Name of Policy: Student Global Health Programs Policy.

Policy Number: 3364-81-04-030-02

Approving Officer: Chancellor and Executive Vice President for Biosciences and Health Affairs, Dean, College of Medicine

Responsible Agent: Director, Office of Global Health

Scope: College of Medicine MD Program, College of Nursing, and College of Pharmacy and Pharmaceutical Sciences, Judith Herb College of Education, Health Science and Human Service for allied health programs

Revision date: July 1, 2012
Effective Date: February 17, 2006

(A) Policy Statement

The University of Toledo strives to be an academic institution that provides exceptional international learning and research opportunities for its students and to provide opportunities for international students in its clinical sites and locations. Students enrolled in the College of Medicine and Life Sciences (COM), College of Nursing (CON), College of Pharmacy and Pharmaceutical Sciences (CPPS) and health science students in the Judith Herb College of Education, Health Science and Human Service (COE) at The University of Toledo desiring to have a global health experience in programs for credit or where financially supported by the University, will be supported by the University and faculty of the COM, CON, CPPS and COE. Programs sponsored by the University or for credit, as further defined below, must comply with the procedures and accompanying forms set forth in this policy.

(B) Purpose of the Policy

The purpose of this policy and accompanying forms is to establish official University procedures to minimize the risk to Students during elective global health programs and to clarify when international students are permitted to participate in experiences at the University’s clinical sites, including the University of Toledo Medical Center and various physician and other health care practice locations (hereinafter referred to as “UTMC”).

(C) Policy and Procedures

I. International Students Rotating at UTMC

Any international students wishing to participate in a clinical experience at UTMC must obtain approval from the Director of Global Health (“OGH Director”) and the respective College of the University. Any international student who wishes to participate in a training experience in health care at UTMC must:
1) Obtain the Approval of the OGH Director and the appropriate Dean of COM, CON, CPPS or COE and comply with any college specific policy (Ex. COM Visiting Student Policy);
2) Comply with all requirements of UTMC with respect to being on the premises of UTMC, i.e., obtain an appropriate ID badge, complete all required screenings and training (See policies: [insert] )
3) Have or complete an appropriate affiliation agreement acceptable to the Office of Legal Affairs.

II. University Students Participating in an International Global Health Program

Global health programs are defined as Students participating in clerkships, performing research or volunteering in international hospital or clinics at global health sites where the program clinical experience or research counts as academic credit toward a University degree/graduation or is funded at least in part by the University of Toledo or the University of Toledo Foundation (“UTF”). Each global health program includes the international site, the lodging/accommodations, site of the affiliated clinical or research program, the faculty or preceptors involved, the curricular or learning programs involved and the risks and rewards of the learning experience. If funded by private foundations or other entities not affiliated with the University, or if the experience involves traveling with University faculty but is not for academic credit or funded by the University or UTF, the trip or program will not be considered a global health program falling under the requirements of this policy.

1) Order of Approval

In order for a Student to participate in a global health program, the following must first occur:

a. The OGH Director and Office of Global Health (“OGH”), which are responsible for overseeing global health programs, must receive the necessary information for a proposed global health program (See the Global Health Website for required information);

b. For credit bearing global health programs only, submission by a sponsoring Faculty member of the College to which the Student belongs of the proposed curriculum for the global health program to the College’s curriculum committee, complying with the applicable accrediting body requirements of that College in order for the Student to receive credit. Each College curriculum committee will be responsible for setting forth the rules for which missions, trips or experiences are eligible and approved for credit;

c. Submission of all remaining aspects (excluding the curriculum component) to the Global Health Committee for review and approval from a University perspective, with the intent of reviewing the risks (note: this may occur before approval of the College’s curriculum process if necessary for the Student’s proposed travel needs and arrangements, but is not recommended);

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1 “is funded at least in part by the University of Toledo or the University of Toledo Foundation” means University or UTF funding sources where the actual dollars flow through either the University or UTF. Scholarships listed on a University brochure, website or posting may include scholarships and funding from outsiders or other sources and the mere listing of such scholarships or funding does not make this a University or UTF funding source. The University of Toledo Students for Medical Missions is a University funding source.

2 COM third year international experiences will not be granted credit, but is subject to the final authority of the COM Curriculum Committee.
d. Completion of the remaining items as set forth in this policy as such are required for travel for a global health program, as confirmed by the person(s) with each respective College and who is designated by College Dean to oversee process set forth in this policy and working under the direction of the OGH Director/OGH ("College Liaison"). This includes registration by the Student for the appropriate global health program course as determined by the College Liaison. The Dean of each College will appoint the College Liaison and the OGH will maintain a list of the current College Liaisons.

2) Global Health Program Approval by the University

(a) Global Health Committee

(i) The purpose of the Global Health Committee is to approve or veto proposed global health programs on the basis of an evaluation of the safety and liability risks of the sites, arrangements and travel taking into consideration U.S. Department of State and Centers for Disease Control (hereafter "CDC") warnings and alerts and other relevant information.

(ii) The Committee will meet as often as necessary to approve global health programs. A majority of the members must approve the global health program in order for the program to be approved by the University. The Committee may withdraw its approval for any global health site generally, or global health programs at any time. Once a global health program is approved, subsequent program approval is only necessary if there is a material change to the program, as determined by the Director. Any material change to the curriculum will be handled by the respective College curriculum committee. Certain Colleges require approval for all off-site rotations or experiences and students will need to comply with their respective College policies.

(iii) The Global Health Committee is a standing committee appointed by the Chancellor for Biosciences and Health Affairs in support of global health programs. The Global Health Committee should include the following members or their designees:

- OGH Director
- OGH Coordinator
- a student from the COM appointed in their second year by the OGH Director
- a student from the CON appointed in their second year or later by the OGH Director
- a student from the CPPS appointed in their second year or later by the OGH Director
- a student from the COE in a health sciences program appointed in their second year or later by the OGH Director
- a representative from Office of Legal Affairs and Risk Management
- a representative from Public Safety
- an expert on international programs
- a community representative for medical missions
- the COM Dean, Associate Dean or other lead administrator, preferably with global expertise
• the CON Dean, Associate Dean or other lead administrator, preferably with global expertise
• the CPPS Dean, Associate Dean or other lead administrator, preferably with global expertise
• the COE Dean, Associate Dean or other lead administrator, preferably with global expertise
• others as deemed necessary or appropriate by the OGH Director

(b) Procedures for approving a global health program

(i) Students wishing to participate in a new global health program must find a faculty member from their college to act as a sponsor for the global health program.

(ii) If the global health program is intended to be for credit, the faculty member must seek approval for the credit in question from the relevant COM, CON, CPPS or COE Curriculum Committee, as any credit-bearing course is approved as required by that College’s accrediting body. This may occur before, after, or during the Global Health Committee’s review; however, the OGH strongly recommends Curriculum Committee review before Global Health Committee review. The faculty member must inform the OGH in writing of the Curriculum Committee’s decision to approve the global health experience for credit. The OGH will then inform the College Liaison of the Curriculum Committees decision.

(iii) Petitions should be submitted to the appropriate college Curriculum Committee as well as the Global Health Committee at least six months prior to the earliest anticipated student departure date or they may be denied.

(iv) Once curricular approval is obtained, if necessary, the faculty member must submit a written application for review by the Global Health Committee, fulfilling the requirements outlined in Faculty Forms 1 and 2.

(v) The faculty member will review any applicable Travel Advisories or warnings and submit to the Global Health Committee a statement that the global health program contains sufficient safety mechanisms for student participation.

(vi) It is the responsibility of the faculty applicant to ensure that there is an academic affiliation agreement between the University and a university or other qualified institution at the global health program clinical site, on a form generally acceptable to the UT Office of Legal Affairs, which will also indicates that a qualified clinician will be physically present and willing to supervise student programs at the global health site. Faculty-led, team-based mission activity will not require a formal affiliation agreement.

(c) Global Health Committee decision to approve a global health site

(i) If the global health program is approved by the Global Health Committee, OGH will notify faculty applicant of formal approval. From there, the faculty member will inform the students of this approval, and, in the case of
approved credit-bearing programs the College Liaison will be responsible for working with the Registrar to initiate the appropriate course registration process that will enable students to enroll for course(s) as well as the required Global Health forms that must be completed before departure.

(ii) If the global health site is approved conditionally by the Committee, once those conditions are met, OGH will notify both the faculty applicant and the appropriate College Liaison to move forward.

(iii) If a global health site is denied approval by the Committee, OGH will notify the faculty applicant and he/she will work with the appropriate College Liaison to notify the students of this denial. The notice will include an explanation of the Committee’s denial. The faculty applicant may appeal the decision in a letter addressed to the Chancellor.

2) Student global health programs that are approved

(a) Mandatory, Pre-Departure Student Requirements

A student’s eligibility for participation in a global health program is conditioned upon all of the following as verified by the College Liaison and will be revoked unless fully completed:

(i) Appropriate fulfillment of prerequisite curricular requirements as determined by the Registrar;

(ii) proof of good academic standing as demonstrated and requested by student via UT Rocket email account in conjunction with Student Form 1;

(iii) Appropriate receipt and approval by the College Liaison of all documentation requested in Student Forms 2, 3, 4, 5, and 6 and any other documentation the College Liaison requests. Forms are available online from the Office of Global Health at http://www.utoledo.edu/cisp/globalhealth/GHStudentForms.html.

(iv) Attend a mandatory pre-travel orientation organized by each College Liaison. A student’s eligibility may not be denied solely on the basis of disability.

Students who have applied for approval should not consider the decision as final until notice of final approval from the appropriate College Liaison has been received. Accordingly, students are advised against making any arrangements or plans that would be disrupted by a denial from the College Liaison. Note that, although the student may receive informal communication regarding the decision, it is not official until the formal approval notice is received.

(b) Mandatory, Pre-Departure College Liaison requirements

(i) The appropriate College Liaison will invite student(s) with approved global health programs to a mandatory pre-travel orientation, which will be held, if possible within two months of the student’s departure.

(ii) The College Liaison will inquire generally with each student about any special needs that might affect their full participation, solicit their ideas
for accommodation, and consult with legal counsel as necessary to determine feasibility.

(iii) Before the orientation if possible, the appropriate College Liaison will:

a. for credit-bearing programs, obtain written assent from a qualified supervising clinician or coordinator at the affiliating institution stipulating commitment to supervise this particular student during his/her global health program at the site, as described in the Global Health Program Form;

b. identify by name a global health program orientation guide for this student, and ensure that such orientation includes information about contact information for local authorities, different cultural practices and beliefs, particular risks of criminal activity, health care, risk and response plans for possible disasters in the area, including earthquakes or tsunamis, and local public transportation options and problems, such as poor roads, and advice for staying safe in the locale and culture (see attached Global Health Program Form).

c. identify by name a global health program emergency contact who will be available at all times for this student should any emergency or other trouble arise.

d. communicate with all these parties any special accommodations for student agreed on pursuant to part 2(b) (ii).

e. for credit-bearing programs, confirm that the student has successfully enrolled and that any curricular prerequisites have been met.

(iv) If OGH decides to contract with a third-party provider to deliver some or all support services for this student at the global health site, OGH will secure a written agreement with the provider covering the following, as applicable: (1) their emergency and crisis management protocols; (2) orientation and other services provided for students; (3) insurance and travel assistance available; and (4) possible naming of the University as an additional insured on the provider’s liability insurance policies.

(v) The mandatory pre-travel orientation will be held at regular intervals throughout the year, and at other times as necessary, may consist of multiple sessions, and may explain and help students complete Student Forms 1, 2, 3, 4, 5, and 6 and any other required documents. The orientation may emphasize knowledge of personal health and safety precautions; potential accessibility issues in the program location; universal precautions; infectious disease risks; cultural conditions; personal and professional behavior standards; insurance; crisis management and emergency response plans, including among other things the definition of discrimination and harassment under University policy and how and to whom to report violations; global health program activities, housing, transportation, and contacts for orientation, supervision, and emergency; College contacts to reach in the event of
death, illness, injury, natural disaster, arrest, property damage, or global health site contacts' becoming incapacitated; and preparation for medical work (if applicable).

(c) Monitoring the safety of global health sites

(i) Students will be advised by the College Liaison to check the U.S. Department of State and CDC web sites less than a week before their departure of a global health program. College Liaisons will continually update OGH and will monitor approved global health program locations when students are at an international site, on the U.S. Department of State and CDC website. Students will be asked to acknowledge the State Department or CDC warnings and sign the appropriate waiver.

(ii) In the event that a U.S. Department of State or CDC warning or alert is issued for a global health site prior to a student’s departure, approval of a student’s program at the site may be revoked by the Director of OGH or the Global Health Committee.

(iii) In the event that a U.S. Department of State or CDC warning or alert is issued while a student is abroad, determination of the appropriate action will be made on a case-by-case basis by the Director of the OGH. The University may require that the student return to the United States.

3) Responsibilities during and after the global health program

(a) The appropriate College Liaison is responsible for ensuring that all appropriate institutional procedures for investigation and discipline are followed after a program violation is reported (see specific College disciplinary procedures).

(b) Students are responsible for compliance with this policy, compliance with the terms and conditions as set forth by the OGH, and the purchasing and maintaining of extra international health insurance for studies abroad that covers medical expenses (accident/sickness), accidental death/dismemberment, emergency medical evacuation and repatriation of remains. After completion of the global health program, the student must turn in a completed Global Health Program Evaluation Form (Student Form 6) to OGH. OGH will review these evaluations periodically in an effort to improve its work.

An updated list of approved global health programs may be viewed on the Global Health website at http://www.utoledo.edu/cisp/globalhealth/GHindex.html.
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<tr>
<th>Approved by:</th>
<th>Policies Superseded by This Policy:</th>
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<tbody>
<tr>
<td>Jeffrey Gold, M.D.</td>
<td>• MUO Policy A-01-04-030-0206, Student International Travel, dated 2-17-06</td>
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<tr>
<td>Dean, College of Medicine &amp; Life Sciences</td>
<td>• Student Global Health Experiences Policy, dated 4/21/11</td>
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<td><strong>Date</strong></td>
<td><strong>Initial effective date: 2/17/06</strong></td>
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<td><strong>Revision/Review Date:</strong></td>
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<td>Office of Global Health, University of Toledo Health Science Campus</td>
<td>May 21, 2010</td>
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<td>Office of Legal Affairs, University of Toledo Health Science Campus</td>
<td>February 24, 2011</td>
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