia.ca/static/video-stream.php?file=globalVideo.flv&title=IKINYA+-+Canada+Joins+Rwanda+For+Safe+Anesthesia&author=CASIEF+and+the+Global+Health+Office+Of+Anesthesia,+Dalhousie+University&height=288&dl=avi>

#### BOOKS

A Sunday at The Pool In Kigali, Gil Courtemanche – This is a thinly fictionalized work based on the author's experiences during the genocide. The book is well written but deeply disturbing.

Shake Hands With The Devil: The Journey of Romeo Dallaire, Romeo Dallaire – General Dallaire was responsible for the UN forces in Rwanda during the genocide. This is a powerful story of tragedy and betrayal.

Land of a Thousand Hills, Rosamund Halsey Carr – The author arrived in Africa in the 1950s; she spent the rest of her life in Rwanda. For many years she ran a plantation and worked to improve health care and education in the area. Following the genocide, and already well into her eighties, Ms. Carr built an orphanage. This is a story of a woman's love for the country and people of Rwanda.

A Thousand Hills to Heaven: Love, Hope and a Restaurant in Rwanda, Josh Ruxin – This book recounts a personal journey while offering a fine discussion of aid, sustainability and what is needed to end poverty.

We Wish To Inform You That Tomorrow We Will Be Killed With Our Families: Stories from Rwanda, Philip Gourevitch.

Lonely Planet: East Africa includes Rwanda and may be useful if you are planning travel in the region following your stay. Note: One copy is currently in the apartment.

Rwanda: The Bradt Travel Guide: 5th edition (2013) is a great guide. Note: There is currently one copy in the apartment. Please leave it for the next person.

#### FILMS

*Hotel Rwanda*

*Sometimes in April*

*Shooting Dogs*

*Shake Hands with the Devil (documentary and movie)*

*Chronicle of a Genocide Foretold: Parts 1, 2 and 3. National Film Board of Canada video*

*Hand of God. Hand of the Devil. National Film Board of Canada video*

*Sitting on a Volcano. National Film Board of Canada video*

*Ghosts of Rwanda: PBS Frontline. Documentary, recommended by Dr. Enright.*

*Gorillas in the Mist*

## Appendix B: Rwanda Volunteer Checklist

This checklist summarizes the “to do” information in the manual. You can refer to the main text of the manual for complete details.

1. Make travel arrangements early and search for the most economical fare.
  2. About three months prior to your arrival date, send (email) a letter of introduction and curriculum vitae to Dr. Theogene Twagirimugabe and Dr Paulin Banguti Ruhato (include accompanying resident’s name, level of training and CV).
  3. About a month from your arrival date, email your flight information and an outline of your teaching schedule (including a completed teaching template) to:
    - Chief Resident
    - Nadine Mukahirwa, School of Medicine, Program Coordinator, UR
    - Dr. Théogène Twagirimugabe, Head of Anesthesia, UR
    - Dr. Paulin Ruhato, Program Director, UR
    - Pascal Mbuguje, Public Relations Officer, CHUK
    - Emmy Runigamugabo, CASIEF-Rwanda Volunteer Liaison
- (Contact information will be sent to you within three months of your departure)
4. Staff should submit travel receipts and the completed expense form to the membership administrator at the Canadian Anesthesiologists’ Society (CAS). – See Volunteer Guide Appendix C.
  5. Confirm airport pick up with Emmy Runigamugabo.
  6. Contact the Chief Resident to confirm the logistics for getting to the hospital on the first day.
  7. Ensure your passport is valid for at least six months after your departure from Rwanda.
  8. Apply for a single entry visa.
  9. Bring documentation to arrange a Rwandan Medical License and present your documents to Pascal Mbuguje, Public Relations Officer at CHUK, on the first Monday of your teaching program (around 8:00 AM). A list of required documents is found in the initial pages of the volunteer guide.
  10. Make copies of all tickets and important documents. Leave one set at home with family and carry a set with you (separate from the original documents).

**Appendix C: CASIEF Expense Claim Form**

Name: \_\_\_\_\_ CAS ID: \_\_\_\_\_  
 Address: \_\_\_\_\_ Dates: \_\_\_\_\_  
 Email: \_\_\_\_\_ Funding: CASIEF

**EXPENSE CLAIM FORM**

EXPENSE ITEM *	Enter detail or Reference Information	AMOUNT on receipt	For Office Use Only		
			GST/HST	Net	Account
Air Travel		\$			
Ground Transportation		\$			
Hotel / Accommodation		\$			
Vaccine		\$			
Visa		\$			
Other ( <i>Specify</i> )		\$			
		\$			
<b>Shaded Areas - for office use only TOTAL</b>		\$			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*NOTE:** Only pre-authorized expenses will be reimbursed. Reimbursement of expenses must comply with policy and all claims must be reasonable and reflect prudence and due diligence to reasonable economy. Travel expenses may be reimbursed before the travel date but there is no reimbursement of expenses in advance of the expense being incurred.

**ATTACH RECEIPTS**

As requested by our auditors, **ALL** expenses must be supported by receipts. Reimbursement of expenses can only be processed if claims are received no later than Dec 31 of the year in which the expenses were incurred.

**RETURN TO** - Please return by mail or fax to:

**CAS IEF VOLUNTEERS EXPENSE**  
**Canadian Anesthesiologists' Society**  
 208-1 Eglinton Avenue East  
 Toronto ON M4P 3A1  
**Fax: 416-480-0320**  
[membership@cas.ca](mailto:membership@cas.ca)

INVOICE APPROVAL		
Approved By		
Date		
ALLOCATION		
Account #	Description	Amount
		\$
		\$
		\$
2100	GST/HST	\$
CHEQUE DETAILS		
Cheque Date		
Cheque No.		
Cheque Amount		

## Appendix D: Recommended Packing Checklist

### Money

USD are the most widely accepted. Bring undamaged, newer bills (after 2006). You will get the best rate for large denominations, such as \$100 USD bills.

### General Clothing

- Quick-dry clothing
- Some warmer clothing like fleece sweaters
- Rain jacket
- Umbrella or waterproof clothes if going in rainy season
- Waterproof boots, hiking boots, gaiters (for tourist activities)
- Flip flops or sandals and sturdy walking shoes for Kigali

### OR/Hospital Clothing and Supplies

- Scrubs (please do not leave behind in the apartment)
- OR shoes or shoe covers (please do not leave behind in the apartment)
- Lab coat for wearing around the hospitals
- Hats, non-sterile gloves and masks as the local cloth ones are far too hot (please do not leave behind in the apartment)

### Other Necessities

- Headlamp (for power failures)
- Extra towel – quick dry camping towels are particularly good
- Insecticide spray (please do not leave behind in the apartment)
- Hand sanitizer
- Ear plugs – especially if you are a light sleeper (the apartment is very noisy)
- Personal entertainment (ipod, DVDs for computer, books). There are a few books in the apartment, a pack of cards and a TV (no DVD player)
- Personal hygiene items, first aid kit, spare glasses, etc.
- Medications that you require (bring a good supply in case of any delays on your return home or theft or loss – pack in your carry on luggage!)
- Cloth shopping bags (there are a couple at the apartment. Plastic bags are banned in Rwanda and will be taken from you if spotted by officials at the airport)
- Food – favourite snacks, energy bars
- Water bottle
- Daypack for getting to and from hospital
- Camera (with extra batteries, memory cards, or film)
- Electrical adapters/transformer, for more information visit:  
<http://treehouse.ofb.net/go/en/voltage/Rwanda>

### Optional Ideas

- Business cards
- Spare batteries
- Paper, pens, and markers
- Laser pointer for teaching
- Laptop (back up all data – theft and viruses are very real threats)

**Appendix E: CASIEF-Rwanda Teaching Schedule [Please fill this in for your own program]**

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	<p><b>Resident Academic Day</b>                      CHUK Anesthesia Classroom                      Rwandan staff/CASIEF                      7:00-7:30 Morning report                      8:00-9:00 Volunteers report for medical license (Pascal Mbuguje)                      9:00-11:00 Core curriculum                      11:00-11:45 Resident case                      11:45-1:00 Lunch</p> <p><b>Medical Student Teaching</b>                      FOMSSC                      8:00-11:45 HRH/Rwandan staff  <b>Foundations</b>                      ICU classroom                      9:00-11:45 HRH staff</p>	<p><b>OR Teaching</b>                      CHUK-OR                      8:00-11:30 OR with residents</p>	<p><b>OR Teaching</b>                      Rwanda Military Hospital                      8:00-12:00 OR with residents</p> <p><i>Check in advance that there are residents working at RMH</i></p>	<p><b>OR Teaching</b>                      CHUK-OR                      8:00-11:30 OR with residents</p>	<p><b>CHUK Morning Report</b>                      7:00 – 7:30 CHUK                      Anesthesia Classroom</p> <p><b>OR Teaching</b>                      CHUK-OR                      8:00 -11:30 OR with residents</p>
	<p><b>Simulation Training Session</b>                      FOMSSC                      1:00-3:00 Residents</p>	<p><b>Classroom/Simulation Teaching</b>                      Former KHI site or FOMSSC                      1:00-3:30 Class for anesthesia tech students</p>	<p><b>OR Teaching</b>                      Rwanda Military Hospital                      1:00-3:00 OR with residents</p>	<p><b>Classroom/Simulation Teaching</b>                      Former KHI site or FOMSSC                      1:00-3:30 Class for anesthesia tech students</p>	
Week 2	<p><b>Resident Academic Day</b>                      CHUK Anesthesia Classroom                      Rwandan staff/CASIEF                      7:00-7:30 Morning report                      9:00-11:00 Core curriculum                      11:00-11:45 Resident case                      11:45-1:00 Lunch</p> <p><b>Medical Student Teaching</b>                      FOMSSC                      8:00-11:45 HRH/Rwandan staff  <b>Foundations</b>                      ICU classroom                      9:00-11:45 HRH staff</p>	<p><b>OR Teaching</b>                      CHUK-OR                      8:00-11:30 OR with residents</p>	<p><b>OR Teaching</b>                      King Faisal Hospital                      8:00-12:00 OR with residents</p> <p><i>Check in advance that there are residents working at KFH</i></p>	<p><b>OR Teaching</b>                      CHUK-OR                      8:00-11:30 OR with residents</p>	<p><b>CHUK Morning Report</b>                      7:00 – 7:30 CHUK                      Anesthesia Classroom</p> <p><b>OR Teaching</b>                      RMH, KFH or CHUK</p> <p><i>Depending on resident schedules – check in advance</i></p>
	<p><b>Simulation Training Session</b>                      FOMSSC                      1:00-3:00 Residents</p>	<p><b>Classroom/Simulation Teaching</b>                      Former KHI site or FOMSSC                      1:00-3:30 Class for anesthesia tech students</p>	<p><b>OR Teaching</b>                      King Faisal Hospital                      1:00-3:00 OR with residents</p>	<p><b>Classroom/Simulation Teaching</b>                      Former KHI site or FOMSSC                      1:00-3:30 Class for anesthesia tech students</p>	

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 3	<b>Resident Academic Day</b> CHUK Anesthesia Classroom Rwandan staff/CASIEF 7:00-7:30 Morning report 9:00-11:00 Core curriculum 11:00-11:45 Resident case 11:45-1:00 Lunch  <b>Medical Student Teaching</b> FOMSSC 8:00-11:45 HRH/Rwandan staff <b>Foundations</b> ICU classroom 9:00-11:45 HRH staff	<b>Travel to Butare</b> 8:00 AM Pickup	<b>OR Teaching</b> CHUB-OR 7:30-11:30 OR with residents	<b>OR Teaching</b> CHUB-OR 7:30-11:30 OR with residents	<b>OR Teaching</b> CHUB-OR 7:30-11:30 OR with residents
	<b>Simulation Training Session</b> FOMSSC 1:00-3:00 Residents  <b>Evening Journal Club 5:00 PM</b>	<b>OR Teaching</b> CHUB-OR 1:00-3:00 OR with residents	<b>OR Teaching</b> CHUB-OR 1:00-3:00 OR with residents	<b>OR Teaching</b> CHUB-OR 1:00-3:00 OR with residents	<b>Return to Kigali or consider weekend visit to Nyungwe Forest</b>
Week 4	<b>Resident Academic Day</b> CHUK Anesthesia Classroom Rwandan staff/CASIEF 7:00-7:30 Morning report 9:00-11:00 Core curriculum 11:00-11:45 Resident case 11:45-1:00 Lunch  <b>Medical Student Teaching</b> FOMSSC 8:00-11:45 HRH/Rwandan staff <b>Foundations</b> ICU classroom 9:00-11:45 HRH staff	<b>OR Teaching</b> CHUK-OR 8:00-11:30 OR with residents	<b>OR Teaching</b> CHUK Anesthesia Classroom/OR 7:00-7:30 Morning Report 8:00-12:00 OR with residents	<b>OR Teaching</b> CHUK-OR 8:00-12:00 OR with residents	<b>OR Teaching</b> Or departure preparations
	<b>Simulation Training Session</b> FOMSSC 1:00-1:45 Quiz 1:45- 2:45 Simulation 2:45 – 3:30 Review of Quiz and Feedback	<b>Classroom/Simulation Teaching</b> Former KHI site or FOMSSC 1:00-3:30 Class for anesthesia tech students	<b>OR Teaching</b> CHUK-OR 1:00-3:00 OR with residents	<b>Classroom/Simulation Teaching</b> Former KHI site or FOMSSC 1:00-3:30 Class for anesthesia tech students	

**University of Rwanda  
School of Medicine - Department of Anesthesiology and ICM**

***Anesthesiology Resident Monthly Evaluation Card***

Resident:	Month:            /Year	Supervisor:
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Skills Evaluated	Poor	Fair	Good	V. Good	Excellen t	Comments
Medical knowledge & Technical skills, plan formulation						
Communication with patients and records keeping						
Team work and professional behavior						
Managerial skills: punctuality, organization, time management						
Safety for the patient, optimization of conditions and comfort						
Learning: self-education, reading and update, presentation-seminars						
Autonomy <i>(Including knowing when to ask for help)</i>	No		Partial		Yes	

Additional comments and/or suggestions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Areas of improvement: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Overall mark: \_\_\_\_ / 20 pts

Name & Signature of the supervisor: \_\_\_\_\_

## Appendix G: Resident Case Presentation Evaluation

### Resident Case Presentation Evaluation

The purpose of this session is for anesthesia residents to gain experience at systematic preparation and effective teaching of a tutorial.

Timing and location:

Monday from 11:00 – 11:45 AM; anesthesia classroom

Guidelines:

- Suggested topics are included in the curriculum; the chief resident will assign the topics
- The resident teacher should:
  - Use an actual case or prepare an authentic scenario after having conducted a comprehensive review of the topic
  - Write 3 – 5 outcomes-based objectives that describe what his/her colleagues will be able to do by the end of the session (e.g. identify the signs and symptoms of pheochromocytoma)
  - Use active learning techniques including:
    - Assessing colleagues prior knowledge of topic through effective questions
    - Other active learning strategies (e.g. case discussion, brief quiz, game, problem solving)
    - Summarizing (or having colleagues summarize) key messages at the end of the presentation
  - Manage time effectively by starting promptly, finishing on time and allowing enough time for discussion [A few strong messages will be more effective than overloading the learners with content]
  - Provide one or more resources for those who wish to learn more about the topic (e.g. journal article or book chapter/section)
  - Conclude with key messages

**Assessment of Resident Teachers by Staff Anesthesiologist**

Teaching skill	Comments
Evidence of knowledge of the topic	
Outcomes-based objectives written	
Prior knowledge assessed through effective questions	
Content conveyed clearly	
Active learning techniques	
Time managed well	
Summary or reflection of key messages	
Provision of one or two current references (either journal articles or textbook)	

What did the resident teacher do well?

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How could the resident improve his/her teaching?

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