



## NDI INTERNSHIP & EXTERNSHIP GUIDE

*Last updated September 23, 2009*

Welcome to the NDI Internship Program. This guide will serve as a tool to prepare you for your time abroad. Please read and review all materials and contact us at [internships@ndimed.org](mailto:internships@ndimed.org) with any questions.

### **Preparation**

Documents to Submit to NDI prior to your arrival

- Full Application (*see website for details*)
- Copy of your passport (must be valid for 6 months post travel)
- Submit Flight Information 60 days prior to arrival
- Submit Inventory of Medicine Donation 60 days prior to arrival (*if applicable*)
- Coordinate your pickup in Managua with TEAM NDI (fee applies) or transportation to island
- Submit travel insurance/emergency evacuation insurance/health insurance to NDI
- **PLEASE** download our NDI Information Packet from the Global Health Course section. This packet is designed for our short-term 10-day trip attendees, but many sections are applicable to long-term interns and full time doctors as well and describe the living conditions, work we do, and other important info.

### **Requirements**

- **Language** - the more Spanish you have, the more community work you can do, but Spanish is not a requirement. If you want to take Spanish classes, you can do this in your down time and NDI is happy to work with your schedule to accommodate this, but you are still expected to work 8-hour days.
- **Computer Skills** - You must be able to use EXCEL and every intern will do at least 1 day of data entry per week. It is tedious work, but imperative to NDI.
- **Blogging** – We ask all volunteers to contribute to the NDI blog! Writing is a plus!!
- **Maturity** – We need mature, motivated individuals!
- **Externs** – approval from your school
- **Medical** – anyone interested in the mission of NDI can apply to our program – you do not need to be a health care practitioner.

### **Fees**

The fees for your program are determined by the amount of time you commit to NDI. We charge a nominal program fee compared to the majority of international programs. In addition to this fee, you will be responsible for all living and travel expenses during your stay in Nicaragua outlined in the Program Fee section below.

## **Program Fees**

- All - \$50.00 Non-Refundable Application Fee
- 1-2 months - \$500/month program fee (not including housing)
- 3-6 months - \$300/month program fee (not including housing)
- 7+ months - \$200/month program fee (not including housing)
- Global Health Course Fee - \$1300 (*this fee only applies if a global health course is occurring during your stay and you have NOT already attended one. In this case, your monthly fee is waived, and you only pay the course fee for that month.*)  
(*Note you must complete the full month to qualify for the rates above – for ex, if you stay 2 ½ months, you will pay the \$500 per month, plus \$250 for the ½ month. If you stay 3 ½ months you will pay \$300 per month, plus \$150 for the ½ month*)

## **Travel & Living Expenses**

- Flight - \$300 - \$900 depending on where your flying from
- Travel Insurance - \$50 - \$500 (varies according to program duration)
- Health Insurance – you must have current health insurance to participate
- 1<sup>st</sup> month host family fee - \$300 (this includes room and board – 3 meals per day, laundry, etc)
- 2<sup>nd</sup> month living options –
  - Option 1 – continue your homestay
    - Cost \$300 – including all meals & laundry
    - Does not include purified water – but you can purchase 5 gallon jugs for \$2
  - Option 2 – shared housing –share housing with other Team NDI members or full time doctors – Note: *This option may only be available if 1) there are other interns; 2)the full time doctors/staff wish to have a roommate.*
    - Cost - split rent (usually 2-3 people are splitting rent between which ranges between \$50 - \$200 per month.
    - Food Cost – varied – you buy and prepare all your own meals; may choose to cook together with your roommates or not.
    - Team NDI house is furnished
  - Option 3 – Rent your own home
    - Cost - \$100 - \$200 per month rent
    - Food Costs – varied
    - Additional costs - furniture

## **Accommodations Upon Arrival in Nicaragua**

Depending on your arrival time, you may stay in a hostel in Managua with a NDI team member or stay alone for 1 night before leaving for the island. Upon arrival on the island of Ometepe you will meet your host family.

**Interns live individually with host families for at least the first month of their internship.** These accommodations ensure your full immersion into the local language and culture while providing a chance to form relationships

with an extended family and community. Many interns remain in contact with their host families for years after completing their internship. The bonds developed with host families result in a very memorable experience. After the initial 4-week homestay you will have the option of continuing on with your host family, or moving into shared volunteer housing. All accommodation fees must be covered by you – *room and board is not included in your internship program fee* – so plan accordingly.

## **NDI Intern Packing List**

### **Clothes To Bring**

- Bandana
- Flip flops for showering
- Hat
- Long pants (1-2 pairs)
- Long sleeved shirt (1) - thin
- Pajamas
- Rain poncho or rain-resistant *light* jacket
- 2 pairs shorts/skirt/dress
- 1 Sneakers or walking shoes for heavy walking
- 1 Shoes/sandals/chacos/tevas
- Socks, underwear, etc
- Swim suit
- T-Shirts or conservative tank tops
- SCRUBS – 2 pairs

### **Medical Interns**

#### **Must Haves**

- Clinic clothes –scrubs are required and closed toed shoes for all medical clinics shifts
- Medical Bag with stethoscope, portable EENT kit with charger and ear speculums, BP cuff, thermometer and thermometer covers, hand sanitizer, gloves, 1 sharpie marker, small ziplock bags (for dispensing), label stickers, small notebook, pen light, watch, pocket antibiotic reference book,
- Reference books: pocket physical exam book, dermatology book, homeopathy reference book, etc.

### **Gear & Supplies To Bring**

- Laptop (*not required but highly recommended!*)
- Any medicines you may need (in original containers—pack in carry-on!)
- Any supplements, immune boosters, tinctures, etc
- Backpack (small – not hiking)
- Camera
- Earplugs (you will want earplugs!)
- Flashlight/extra batteries (Petzel headlamp works great!)
- Insect repellent (with DEET)
- Light weight sleeping bag and bed sheet (check out REI for light weight bags)
- Sheets and Pillow (we highly recommend bringing 2 sets of single sheets and your own pillow)
- Mosquito Net
- Notebook, journal and **pens**
- Snack foods (trail mix, granola bars, nuts, dried fruit)
- Spanish dictionary or phrase book
- Sun Block (15+ or 30+)
- Sunglasses
- Tampons (not easily found on the island)
- Toiletries: soap, shampoo, toothbrush, toothpaste
- Towel
- Travel alarm clock
- **Wide-mouthed water bottle**
- Work Gloves – we work on a farm 1 day – please come prepared with work gloves to protect your hands!

## **ONCE YOU ARRIVE IN NICARAGUA**

### **Orientation**

Upon arrival in Nicaragua you will go thru orientation. The NDI Team will help you get settled as you acclimate to your new surroundings. During this time, you will get to know the NDI team members, familiarize yourself with the organization, staff, resources, and projects currently in progress.

### **NDI Global Health Internship Training**

Throughout your internship, NDI supports you with a series of tools to ensure the success of your work. Initially you will learn the most pressing health, economic, environmental, educational, and rights related development issues and initiatives in the local region. You will continue your training through a series of exercises, NDI Team meetings, and individual reading and research to enhance your internship experience.

### **Group Processing Sessions**

NDI believes that in order to cultivate leaders in the global health movement we must actively address the spiritual, emotional and psychological questions that come with this type of work. Weekly at maximum and bi-monthly (at minimum) meetings with team NDI will aid in addressing these often difficult questions. These sessions will also allow us to share resources, develop project work, confront cultural issues, and process the volunteer experience.

### **Sustainability Plan/Evaluation Report**

In summation of your internship, you will be asked to produce a formatted description of what you learned, accomplished, and experienced, as well as a comprehensive evaluation. A portion of this work involves detailing how a future volunteer can maintain or further develop your work. If you received a grant from NDI for a specific project, you will explain how you used funds and resources to ensure project sustainability. Upon completion, you will have significant experience in international development and a potentially substantial body of work to support your future goals. You will not receive your grade or evaluation until all project files have been submitted.



## PRE-DEPARTURE HANDOUT

### DOCUMENTS CHECKLIST

In order to make your trip smoother, please keep a copy of the following documents on your person – and give them to your supervisor upon arrival to NDI.

- Copy of your passport (must be valid for 6 months post travel) (color laminated copy is best)
- Flight Information – Arrival date, time, airline
- Inventory of Medicine Donation (if applicable) – have on you when you fly
- NDI Phone Contact Numbers (when dialing from the USA and Canada add 011-505 to each of the numbers below.
  - NDI – Dr Parker Cel 8902-9933
  - NDI – Dr Parker Home 2569-4266
  - NDI – Full Time Doctor Cel – 8903-6858
  - NDI – Intern Cel - 8903-6851
  - NDI Taxi Driver – Evert Dinarte Cel 8886-1580
  - Email – drparker@ndimed.org
- Copy of travel/emergency evacuation/health insurance

### ARRIVING IN MANGUA

#### ***Immigration & Customs***

- When your plane is about to land, you will be given two documents you must fill out – a customs form and an immigration form. Here is what to write:
  - **Immigration** – it will ask what you are doing and where you are staying. Please write TOURISM/TURISMO. Your address will be Los Angeles, Isla de Ometepe. YOU MUST PAY \$5 to IMMIGRATION – Bringing a \$5 bill makes this much easier.
  - **Once your through immigration** – you will get your luggage. Luggage tags are checked, so please have these ready. You will then get in a line to go thru customs.
  - **Customs** – if you have brought in medicine or supplies for us, you will have sent in your forms 1 month prior to your trip. Please carry a copy of your inventory on you. On the

customs form, please write DONACION de VITAMINAS, MEDICINA PARA MINSA. If you have supplies then add "Y INSUMOS". Also put the value listed on your inventory sheet. You will be asked by customs to step into a second room where they will process your paperwork. IF YOU DID NOT GO THRU THE PROCESS WITH NDI TO INVENTORY YOUR ITEMS, you may choose to list any taxable items or not – doing so without the proper paperwork will most likely get them confiscated. You do not have to claim personal items – only medical donations.

## ***TRANSPORTATION***

### **Morning Arrivals**

- *NDI will arrange a taxi to pick you up at the airport. We use a very reliable man, Evert Dinarte. His phone number is 8886-1580. He will meet you at the airport and bring you to the Ferry. The cost is \$60.*

### **Afternoon/Evening Arrivals**

- *Evert will pick you up and bring you to a local hostel or hotel (Backpackers/Quakerhouse (\$15/nt shared rooms) or Hotel Almendro (\$70/nt). You will spend the night there, then he will pick you up in the morning and drive you (2 ½ hour ride) to the Ferry (1 hour ride). Cost is \$70.*

### ***Safety In Managua***

*IF YOU ARE ARRANGING YOUR OWN TAXI TRANSPORTATION ONLY USE AIRPORT TAXIS – DO NOT CROSS THE STREET TO GET A CHEAPER TAXI. Recent holdups of tourists have been carried out by unregistered taxi drivers, so using them is NOT RECOMMENDED.*



## **NDI INTERNSHIP REGs**

### **Roles, expectations, & goals!**

**ROLES** - NDI is a small grassroots non-profit organization. Working in our team requires a lot of flexibility, willingness to do many different kinds of jobs and a lot of independence. Often our interns are coordinating projects on their own, taking initiative to initiate projects, or working with the team to get tasks done. If you are a medical intern you will not ONLY be in the clinic – you will be helping with all aspects of NDI. You will preceptor with the full time doctor that is doing their year of service as well as have an opportunity to work with local MDs and nurses. If you are an administrative intern, you will be working more on the admin side with Dr. Tabatha Parker but may have some things to do in the clinic. Often the boundaries between doctors, interns, friends, and community are blurred because we live in a very small community. Flexibility in this area is a necessity – and if you are someone who is used to very defined boundaries and roles, this may not be the internship for you. Our team makes a huge commitment to be available – and to lend a hand for whatever task is at hand at the time. Your independence is essential to this process, and your flexibility with time-tables, etc. This is a very different culture where time is often relative and learning to go with the flow is very important!

**PERSONAL BEHAVIOR – SEX, DRUGS & ROCK & ROLL** - NDI recruits mature individuals that can represent the organization in our small pueblo. Interns must act respectfully with locals, know their limits when it comes to alcohol consumption and not partake in any illegal activities. Furthermore, fraternizing with locals causes MANY problems not just for NDI but often for the individual. If you are thinking about committing to do service work – whether for a short, medium or long term – you must take a good hard look at this issue. If your goal is to have a romance – NDI is not the place for you. Your actions directly impact us, and cultural differences, especially machismo, have resulted in awkward, unwanted, and even dangerous situations, especially for female volunteers. Likewise, the cultural & social norms and mores in Nicaragua are VERY different than our own, and what may appear to be a very sexual society in some ways, is VERY conservative in more ways than one might first think. Volunteers have unintentionally found himself or herself the butt of gossip because they did not understand or follow these social norms. The complexity of dating in Nicaragua is also complicated by the underlying machismoism. Lastly, volunteers leave, and while you might think you might think a summer fling would be fun, people who are left behind once you return to you life in North America can be devastated. The hope that dating a gringo (white person from the USA) brings to a person, the pressure the person gets from his or her peers to NOT loose the gringo, and then the humiliation that follows when the volunteer does return can be psychologically damaging. Obviously, this behavior has consequences not only for NDI, but the local population as well. While there

are success stories of cross cultural relationship between overseas volunteers and locals, there are many more that do not end on a happy note.

While NDI believes in personal freedom, we also know that there are many unintended repercussions to sexual relations across cultural boundaries when doing international work of this nature and advise volunteers to practice prudence in this area.

**EVALUATION** – Each volunteer will be evaluated, depending on your length of service. For long-term volunteers, the first month is your evaluation month. If for any reason you are not fulfilling your role, or are not suited for this type of work, your month evaluation will address this. For shorter term interns, externs and volunteers, you will be evaluated at the midway point of your service.

**TERMINATION** NDI reserves the right to terminate your service for any reason. If you participate in any behavior that may jeopardize the work of NDI, you will be terminated. In the unfortunate event that NDI has to terminate your volunteer service, you will not be eligible for job referrals, references, or other future help from NDI.

**EXPECTATIONS** - You are expected to show up for work! We have a lot of flexibility at NDI, everyone works at least an 8 hour work day. Interns and volunteers generally work 8 am – 5 pm with a 1 hour lunch break, 5 days per week. Lunch is generally from 12-1 pm. Your internship role is highly valued and we depend on you to help run our organization, but in order to do this *you must show up*.

**Please do not ask for vacation during your internship.**

You may have a lot of flexibility in what you may be doing, and may work out of your home on certain days when working on projects, or entering data. Your weekends are usually free, and we encourage interns to travel on weekends other than when we have special events or Global Health Courses. During our 10-day Global Health Courses our roles often change as we are attending groups of students and doctors, and these roles will be laid out before the groups arrive. However, all Team NDI members are expected to be present during the full 10 days of the Global Health Courses. **You cannot take time off during these days.**

**GOALS** - Each intern will have specific goals – and NDI will work with you to help determine these. In general you will learn about Nicaragua, cultural sensitivity, naturopathic medicine in the developing world, & grassroots NGO building – but more than that it is an exploration of the heart and service work.