

PSEF/SMILE TRAIN GRANT REQUIREMENTS

ALL TRIPS MUST CONFORM TO THE FOLLOWING GUIDELINES

1. Missions must be focused primarily on providing treatment for poor children with clefts and other deformities in developing countries.
2. Grants will not be awarded to sites where there is a local Smile Train partner.
3. Surgical fellows and residents must operate under direct supervision.
4. You must use appropriate medical equipment for safety and quality that conforms to the Smile Train Safety and Quality Improvement Protocol (attached).
5. Whenever possible, trips must include training and education of local medical professionals.
6. 50% of the cases done under this grant must be cleft related.
7. All cleft patient records must be uploaded on The Smile Train Express within 60 days of trip.

If for any reason you are not able to comply with any of the above, let us know immediately.

REQUIREMENTS

- Keep a written (or electronic) record for each cleft patient using the Smile Train Patient Medical Record form (attached), as this information will be required when you upload the cases
- Take a pre-op and post-op photograph of all cleft patients (mandatory) for upload on the Smile Train website. Photos can be immediately post-op. This requirement includes palates (hint: take the pre-op just after the gag is put in and the post-op before the gag is removed).
- Cleft cases that qualify include primary cleft lip repair, primary cleft palate repair, palatal fistula repair, pharyngoplasty or pharyngeal flap, cleft lip rhinoplasty, major revision of cleft lip repair.
- All cases must be uploaded no more than 60 days after the completion of the trip. Complete and timely uploading will be considerations in future grant awards.
- The daily log is to be filled out for all patients (cleft and non-cleft); the Smile Train Medical Record and photographs are required only for only the cleft cases.
- A trip report must be filed with VIPS within 30 days.