



Fondation  
Enfant  
Jesus

**Ensemble Pour Batîr**

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### **Job Description : Medical Information Technology Internship Position**

*For more information, or to apply for this position, contact Brian Carlson in the USA at [briancarlson@fondationenfantjesus.org](mailto:briancarlson@fondationenfantjesus.org) or +1 802 279-9303*

**Setting:** Foundation Enfant Jesus (FEJ) is a Haitian grassroots nonprofit, non-denominational, charitable organization that operates development programs that address many of the current needs of the residents of Lamardelle, Haiti. In addition to a primary school currently serving about 550 children from the community, FEJ operates two crèche (orphanage) sites that partner with an international adoption program, a microenterprise program called *Chache Lavi*, and, since February 2011, a community health clinic. More information about FEJ's mission can be found here:

<http://www.fondationenfantjesus.org/en/about-us/mission-vision-statements/>

**Problem:** The fact that FEJ is composed of Haitian staff is one of its most valuable assets for making a difference. Haiti is totally overrun by international NGOs, which has led many of the locals to view foreign agencies with distrust and cynicism. In contrast to these organizations, FEJ is able to relate to the people it serves. In addition, all funds from salaries stay in the country, as does the experience and skills gained by staff involved in FEJ's projects. While FEJ is committed to hiring local staff this does present a challenge as specialization and formal training for specific professional roles is incredibly limited in Haiti. Because of its commitment to hire local staff FEJ provides opportunities for on the job training to better prepare our staff for the work they are doing. This training comes from both continuing education and mentorship.

This is the context for our internship positions; rather than have foreigners work directly with clients, interns will work with staff to increase staff capacity, develop effective process and procedures, and create or revise a workplan.

**Details on Internship Focus:** to date, patient records have been kept in paper form. The forms used are basic and most fields are free-form rather than having more tailored and defined prompts. Having information on paper makes it very difficult to analyze records for even basic information. Any slightly more sophisticated analysis such as characterizing demographics of patients, tracking patients and doing more methodical follow-up, and associating factors with disease occurrence (such as location, age, sex, other medical conditions, etc.) are totally impossible. Also, there is no backup of clinic records, and the logistics of having multiple people use one paper file are cumbersome.

FEJ is in the process of implementing an electronic medical record to address these issues. For simplicity, an Access database will be developed. Our starting point is a database that was developed and is in use in a PIH clinic in Burundi. Their database is being revised to be suited to our location and reflect our clinic services and supplies. We have an IT specialist who is completing the programming. The intern will be responsible for developing an implementation plan that includes details on coordinating paper and computer data entry (some clinic functions will still be recorded and communicated on paper), developing clinic workflows, and incorporating the collection of data gathered by community health workers.

**Logistics and Benefits:** FEJ will provide room and board and in-country transportation for interns. The fellow will have a private room at the FEJ crèche in its visitor wing, with a bed, closet and/or dresser, and use of a shared bathroom with a toilet and shower (no heated water). There is 24 hour security personnel present at the crèche. Safe drinking water and three nutritious but simple meals a day will be provided. Basic primary medical care is available through the FEJ clinic. FEJ staff will offer occasional local transportation to and from Croix-des-Bouquets and Port-Au-Prince for shopping and other needs.

FEJ is interested in working with a prospective intern to make the position of mutual benefit to the agency and the intern. While FEJ's financial resources are limited, we are able to facilitate academic support and mentorship for the intern while at FEJ.

The real advantage of working in this capacity is that FEJ has provided a clearly and narrowly defined project that is practical and achievable. Every intern will be paired with a corresponding academic adviser who will offer support, feedback, and ensure that the intern is not overwhelmed. Additionally, these are very real community health programs and the contribution the intern makes to the program will have concrete and lasting effects. This is an excellent opportunity to gain hands on experience in international development and learn about public health interventions in Haiti, and in general.

**Time Frame:** The exact duration and timing for the intern's stay in Haiti are flexible, as we anticipate that availability will vary from candidate to candidate. However, we are envisioning a 1-3 month term that could begin as soon as October 2012.

**Qualifications:** Cultural humility – recognition and suspension of one’s own cultural biases, willingness to learn about and honor Haitian history and culture, and ability to work in a mutually respectful way with Haitians- is a primary requirement.

- Graduate level education pertaining to medical informatics, health clinic administration, or other specialization which prepares the intern to serve in the role described above
- Excellent verbal and written communication skills with exceptional attention to details.
- Ability to effectively instruct and convey knowledge to others
- Fluency in French
- Prior international development experience preferred

**Written Reports:** FEJ will ask of their interns two formal reports. One will be submitted prior to the beginning of the trip. After discussing the details of our status and objectives over email and/or Skype, the intern will write up an overview of their plan for the trip, including the fundamentals of the discipline that are most important to explain to the staff, what specific objectives can be accomplished during their stay, and how their work will enable FEJ staff to more effectively execute their programs.

The second report is to be written immediately following the trip describing how the reality diverged from the plan of action, what challenges were encountered and how they were addressed, and what the outcome of the visit was. These reports will be used to inform FEJ administration regarding progress made, to complete internal reports and records, and to write reports to external donors to describe clinic activities.