



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
Kingston and St. Andrew Health Department Tel: (876) 926-1550-2

This may be delivered hard copy or sent via email to SusanSJ@serha.gov.jm or susanjohnson.ksahd@gmail.com

Dr. Francia Prosper-Chen
Senior Medical Officer (Health)
5 Burke Rd, Spanish Town
St. Catherine
St. Catherine Health Department Tel: (876) 538-8594

This may be delivered hard copy or sent via email to prosper.chen@gmail.com or FranciaPC.schs@serha.gov.jm

Dr. D'Oyen Smith
Senior Medical Officer (Health)
54 Lyssons Road
Morant Bay, St. Thomas
St. Thomas Health Department Tel: (876) 734-4657

This may be delivered hard copy or sent via email to 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. Mark Martin**

Parish Manager
Kingston & St. Andrew Health Services
1A Caledonia Crescent
Kingston 5
Email: parman.ksahd@cwjamaica.com or markm@serha.gov.jm

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

Mr. Abdon
Campbell
Parish Manager
St. Catherine Health Services
5 Burke Rd, Spanish Town
St. Catherine
Email: abdonc@serha.gov.jm

Please copy the Public Relations Unit at serhapublicrelations@gmail.com

Wishing you a successful event!