



# DVP

# Acceptance Pack

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## **DENTISTS ONLY - Dental Registration**

Dentists will need to be temporarily registered with the Medical Council of Tanganyika (MCT) in order to be able to practice dentistry whilst on the DVP. There are a number of documents required for this, some of which cannot be supplied until nearer to the DVP (you will be sent details about this separately). However some documents which can be dealt with **now** require certification from a solicitor and details of what is required and by when are given in **Appendix 1** of this document '**B2A Volunteer Dentist Professional Certificates Required**'. Please refer to this now for further details.

## Wellbeing & culture

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### Culturally Sensitive Behaviour

Tanzania is a very different place to the UK. We have worked very hard to build positive working relationships with the authorities and community, and our staff and our work are well respected. This reputation can easily be compromised by unwise actions by our volunteers, and for this reason we ask you to read and respect the cultural advice given below.

One of the conditions of volunteering with us is that you understand that people in Tanzania will regard you as a representative of Bridge2Aid, and we ask that you behave accordingly. Please take the time to greet people in Swahili, shake hands and ask about their home/work. Don't worry about correct pronunciation, just have a go; people will appreciate the effort you put into learning their language. (See separate vocabulary sheet)

#### Please don't:

**Smoke or drink alcohol** at all during working hours, or excessively after work.

**Leave the group** e.g. if you want to go running, please speak to the SCL and they will try to arrange for one of the Tanzanian Team to go with you. Please be aware that this may not always be possible.

**Ask** to go to discos or nightclubs- they may not be safe and it's a working trip.

**Point** with your fingers, it can be seen as rude. If you would like someone to accompany you call them with your hand facing down, waving with all of your fingers together towards you, ask your SCL for a demo

#### Dress code

Please remember we need to be respectful in the way that we dress.

- Ladies - loose fitting trousers, t-shirts/blouses, dresses/skirts (preferred). Clothing above knee length and strappy tops are not appropriate. As a guide knees & shoulders should be covered.
- Men - trousers, t-shirts/shirts, long knee length shorts for relaxing (trousers when working).
- Clinic or work wear - scrubs, trainers/covered shoes for clinical environment
- A light mac/waterproof may be useful if you are coming during the rainy seasons (Sept-Dec, Feb-May)
- A light jumper/trousers for possible cold mornings on Safari
- Long sleeved top for the evenings (to avoid mosquito bites)
- Long/smart casual clothes for the evenings
- If you get an opportunity to swim, costumes/trunks are acceptable, **but not bikinis** in some places.

### Contacting Home

You can use your mobile phone to stay in touch with home, but please check with your network to see if you need it to be activated to roam in Tanzania and how much it will cost. Please be aware international charges are high. Texting is cheaper. Wi-Fi is unreliable in Tanzania, but where it is available digital messaging services are probably the best way to keep in touch.

### Money

The only money you need is for drinks, snacks and souvenirs but they are inexpensive compared to the UK. Tanzanian Shillings cannot be purchased in the UK but US \$ can be exchanged for shillings at the airport in Tanzania. We recommend bringing between \$100 - \$200. **Please note that all US dollars must be dated year 2006 and later to be accepted in Tanzania.** We recommend you bring large denomination notes of US dollars, which are easy to change. You will get a much better rate for larger denominations. The airports will take dollars for refreshments.

Traveller's cheques and pre paid debit cards are not recommended as they are difficult to use.

## Food

Breakfast will be provided at your hotel, and a lunch of rice, beans, vegetables, fruit, fish or meat will be provided out at site. For dinner the hotel will prepare similar food. If you do eat away from the hotel it is best to stay away from fruit juice and salads in restaurants where you cannot be sure that safe water has been used. Generally (but not always), if you can peel food or it has been cooked it is safe to eat. It is a good idea to bring plenty of familiar snacks (cereal bars, savoury & sweet biscuits etc) as a back-up and to keep your strength up should the food not agree with you. If you are a vegetarian/vegan, please make sure you have notified us - you may find a fairly restricted choice in restaurants.

**Tips** - in restaurants it is acceptable to add 10% as a tip to your waiter.

## Giving

Coming and sharing your skills is the best possible gift you can give. Please do not bring material gifts with you, except blowing bubbles (which all the children will enjoy!). The very good reasons behind this have all been explained at your UK training day.

## Health

**Immunisation & Medication** - we advise that you contact your local doctor / travel clinic for specific advice. Many immunisations are required and some recommended. You will also need anti-malarial tablets. Please note that doctor's advice must be sought first as not all medications are suitable for all people.

A useful website that carries initial guidance on what immunisations will be required: [NHS Choices](#)

## When in Tanzania please:

1. Always wash your hands before eating
2. Let us know immediately if you are unwell.
3. You may experience traveler's diarrhea, just because the food is different for you. Imodium is not a cure; it merely buys time if you are in an awkward situation!
4. Take your malaria tablets, use repellent and wear full length clothes with long sleeves after 6pm. Precautions are more effective than tablets in preventing malaria!
5. Use sunscreen, hats and glasses – we are very close to the equator
6. Only drink filtered or bottled water, and be sure to keep hydrated. B2A will provide bottled water for you, on site, when you are working
7. Don't use ice, the water used to make it may not be safe
8. Use bottled water when brushing your teeth
9. Don't eat peeled fruit, juices or salads unless you're sure they have been washed in filtered water
10. Be careful walking, there may be venomous bugs and snakes e.g wear closed toed shoes walking in grass

**Emergencies** - in the event of an emergency we have a tried and tested medical plan that we will activate if necessary and we work closely with local medical teams to ensure your situation is managed well. There are air strips and a well-developed medivac network in the area should you require this.

**Power** - Tanzania uses UK type 3 pin plugs.

## Security

Keep passports and other valuables such as mobile phones, cameras etc with you at all times, out of obvious view. Out at site your bag will be placed in the sterilization room which is never left unattended. We advise locks on your suitcases to act as a visual deterrent.

Whilst out walking on the streets be aware, there are always opportunists, so carry as little of value with you as possible. Take a map with you just in case you get disorientated. Because we are close to the equator it gets dark very quickly, by about 7pm. After dark we advise you not to be on the streets and always take taxis from one location to another.

The towns are fairly safe for westerners and you are perfectly safe in the rural areas provided you stay with the group. The hotel and restaurants all have 24hr security guards.

Please do not give your UK email, phone or address details to anyone. If you do wish to 'friend' people through Facebook we advise that you restrict the information available on the account.

### **Shopping**

During the trip there may be time to visit the local market and shops. Make yourself familiar with the local currency beforehand and organise your money so it is easy to access, rather than have to produce a large wad of cash. People will expect you to haggle for a price, it's fun so don't be afraid to try. Start by halving the price, judge the vendor's reaction and then work your way up from there, you will enjoy the experience!

### **Taking pictures**

If you are taking pictures of people please be polite, ask their permission first, and be ready for them to say no. Do not pay anyone for a picture; this creates a difficult long-term principle. If you are part of a volunteer team we will document the trip in photographs, so don't worry about photos while you are working. Please be aware that it is illegal to take photos of Tanzanian government buildings e.g. police station, passport control etc.

### **Accommodation**

We will try to provide you with a single hotel room wherever possible. However, as we often go to towns where there are few hotels we sometimes have to ask volunteers to share due to a lack of rooms. If you are not prepared to share please can you let the Volunteer team know asap so that they can ensure this is taken into account. If the only option available is a twin room and you do not want to share then a supplement may have to be charged. We would confirm this with you before you went.

### **Post DVP trip option**

At the end of the DVP you might like to stay on for a few days and go on a safari or other 'mini break'. You will receive information about this in the flight booking instructions which will be sent to you at approximately 6 months before your DVP. You will need to cover the costs of this extended trip from your own money (fundraising money cannot be used).

### **Insurance**

You will need to take out comprehensive travel insurance before your visit. We will ask you to provide us with details of your insurance company's emergency contact numbers and your policy number, for use should you be taken ill.

If you need to arrange insurance, Banner Group can provide the cover required. We have an application process for them and details of how to access this can be found within our online secure area, details of which will be given to you in an email. Please note blanket annual travel policies and bank account travel insurance policies should be checked to ensure they definitely cover volunteering in East Africa and repatriation. We sometimes find this is not the case and additional cover is then required.

## Clinical Briefing Sheet- DVP

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### Clinical aspects of the trip

We have hopefully explained clearly at our Training Day the sort of work you will be involved in. However, it is worth reiterating that the trip will be very hard work, with long days in hot and difficult working conditions. You will need a fair amount of stamina and be able to adapt to the situation you find.

Each day involves an early departure from the accommodation with a 90-120 minute drive to the health centres. We will brief you on arrival on aspects of the setup and how the rooms will be laid out. The rooms at the health centres are very basic and **often** have no electricity and running water. We usually operate a central sterilisation room where the Oral Health Team will work from. The Clinical Training area may be one large room or multiple smaller rooms with at least 2 dentists working in each room, depending on the size of the centre.

### Oral Health Team (OHT) - nurses, hygienists, therapists

In the Oral Health Team role, your primary aim will be to keep the flow of sterilised instruments going to the dentists working on site, and to organise the clinical environment. You will also be involved in assisting the dentist, and the Clinical Officers (Cos). We operate a ratio of approximately 1 OHT to 2 dentists. You will need to work effectively as a team in a very organised way to keep things ticking over. Sterilisation will take place using kerosene stoves and non-electric steam autoclaves supplied by Prestige Medical. Another key role for the OHT is to teach the Clinical Officers some basic Oral Health Education and the sterilization process, therefore covering the importance of cross infection control. We supply a few basic teaching aids for this.

### Clinical Officers (COs)

The COs have a good level of English, and also a good level of dental anatomical knowledge. Some of them will have extracted teeth on a regular basis, some will have never picked up a pair of forceps. They receive three years' basic medical training to diploma standard, and work in rural dispensaries providing a basic level of medical care.

Before each DVP, the COs are given one days' classroom training to bring their level of theory up to a baseline standard, and also to teach the theoretical aspects of the syllabus. This will continue during the DVP too.

### Dental Equipment

The instrument kit we use is based on that which is allocated to the COs for them to use after qualification. There is also a Backup Kit should you need it.

- Non-electric steam Autoclave
- Range of Forceps & Elevators
- Local Anaesthetic
- Disposable Needles
- Surgical Instruments
- Atraumatic Restorative Technique instruments & materials
- Consumables (e.g. gloves, masks, gauze)

Please bring eye protection and protective clothing - scrubs. We also recommend that you bring your preferred gloves and masks. We have a range of donated gloves of various sizes and quality! If you have a strong preference, we recommend bringing three boxes.

If you have a latex allergy please ensure we are aware of this, particularly if it means the rest of the team need to wear non powdered or latex free gloves.

### Instrument Kit Supplied

DVPer Extraction Kit	No. per kit	DVPer Extraction Kit	No. per Kit
Metal Dental Mirrors	10	Lower Premolar	2
Right Angled Probes	10	Straight elevators	6
Periodontal Probe	1	Hand Scaler (moon shaped)	1
Upper Molar Right	2	Tweezers	4
Upper Molar Left	2	Scissors	1
Upper Premolar	1	Needle Holder type Hegar	1
Lower Molar	3		

### Support Provided

We aim to give you all the support you need to work effectively and adjust to working in a different culture:

- The UK Bridge2Aid office is available to answer queries relating to your trip by email or phone.
- On arrival in Tanzania, our staff will host a comprehensive local orientation day. During the visit, there will be a debriefing at the end of each day. At other times the Tanzania team is available by mobile phone to discuss any issues that may arise.
- Your Clinical Lead will also contact you before the programme and introduce you to other team members. If this does not happen please contact the volunteer team who can put you in touch with the right person.
- If you would like to speak to someone who has been before and can answer any questions based on their own experience please also contact the volunteer team and they can put you in touch with a previous nurse or dentist.

If you haven't attended it already, please ensure you book onto a UK Training Day. This is compulsory ahead of the DVP and will ensure you meet other DVP volunteers and also find out more about what you'll be doing.

For any of the above please contact [volunteering@bridge2aid.org](mailto:volunteering@bridge2aid.org) and someone will be in touch.

## Payments Details

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### Payments to Bridge2Aid

Your full deposit payment is now due. This deposit of £350 represents a registration fee to Bridge2Aid. This helps cover the costs of the training, planning and support we give you in the UK before travel and securing your place on the DVP. This is non-refundable.

### Final Payments

Your final payment of £600 will cover the non-flight costs of your DVP. This covers your hotel, transfers, food and accommodation whilst on the programme. You will be invoiced for this at 14 weeks and will be due 12 weeks before departure.

Please note your payments do not include: the cost of your Visas at approx £180, your safari (where booked), your spending money, inoculations, anti-malarials or insurance. The money for the safari and spending money should all be in US \$ dated 2006 or later.

### Flight payments

Flights are booked with Wotton Travel (WTL) and we will send details of how to book these in a 'Flight booking instructions' pack at about 24 weeks before your trip. Costs are likely to be a maximum of £950 if booked within plenty of time.

If you are fundraising for your DVP and for your flights too, as long as you make your supporters aware of this we can allocate the funds against your flight costs. If this is the case please contact [volunteering@bridge2aid.org](mailto:volunteering@bridge2aid.org) so that we can make the travel agent aware of this.

Summary of essential payments:

1. £350 deposit to B2A
2. £600 final payment to B2A
3. £950 (approx) to WTL for flight
4. £180 (approx.) Visas

## Fundraising

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### **Important Note if You Intend to Raise Funds to Pay for Your Visit**

We encourage fundraising to help you cover the costs of your trip, and will support you in whatever way possible. Our website has lots of useful fundraising tips and information. If, at any point, you would like help with fundraising ideas or setting up Just Giving please email [natalie@bridge2aid.org](mailto:natalie@bridge2aid.org).

When fundraising, please note the following points:

**Clarity** – you must make it clear in your fundraising posters and any other materials that you are raising funds to help cover the costs of your trip, rather than directly for Bridge2Aid. Raising funds to cover your costs is quite legitimate, but the distinction must be made as this is a Charities Commission requirement. You should also state that any excess will be donated to Bridge2Aid.

Money from fundraising cannot be used to cover the costs of your visa, travel insurance, inoculations or any extended trip you may do.

**Cut Off Date** – 12 weeks before your trip, you will need to have paid for your flights with Wotton Travel (WTL) and trip costs to B2A in full. All fundraising must be sent to us to arrive before that date, and if there is a shortfall, you will need to make up the difference yourself. Funds raised after this date cannot be refunded to you, so please start your fundraising activities as soon as possible. Any funds you receive after this date also cannot be put towards future trips as we operate a 'per trip' policy on fundraising. This means that each one is treated in isolation by us, so funds cannot be carried forward.

As mentioned, if your fundraising has exceeded the £950 and it has been clearly stated that funds will be used for your DVP costs it may be possible to use these extra funds to help cover your other costs such as your flight.

**Carry over** – if you raise more money than you need to for your trip – congratulations! We will put these funds to good use, but they cannot be carried forward to cover the costs of future trips.

### **Bridge2Aid Payments**

Payments can be made either by **BACS** or by cheque:

- 1) To make a BACS payment: Lloyds Bank, Unit 44-45 George White street, Cabot Circus, Bristol, BS1 3BA  
Sort Code 30-62-96, Account Number 78758768. **Please ensure you include your name & trip date as a reference**
- 2) Send a cheque with your name and date on the reverse, made payable to 'Bridge2Aid' to:  
Bridge2Aid, Suite 3E, Drake House, Drake Lane, Dursley, Gloucestershire, GL11 4HH.

## Swahili Phrases

English	Pronunciation	Kiswahili
Greeting and answer	Ha-ba-ri (answer – n-zur-i)	Habari (nzuri)
Greeting with Respect and answer	Shi-ka-mo (answer – ma-ra-ba)	Shikamo, (marahaba)
Yes	ndee-yo	ndiyo
No	Ha-pa-na	hapana
Please	taf-a-daa-li	tafadhali
Welcome, you're welcome	ka-ree-boo (s), ka-ree-boo-nee (pl)	karibu (s), karibuni (pl)
Thank you (very much)	a-sant-e (saa-na)	asante (sana)
Excuse me	saa-maa-haa-nee	samahani
Fine/OK	n-zu-ri/ sa-wa	Nzuri/ sawa
Good morning	ha-ba-ree za a-soo-boo-hee	Habari za asabui
Good day	see-koo-nje-ma	siku njemi
See you later	too-ta-o-na-na ba-a-da-ye	tutaonana baadaye
I don't know	Si-ju-hi	Sijui
My name is .....	jee-na la-ngoo-nee ....	jina langu ni .....
What is your name?	jee-na la-ko nee na-nee	jina lako ni nani?
Welcome, have a seat here	ka-ree-boo nda-nee oo-ka-e ha-pa	karibu ndani ukae hapa
Where do you have pain?	oo-na-maa-oo-mee-voov wa-pi?	una maumivu wapi?
Where do you have a problem?	oo-na-ma-ta-ti-so wa-pi?	Una matatizo wapi?
You have a bad tooth here	oo-no-jee-no m-bo-voov ha-pa	una jino mbovu hapa
<b>Open</b> your mouth	foon- <b>g</b> ooa m-domo	fungua mdomo
<b>Close</b> your mouth	foon- <b>g</b> a m-domo	fungua mdomo
Wait please	oo-soo-beeli kee-do-go taf-a-daa-li	usubili kidogo tafadhali
Bite	oo-ma	uma
Bite hard for 30 minutes	oo-ma kwa ng-oo-voov da-kee-ka thel-a-thi-ni	uma kwa nguvu dakika thelathini
Spit/Don't spit	te-me/oo-see-te-me	teme/usiteme
Stop	a-ch-a	acha
Relax	too-lee-ya	tulia
Don't worry	u-see-lee-way na wa-see wa-see	Usiliwe na wasi wasi
Finished	tay-aree	Tayari (all prepared in literal trans)
Tooth (teeth)	jee-no (me-no)	jino (meno)
Gum/gums	fi-zi /u-fi-zi	fizi /ufizi
Root/roots	m-zi-zi/mi-zi-zi	mzizi/mizizi
Push	soo-koo-ma	sukuma
Numbness/anaesthetic	ga-nzi	ganzi

## Appendix 1

### B2A Volunteer Dentist Professional Certificates Required - NOW

#### Introduction

Volunteering Dentists in Tanzania are required by the Medical Council of Tanganyika (MCT) to prove their professional status. There are stringent rules in place which we have to follow to ensure we adhere to this, otherwise **you may not be able to practice** when you come to Tanzania. Some documents are required nearer to the DVP, whilst others need to be sent to us **now** and these are detailed below.

#### Documents required now

- 1) **Solicitor certified** copies of your:
  - Degree/diploma certificates (MD/MB.BS/MB,ChB/DDS/BDS) (plus certified translation if not in English or Latin)
  - Marriage certificate (or other proof of change of name) if your degree certificate and passport show different names
  - Passport
- 2) **Copy of one page** CV (see appendix 2 for a suggested template)

If you get quoted a significant cost for having the above documents certified we do have a Bridge2Aid supporter who is a solicitor and willing to do this for you at a nominal cost. If you would like to use this service please follow the process below

1. Sarah Buxton and Thomas Coates are the lawyers who have very kindly offered to help us out
2. Please email Sarah [sarah.buxton@fta-law.com](mailto:sarah.buxton@fta-law.com) ahead of sending her the documents to get a quote for the cost and ask her to include the cost of 'signed for recorded delivery' for returning them to you
3. You will need to send the original of each document needing certifying, plus a copy. We would recommend signed for recorded delivery due to the value of the items (normal cost about £2)
4. Address to send to: Sarah Buxton, FTA Law, Carrwood Park, Selby Road, Leeds, LS15 4LG
5. Please ensure you provide a return address
6. **Payment** needs to be in the form of a cheque made out to Sarah personally, 'Sarah Buxton', as she will be doing the work in her personal capacity as a solicitor.

**If your passport expires within 6 months of returning from a booked DVP, then it will be necessary to renew your passport ahead of the visit and get a certified copy of the new one**

You will need to keep your **original certified copies** in a safe place as you will be required to take these with you to Tanzania for your DVP.

Please email copies of all the above documents to the volunteer team.

If not, please post to: Bridge2Aid  
Suite 3E  
Drake House  
Drake Lane  
Dursley  
Glos.GL11 4HH

## Appendix 2

### Curriculum Vitae (suggested format)

Full name  
Address line 1  
Address line 2  
Town  
City  
County  
Post Code

#### Personal Profile

(Years worked as a dentist, nature of work, work location, personal background)

#### Education

Date degree gained and where from

E.g. I gained a degree in dentistry from University of Life, July 1998.

#### Work Experience

Years	Employer
YYYY– YYYY	Jo Bloggs and Partners, Address
YYYY– YYYY	George Dawes and Partners, Address

#### Previous DVPs where applicable