

OSAP After-Action Mission Report Template

Location(s) Visited: _____ Mission Dates: _____

Mission Team Leader: _____

Phone: _____ Fax: _____ Email address: _____

Mission Summary. Broadly summarize the overall mission and include information on the composition of the team, sponsor(s), significant milestones and events that occurred during planning, preparation, execution and recovery.

Team Composition. List all team members including their professional titles, licensure, affiliation, and contact information. Attach a separate sheet if necessary.

Sponsor(s). List all organizations or individuals providing support (financial or in-kind) for the mission.

Local Host Interaction(s). Provide name and contact information of individuals that provided assistance during the mission. Describe any difficulties that may have arisen and provide suggestions as to how these may be avoided in the future. Use an attachment if necessary.

Observations and Recommendations. Adequately describe key problem areas. Be very specific. If problems involved equipment or materials, provide detailed item descriptions, including brand names, part numbers, and quantities. List problem areas in order of importance. If making a recommendation for improvement, identify the appropriate administrative level for corrective action, e.g., team leader, individual team members, sponsor. List a short title for each observation, describe the problem, and provide a recommendation. Use the following example as a guide:

1. Translator Support Issues

Observation: Translators are mission-essential, and serious problems can arise if they cannot perform their duties. Our translator asked us to extract a non-emergent carious third molar on the first day of the mission at the remote site. After having the tooth removed, she developed a post-operative infection with muscle trismus treatment and could not speak. As a result we were without effective translation services for three days.

Recommendation: Teams should avoid performing non-emergency invasive treatment on translators or other mission-essential personnel if there is no one else who can perform their duties.

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For supply issues, each recommendation for modifications, additions, and deletions must contain a complete item description, cost, and quantity and be coordinated with medical material prior to submission of this report. The following example illustrates this point:

Observation: We had insufficient numbers of molar extraction forceps, especially #17s, to permit prompt sterilization turnaround. Each kit contained four #23s and four #17s, but the dentists on this mission were not as comfortable using the #23 as the #17, which resulted in a wait for the #17s to be processed and an occasional slowing in the flow of patients.

***Recommendation:** Planners should assess mission dentists' preferences and adjust kit contents accordingly. For example, with this mission's team, increasing the numbers of molar forceps in the kits from 8 to 12 (i.e., if each kit contained eight #17s and four #23s) would have improved instrument turnaround time.*

Observations and Recommendations.

Environment, Health, Safety, and Cultural Information. Include data on climate, weather, environmental factors, topography, etc., that could affect future mission success. Identify situations of medical importance or other significant hazards encountered. If applicable address the following:

Community, Environment, and Sanitation:

- ☐ Health services (availability, quality): _____
- ☐ Water supply: _____
- ☐ Sewage disposal: _____
- ☐ Local restaurants: _____
- ☐ Insects and animals affecting health: _____
- ☐ Poisonous fish and plants; _____
- ☐ Safety of food and dairy products: _____

Health and Safety Issues (including diseases and prophylactic measures): _____

Cultural Issues (including specific observations on traditions and customs):

Lessons Learned. Provide a strategic summary of trials and triumphs encountered by the team during all phases of the mission, including team health and safety, healthcare delivery, logistics, shelter, equipment, supplies, and transportation. Whereas the problems described in the “Observations and Recommendations” section are very specific in nature, this section provides a broader, “big picture” view to consider for the next humanitarian aid mission.

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Future Mission Recommendations. Draw from the “Observations and Recommendations,” “Healthcare Outcomes,” and “Lessons Learned” sections to provide a strategic summary of recommendations for future missions.

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