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## Partnership Agreement between RSVP and Mibirizi Hospital

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### 1. Purpose and status of this agreement

The purpose of this agreement is to establish how the collaboration between RSVP, guests and Mibirizi Hospital will proceed and to clarify the responsibilities and commitments of each. This agreement does not intend to create a legally binding relationship between the three groups.

### 2. Partners to the agreement

The hosting institution is the Hospital, a district hospital situated GASHONGA sector, South-West Rwanda. The hospital belongs to Roman Catholic Church but is funded by the government.

Naturally, on the Rwandan side the partnership will be led by Dr **Charlotte NTAKIRUTIMANA**. For RSVP, the partnership will be led by **Dr Simon MBARUSHIMANA**, Coordinator of RSVP Charity (UK registered charity N<sup>o</sup> SC038526 <http://www.rsvpcharity.org.uk>) and Guests are represented by **Lewis LIVERSEEDGE**.

### 3. Aims of the partnership

The partnership aims to provide work experience to guests sent by RSVP who will shadow doctors, nurses and other health care professionals during their clinical work. In return, guests will raise money for a priority identified by Mibirizi hospital and will, upon their return, continue to promote the work of the hospital. So, the partnership is expected to be of mutual benefit to both the Hospital and Guests.

It's anticipated Guests will have the opportunity to use and develop new leadership skills, hone their problem solving potential, cope with pressure and function well in foreign, unfamiliar and culturally different environment to their own.

The guests sent for this partnership agreement are: **Lewis LIVERSEEDGE** and **Liam AIKEN** to shadow and trained in different activities of the Hospital.

### 4. Funding

Guests will fund their own stay and any restricted/designated money in their possession shall be spent after discussions with the Hospital and RSVP. This is to combat and prevent begging and dependency culture.

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## 5. Timing

The partnership involves working and staying in Rwanda from 26<sup>th</sup> October to 8<sup>th</sup> December 2016.

A detailed timetable will be provided prior to departing from UK to ensure all arrangements are in place each week.

## 6. Roles and responsibilities

### ***RSVP Charity agrees to:***

- Facilitate communication between all stakeholders and help with the planning process
- Use experience and feedback received from previous guests (since 2007) to make suggestions where applicable
- Encourage all stakeholders to contribute to guest's specific aims/objectives and their weekly detailed activity timetable covering both hospital and out hospital activities
- Prepare guests to the life in rural Rwanda, especially helping them understand the culture and ways of the host community
- Prepare recipient community, through the Hospital host lead person, so that staff understand key aspects of guests' culture in order to minimize and reduce potential cultural conflicts
- Work with Guests' Lead person and the Hospital to resolve any issues that might arise during the course of the project
- Arrange Kigali airport pick up on arrival, accommodation in Kigali, facilitate Kigali tour and help Guests with transport from Kigali to Kamembe.
- Arrange accommodation in St Francois and Bugarama for guests
- Arrange vehicle hire for guests so that they travel daily from St Francois to Mibirizi (they have wished to do so themselves rather than staying in Mibirizi).

### ***The Hospital agrees to:***

- Assist Guests to settle into the community, including arranging hospital tour, introduction to key staff members and provide a brief list of Dos and Donts (what is allowed and what is not allowed).
- Draft a weekly timetable so that guests know exactly who they are shadowing each day.
- Ensure Guests are never allowed to make clinical decisions or give clinical advice to patients or relatives–  
**these are not doctors!**
- Where clinical work involves travel out of the Hospital, the Host Lead person will ensure guests' safe return either to base (Hospital) or their accommodation (St Francois) during day light hours- latest at 6pm.

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## Guests agree to:

- Play an active role in designing activities and finding solutions to potential practical problems (Lewis has already been in Bugarama hence expected to play a significant role in drafting and amending timetable to suit evolving needs on the ground)
- Follow the Final Visit Timetable during their entire stay. Timetable changes must be approved by the Guests' Lead Person and RSVP beforehand
- Guest must Blog daily their activities and must involve the Hospital in this process.
- Follow practical advice from the Foreign Office and RSVP – the latter will organize preparation briefing which will deal with safety issues, food, dress codes, morality perceptions, discussion with parents/guest(s) contingent plans in case of sickness as well as compiling a list for most common Dos and Don'ts.
- Guests must have appropriate health insurance and vaccination as advised by their own GP, Travel clinic and Foreign Office
- Guests must not “play the doctor” as they are unqualified and unlicensed. This means they **must not** prescribe any medications, give diagnosis or prognosis to patients or relatives or carry out any surgical procedures
- Photography policy must be agreed with the Hospital before any pictures of the patients or relatives are taken. Breaches of photography policy will constitute not only an offence but could easily lead to a referral to UK General Medical Council (well before Guests even enter medical school!).
- Unless agreed by their parents, Guests agree to avoid driving after 6pm due to dangers of unlit and unsafe roads.
- Guests will fund the costs of the RSVP volunteer who will be with them during their Kigali stay (1 week).
- Guests will meet their own costs (meals, travel, accommodation etc)
- Guests must be vetted according to UK laws before they are allowed to work with vulnerable adults and children in Rwanda. They must therefore produce their certificate to the Hospital on their arrival.

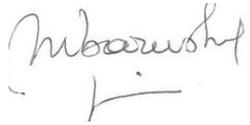
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*Signed and agreed by:*

*RSVP Coordinator*

*Dr Simon MBARUSHIMANA*



Lewis LIVERSEDGE

Guests' Lead

Mibilizi Hospital

Dr Charlotte NTAKIRUTIMANA

Ag Hospital Director

**1 November 2016**

**CATERING PLAN FOR GUESTS FROM August 2016 to December 2016**

<b>BREAKFAST (MORNING MEAL)</b>							
	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>	<b>SUNDAY</b>
	TEA ( NIDO)	TEA (NIDO)	TEA ( NIDO)	TEA (NIDO)	TEA ( NIDO)	TEA (NIDO)	TEA ( NIDO)
	OMELLETTE/Porridge	OMELLETTE/Porridge	OMELLETTE/Porridge	OMELLETTE/Porridge	OMELLETTE/Porridge	OMELLETTE/Porridge	OMELLETTE/Porridge
	BREAD	BREAD	BREAD	BREAD	BREAD	BREAD	BREAD
	BLEUBAND	HONEY	BLEUBAND	HONEY	BLEUBAND	HONEY	BLEUBAND
	FRUIT (APPLE)	PINAPLE	MANGOES	BANANAS	PASSION FRUITS	BANANAS	PAPAYA
	JUICE	JUICE	JUICE	JUICE	JUICE	JUICE	JUICE
<b>DINNER (EVENING MEAL)</b>							
	RICE	BOILED POTATOES	SPAGHETTI	RICE	BOILED POTATOES	SPAGHETTI	RICE + CAROT
	BEANS	PEAS	CHIPS	BOILED SWEET POTATOES	PEAS	CHIPS	
	SPINACH LIKE VEG	CAROT	BEANS	BEANS	CAROT	BEANS	BOILED SWEET POTATOES
	MEAT	MEAT	CABBAGE	SPINACH LIKE VEG	MEAT	CABBAGE	BEANS
	SAUCE	SAUCE	MEAT	MEATS	SAUCE	MEAT	SPINACH LIKE VEG OR CASSAVE LEAVES
	AVOCADO	MANGOES	SAUCE	SAUCE	PINAPPLE	SAUCE	MEAT
	FANTA	FANTA	BANANAS	AVOCADO	FANTA	MANGOES	APPLE FRUITS
	WATER	WATER	FANTA	FANTA	WATER	FANTA	SAUCE
			WATER	WATER		WATER	FANTA
							WATER

- 1 Depending on availability, Chantal plans to replace meat with fresh fish twice a week.
- 2 Rice + carrot is rice cooked together with carrot and contains little oil and tomato sauce.
- 3 Tea is boiled water and guests help themselves to Nescafe, tea bags, powdered milk called NIDO and sugar
- 4 Due to market price, need to source in some stock from Kamembe, small number of guests and need to hire another person,  
Chantal charges 5,000RFW/day/person (that is 2,000RFW for breakfast and 3,000RFW for dinner) or £5/day/person