



PROTHERAPY CLINIC ORIENTATION

2025 SERVICE LEARNING TRIP USA TEAM

1. Service-Learning Trip Director: Kay Weeden
2. Clinic & Volunteer Coordinator: Linh Vuong
3. Prolotherapy Clinic Rotation Coordinator: David Wang
4. Social Media coordinator: Cheyenne Sadeghi
5. Veins director: Kurt Muetterties
6. Emergency contact go to person for medical emergencies: Linh Vuong, Julie Olson
7. Pharmacy Coordinators: Julie Olson

SERVICE LEARNING TRIP MEXICO TEAM

1. Medical Director: David De La Mora (wife Martha)
2. Logistics general coordinator: Adriana Loza
3. Pollos (runners): Raul Sotelo
4. Interpreters: Paz Escalante
5. Registration, charts, appointments, statistics: Lulu (lourdes) Solis
6. Front desk check in: Pato (Patricia) Maglioni
7. Public relations: Pato (Patricia) Maglioni
8. Pharmacy: Letty (Leticia) Estrada
9. Upstairs Patient coordinator: Alejandra de Leon "Ale"
10. Downstairs pt coordinator: Lety (Leticia) Calvillo
11. Church Food/snacks: Monica Alcalá
12. Hotel/restaurants coordinator: Martha Contreras
13. Linens: Lupita Medina
14. Cleaning: Itzel and Clemen
15. Wall divider clinic set up team: Jorge Fernandez
16. General director church (after pastor) administration: Mónica Perez Gómez
17. Church pastor: Roberto Remboa (wife is Barbara)
18. Head Prayer person: Adolfo Nunez & Patricia Delgado

BRIGADA TEAM COMMUNICATIONS

1. Clinic and hotel has Wi-Fi
2. Whatsapp group with everyone's contacts
3. Website has the schedule and the clinic orientation document

GDL 2025 SERVICE-LEARNING TRIP SCHEDULE

* **VEINS GROUP:** same schedule as below, except no educational training. Monday first patient is 9:00, Tues thru Thursday clinic start time is 8am

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:00 - 7:25 am	Hotel Breakfast	Hotel Breakfast	Hotel Breakfast	Hotel Breakfast	Hotel Breakfast	Hotel Breakfast
7:30 - 7:45 am	Free Time	TAXI	TAXI	TAXI	TAXI	TAXI
		Walk to taxi stand. Be there by 7:30am. TAXI to church.				
7:45 - 8:45 am		Nurses & Volunteers meet in pharmacy to prepare supplies/ solutions				
		PROLO Physician Education. Lecture topics to be determined				
9:00 - 12:00 am	Educational topic TBD in hotel	CLINIC	CLINIC	CLINIC	CLINIC	CLINIC
12:00 - 1:00 pm	TAXI to church. Be at taxi stand by 12:40pm	LUNCH at church	LUNCH at church	LUNCH at church	LUNCH at church	CLEAN UP
1:00 - 2:00 pm	Church service	CLINIC	CLINIC	CLINIC	CLINIC	
2:00 - 3:00 pm	Lunch at church					
3:00 - 4:00 pm	Set up Church					SPECIAL CHURCH LUNCH
4:00 - 5:00 pm						
5:00 - 5:45 pm	Clinic orientation	TAXI	TAXI	TAXI	TAXI	
5:45 - 6:00 pm						
6:00 - 7:00 pm	6pm to 8pm free hors d'oeuvres & beverages (nonalcoholic & alcoholic) in clubroom for clubroom members					
7:00 - 8:00 pm	Hotel dinner	Las Pampas Restaurant	Hotel dinner	Los Arcos Restaurant	La Vaka Restaurant	Restaurant dinner
8:00 - 9:00 pm						

Las Pampas: Avenida Mariano Otero 1985, Frente a Plaza del Sol. 45089 Zapopan, JAL

Los Arcos: Calzada Lazaro Cardenas 2819A, Chapalita 44500 Guadalajara, JAL

La Vaka: Av. Mariano Otero 3000, Jardines del Sol, 45050 Zapopan, Jal., [Mexico](#)

- HHPF does not pay for alcohol
- On days that we go to a restaurant outside of the hotel for dinner, please bring a change of clothes to change in the clinic as we will be going directly to the restaurant from the church

We are working under Dr. David De La Mora's medical license.

DO NOT do anything risky or questionable as it can put him and the entire brigada at risk.

DRESS CODE:

- Look professional
- Physicians and volunteers need to wear scrubs in the clinic. Ok to have your clinic/company name/logo on it.
- Closed toe shoes while working

ACCIDENTAL NEEDLE STICKS or TAINTED SOLUTION CONTACT:

- If you should get a needle stick (a needle pierces your skin anywhere on your body, including through clothing), stop the treatment.
- If tainted solution comes into contact with your mouth or eyes, stop the treatment.
- Both the physician and the patient should stay in the treatment room.
- Have your assistant immediately contact the medical emergency contact physician/nurse, who will come up to the treatment room.
- Both the physician and the patient will get blood tested using the HIV rapid antigen test, which takes about 20 mins.
- We have HIV preventive medications if you choose to take them.
- We also have Hep C rapid antigen testing kits.

MEDICAL EMERGENCIES:

- For all medical emergencies, have your assistant immediately contact both the FLOATER and the medical emergency contact physician/nurse. You may ask for help from the assistant/interpreter or physician from your neighboring cubicle if needed.
- The Basic 1st aid medical emergency kit will be stored in the pharmacy room.
- This includes patient complications, staff/volunteer, and physician emergencies.
- Do NOT leave the patient alone to go get help.

TRASH:

- Put all medical trash in **RED** trash bins (syringes, ALL blood-tinged material, ALL gloves (non-bloody & bloody), ALL gauze (non-bloody & bloody))
- Put all nonmedical trash in **WHITE** trash bins (needle caps, non-bloody paper towels)
- SHARPS container: use a hemostat to remove needles and put them in the RED SHARPS container with the HUB DOWN first. If you deposit the needles sharp end first, they can accidentally catch on the edge of the bin and bounce back out since the needles have some flexibility and spring to them.

SUPPLY REFILLS

- Pharmacy staff will walk around to each room to refill the supplies as needed.
- If you need specific supplies/refills at any time, send your assistant to notify the runners who will then contact the pharmacy.
- Prolotherapy syringe refill will be discussed and demonstrated below

COLOR CODING UNIFORM FOR VOLUNTEERS:

- Registration staff: Pink tops/jackets
- Interpreters/assistants: Blue scrub tops
- Runners, also called Pollos: yellow T-shirts

ASSISTANTS/ INTERPRETERS:

- Wear blue scrub tops
- Attend orientation safety talk given by director of the assistants from the church, and or by HHPF service-learning coordinator
- The supply tables should be arranged so that there is a “no go zone” where nonphysicians can not touch, and a small area where volunteers can touch.
 - Volunteers can be in contact with only: Tylenol, squeeze balls, after care handout, alcohol/ microdacyn sprays, hand sanitizer, patient chart, paper towels.
- Can NEVER touch needles or blood, or clean the patient’s body area that was injected.
- Can interpret (spoken) and translate (written) English & Spanish.
- Bring patients to the room for you and escort patients back out of the room after treatment.
- Help position the patient and make sure they are comfortable during the injections (hold patient’s hand, give them squeeze balls, chat with them).
- Help obtain and set up new sheets/pillows.
- Help fill syringes using the 60ml syringe filler (see below).
- Spray alcohol or microdacyn for you.
- Communicate with the runners to get you water or call for the floater
- Help keep track of the number of syringe refills done and total solution volume injected.
- Give the patient ONE packet of Tylenol, also called acetaminophen or paracetamol and instructions to use as needed for pain and give the post-prolotherapy treatment flier, which includes Dr. David De La Mora ’s contact information should the patient have any concerns or would like to request a follow up appointment (optional).

RUNNERS OR “POLLOS”

- In the GDL clinic "Runners" are called Pollo's - because they wear yellow T-shirts! Often they do not speak English. If you want them to get something from the pharmacy, it's a good idea to write it out on a piece of paper in English.
- Pollos help patients in wheelchairs up & down stairs, run errands, can keep the correct number of patients waiting patients in the triage/waiting area

TREATING COLLEAGUES & VOLUNTEERS:

- Every person to be treated needs to officially register as a patient and get a time slot. There are no on-the-fly treatments!



- If you have a body part you'd like to treat and/or would like to be a model during the morning teaching rounds, then let the clinic director/senior instructor know ahead of time.

AFTER EACH PATIENT:

- Doctor (NOT assistant) will dispose of needles in a sharps container.
- Dispose of medical trash in **RED** trash bins (syringes, ALL blood-tinged material, ALL gloves (non-bloody & bloody), ALL gauze (non-bloody & bloody))
- Clean your workstation (all blood tinged things in the RED trash bins).
- Wipe down the needle tray with alcohol and put down a clean paper towel on the needle tray for each patient
- Use microdacyn (hibiclens equivalent) to clean the following:
 - Hemostat, needle tray, table, marking pens
- Change sheets, blankets, pillow cases if they are visibly dirty.

THE FOLLOWING APPLIES TO PROLO TEAM ONLY

PROLOTHERAPY INJECTIONS:

- NO ribs to be injected without direct senior instructor supervision.
- Do NOT inject areas that you are not comfortable with. Have your assistant find an instructor/floater for assistance.
- Only inject medically necessary structures based on chief complaint. NEVER inject “just to learn”. For example, if they don't have a PCL knee injury, do NOT inject it “just to learn.”
- Wear a mask while performing intra-articular injections, at a minimum. Ok to wear it at all times if you prefer. There is also protective eyewear if you would like to use it.
- No recapping of needles!
- NEVER purposely bend the needles with your hands, even if you wear gloves.
- If supplies (needles, syringes, gauze, napkins, etc) fall on the floor or touch an unsanitary surface, throw them away
- Document the visit in the progress note:
 - The top part will be completed by the church volunteers.
 - Doctors complete the physical exam and diagnosis sections on the front page, and on the back page, indicate which body parts you injected and the total volume of solution used.
 - Both doctor and assistant should print their names and sign on the bottom of the note.

PROLOTHERAPY SYRINGES:

- Solution preparation:



- Pharmacy will prepare the solutions
- Standard 10ml syringes for 15% dextrose extra-articular injections, if you desire 5ml syringes because your hands are smaller, let the pharmacy know.
- Standard 5ml syringes for 25% dextrose intra-articular injections
- Color code:
 - **BLACK:** 15% dextrose for extra-articular injections
 - **GREEN:** 25% dextrose for intra-articular injections
 - **YELLOW:** lidocaine for anesthesia
- Special Syringes:
 - 3ml syringes (in pharmacy, request as needed)
 - 60ml syringes (in pharmacy, request as needed). We do not have any other sizes
- Refilling syringes (DEMONSTRATION):
 - Have the assistant hold the 60ml filler syringe vertically with luer lock down.
 - Doctor takes the plunger out of the 10 ml or 5 ml syringe that you are using, and holds open syringe with luer lock down and lined up vertically below the refill syringe.
 - Have the assistant slowly squirt prolo solution into the barrel of the syringe that the doctor is holding. Do not overfill the syringe, leave room for plunger reinsertion.
 - Avoid syringe to syringe contact.
 - Doctor reinserts the plunger, then tilts the syringe needle up and pushes the rest of the air out of the syringe before use. Be careful of squirting prolo solution into the air/at another person or yourself, as the solution has been potentially exposed to blood from the patient.
 - Assistant can help keep track of the number of refills done and document the total prolo solution used for each patient.

JOINT ASPIRATION:

- If aspirating a joint, use a 10 cc syringe - with the needle still in the joint, use a hemostat to disconnect the syringe, empty syringe into cup, reconnect syringe to needle if more fluid to aspirate. You get a clean empty 10 cc syringe from the pharmacy. We do not have the ability to do labs on the fluid.
- Alternatively, you can use a 60ml syringe (get from the pharmacy, if available), if it is a large effusion.

PROLOTHERAPY CLINIC FLOW:

- Clinic starts at 9am. Be at your station by 8:55 (AM shift) and 12:55pm (PM shift) ready to inject. Your assistant/interpreter will already be present and can bring in a patient for you.



- At all times you will have an interpreter with you who will also act as your assistant. They will bring in the patient from the triage area and walk the patient out (more details of their role below).
- Do NOT leave the patient alone in the room. If you need help, have your assistant find a floater.
- The clinic manager or a volunteer will walk around and give doctors updates of how many patients are left to be seen periodically.
- Be cognizant of the time. Patients are scheduled every 45 minutes, except for spine cases which are 1 hour per patient.
- If you're in a spine or non-knee extremity room, and there is no spine/nonknee extremity patient at that time, you will be assigned a knee case to ensure clinic flow.
- Treat only ONE body part. If a patient has 2 knees or 2 shoulders, do one complete joint and just an intra-articular on the other side.
- Do NOT tell patients to come back later in the week for another treatment. ALL appointments are pre-arranged for the entire brigada.
- If we are behind with patients, instructors/floaters need to help inject (will open up back up rooms as needed). Everyone might need to inject just knees. Thank you for being flexible.

PROLOTHERAPY CLINIC SCHEDULE

- All questions or concerns go to Prolotherapy Clinic Rotation Coordinator: David Wang
- Will be posted in the break room, lecture room and hallways
- Be flexible. Changes may need to be made during the week

PROLOTHERAPY CLINIC SET UP

- Pharmacy set up
- Volunteers:
 - Syringe color coding
 - Make Tylenol packets
- Room setup (for physicians):
 - There will be one supply box per treatment station (#1-13 stations)
 - Make sure each box has all the equipment in the diagram in the box
 - Make sure each room is set up according to the floor plan with the chairs/tables, etc..This is arranged to optimize lighting, outlet access, etc...
- Supply table set up (for physicians):
 - The supply tables should be arranged so that there is a "no go zone" where nonphysicians can not touch, and a small area where volunteers can touch.
 - Volunteers can be in contact with only: Tylenol, squeeze balls, after care handout, alcohol/ microdacyn sprays, hand sanitizer, patient chart, paper towels.
 - Once emptied, this box will stay under the table in each room so we can put all the supplies back into the box on Friday to pack up