



## HEALTH FAIRS

### REQUEST FOR ASSISTANCE/ SUPPORT

#### CHECKLIST

The Health Departments commends all organizations which seek to improve the health of our nation by offering health services by way of Health Fairs. If assistance is being requested from the Health Departments, kindly be guided by the following:

- ✓ Write letters to:  
**Dr. Susan Strachan-Johnson**  
**Senior Medical Officer (Health)**  
**Kingston & St. Andrew Health Department**  
**1A Caledonia Crescent**  
**Kingston 5**

This may be delivered hard copy or sent via email to [SusanSJ@serha.gov.jm](mailto:SusanSJ@serha.gov.jm) or [susanjohnson.ksahd@gmail.com](mailto:susanjohnson.ksahd@gmail.com)

**Dr. Francia Prosper-Chen**  
**Senior Medical Officer (Health)**  
**5 Burke Rd, Spanish Town**  
**St. Catherine**

This may be delivered hard copy or sent via email to [prosper.chen@gmail.com](mailto:prosper.chen@gmail.com) or [FranciaPC.schs@serha.gov.jm](mailto:FranciaPC.schs@serha.gov.jm)

**Dr. D'Oyen Smith**  
**Senior Medical Officer (Health)**  
**54 Lyssons Road**  
**Morant Bay, St. Thomas**

This may be delivered hard copy or sent via email to [doyenssmith@gmail.com](mailto:doyenssmith@gmail.com)

- ✓ The letter should clearly state:
  - Venue
  - Date
  - Time
  - The services being requested e.g. HIV Testing

- ✓ The correspondence must be sent with a minimum lead time of **eight (8) weeks**.
- ✓ If permission is being requested to use one of the health facilities, the correspondence should be written to **Mr. Anthony Wood**

**Parish Manager**  
**Kingston & St. Andrew Health Services**  
**1A Caledonia Crescent**  
**Kingston 5**  
**Email: [parman.ksahd@cwjamaica.com](mailto:parman.ksahd@cwjamaica.com)**

**Mrs. Colleen Wright**  
**Parish Manager**  
**St. Thomas Health Services**  
**54 Lyssons Road**  
**Morant Bay, St. Thomas**  
**Email: [colleen.w.sths@serha.gov.jm](mailto:colleen.w.sths@serha.gov.jm)**

**Mr. Mark Martin**  
**Parish Manager**  
**St. Catherine Health Services**  
**5 Burke Rd, Spanish Town**  
**St. Catherine**  
**Email: [markm@serha.gov.jm](mailto:markm@serha.gov.jm)**

**Please copy the Public Relations Unit at [serhapublicrelations@gmail.com](mailto:serhapublicrelations@gmail.com)**

Wishing you a successful event!