


<p><b>Name of Policy:</b> <a href="#"><u>Student Global Health Experiences Policy</u></a></p> <p><b>Policy Number:</b> 3364-81-04-030-02</p> <p><b>Approving Officer:</b> Dean, College of Medicine</p> <p><b>Responsible Agent:</b> Director, Office of Global Health</p> <p><b>Scope:</b> College of Medicine MD Program</p>	 <p><b>Most recent revision:</b> May 21, 2010</p> <p><b>Original effective date:</b> February 17, 2006</p>				
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(A) Policy statement

University of Toledo College of Medicine (hereafter ‘UTCOM’) medical students (hereafter ‘students’) desiring to have a global health experience, as defined below, must comply with all procedures that apply to them described in this policy and accompanying forms. Likewise, UTCOM faculty, administrators and other staff contributing to a global health experience must also comply with all applicable procedures indicated here.

(B) Purpose of policy

The purpose of this policy and accompanying forms is to establish procedures to (1) keep UTCOM students safe during elective global health experiences; (2) minimize the liability to The University of Toledo (hereafter ‘the University’) from these students as a result of these experiences; and (3) minimize the liability to both UTCOM students and the University from patients cared for by UTCOM students during these experiences.

(C) Definitions used in this document

*Global health sites* are affiliating institutions in international locations to which UTCOM students may travel for a global health experience, as defined next.

*Global health experiences* include but are not limited to UTCOM students completing particular clerkships, researching, or volunteering at global health sites, during the medical school year or during summers between medical school years, and are, as a matter of definition, either (a) credit-bearing, or (b) funded at least in part by the University, or (c) both. Whether an experience is credit-bearing is determined by the relevant UTCOM Curriculum Committee or by policies or procedures set forth by them. University funding expressly does *not* include funding from the University of Toledo Foundation, the University of Toledo Students for Medical Missions, private foundations, or other non-University entities. Activities that comprise a global health experience are limited to those necessary to accomplish the goal(s) of the global health experience, as identified by the UTCOM faculty applicant on Faculty Form 2.

Experiences that are neither credit-bearing nor use University funds, such as short-term medical mission trips UTCOM students may opt to undertake as private citizens alone, with community

members, or with UTCOM faculty, are not governed by this policy, except that the University's name is *not* permitted to be used in association with these experiences.

(D) Procedure

(1) Global Health Site Approval by the University

(a) Global Health Committee

- (i) The Committee shall be a standing committee appointed by the Provost for the Health Science Campus in support of global health experiences.
- (ii) The purposes of the Committee will be:
  - (a) To approve global health sites, to which students may subsequently travel for a global health experience, on the basis of an evaluation of the safety and liability risks of the global health experiences that can be had at these sites (see I.B. below).
  - (b) To help determine, at the request of the Office of Global Health (hereafter 'OGH'), the safety and risk of travel to an approved global health site when routine monitoring of U.S. Department of State and CDC warnings and alerts indicates travel to these sites may be unsafe (see II. below).
  - (c) To help OGH resolve any issues that may arise in connection with global health sites or global health experiences.
- (iii) The Committee will meet as often as necessary each academic year. The Committee may withdraw its approval for any global health site or global health experience at any time.
- (iv) The Committee will include the following members or their designees:
  - one medical student appointed in their second year by the OGH Director
  - one representative from University Health Services
  - one representative from Office of Legal Affairs
  - one representative from Risk Management
  - one representative from Public Safety, as deemed appropriate
  - the Director of OGH
  - one expert on international experiences
  - if not already present, the UTCOM faculty applicant for the global health site under review
  - one community representative for medical missions
  - one UTCOM faculty member with global expertise
  - the UTCOM Dean, Associate Dean or other lead administrator
  - the UTCOM Director of Student Clerkships

- other as deemed necessary or appropriate
- (b) Procedures for approving a global health site
- (i) Any UTCOM faculty who wishes to establish a global health site must submit a written application for review by the Global Health Committee, fulfilling the requirements outlined in Faculty Forms 1 and 2.
  - (ii) Note that Faculty Form 1 makes it the responsibility of the faculty applicant to secure an academic affiliation agreement between the University and a university or other qualified institution at the global health site, which, in addition to being generally acceptable to the UT Office of Legal Affairs, also indicates that a qualified clinician will be physically present and willing to supervise student experiences at the global health site. Only global health sites governed by such an agreement will be considered for approval by the Committee.
  - (iii) Furthermore, note that, if the faculty applicant wishes to make global health experiences at this site credit-bearing, he or she must seek approval for the credit in question from the relevant UTCOM Curriculum Committee *before* completing Faculty Forms 1 and 2 for the Committee's review.
  - (iv) Petitions not submitted to the Global Health Committee at least *six months* prior to the earliest anticipated student departure date may be denied.
- (c) Global Health Committee decision to approve a global health site or not
- (i) If the global health site is *approved* by the Global Health Committee, OGH will notify (1) faculty applicant of this approval, and, in the case of approved credit-bearing experiences, (2) the Registrar, to initiate the process that will enable students to enroll for course(s) at this site. Such approval indicates only that the site is approved for global health experiences, not yet that a particular student is approved to have a particular global health experience there (which is a further step explained in III.).
  - (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 Registrar per C.1.
  - (iii) If a global health site is *denied* approval by the Committee, OGH will notify the faculty applicant 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 Provost.

## (2) Monitoring the safety of global health sites

- (a) OGH will monitor approved global health sites, weekly when students are at a site, on the U.S. Department of State and Centers for Disease Control (hereafter “CDC”) website and other pertinent sites.
- (b) 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 experience at the site may be revoked by the Director of OGH or the Global Health Committee.
- (c) 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) Student global health experience approval

- (a) Once a global health site is approved in writing by the Global Health Committee, a student’s eligibility for University credit or financial support is conditional upon (1) proof of *good academic standing* as determined by the Registrar, (2) receipt and approval by OGH of *all documentation requested in Student Forms 2, 3, 4 and 5* and any other documentation OGH requests, and (3) attendance at a *mandatory pre-travel orientation* organized by OGH. A student’s eligibility may *not* be denied solely on the basis of disability.
- (b) Procedurally, students who wish to travel to an approved global health site for University credit or with University support must first submit Student Form 1 or its contents to OGH. Requests received later than *four months* prior to anticipated date of departure may be denied. Also, for credit-bearing experiences, the student must register for the relevant global health experience course.
- (c) OGH will then confirm that the site is still approved by the Global Health Committee, that the affiliation agreement governing experiences at this site is still current, and that the student is in good academic standing. Assuming all are acceptable, OGH will invite qualified student(s) to a mandatory pre-travel orientation, which will be held, if possible (see below), no later than *two months* prior to their departure. After acceptance, OGH staff 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.
- (d) Before the orientation if possible, OGH will:
  - (i) obtain written assent from a qualified supervising clinician or coordinator at the affiliating institution stipulating commitment to supervise this particular student during her global health experience at the site, as described in the Global Health Site Form;

- (ii) identify by name a global health site 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 Site Form).
  - (iii) identify by name a global health site emergency contact who will be available at all times for this student should any emergency or other trouble arise.
  - (iv) confirm who the UTCOM faculty supervisor will be for this student during this global health experience.
  - (v) communicate with all these parties any special accommodations for student agreed on pursuant to part III.C.
  - (vi) for credit-bearing experiences, confirm that the student has successfully enrolled and that any curricular prerequisites have been met.
- (e) 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.
- (f) 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 2, 3, 4 and 5 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 site activities, housing, transportation, and contacts for orientation, supervision, and emergency; UTCOM 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).
- (g) Approval of a student's global health experience may be denied if he or she does not attend the mandatory pre-travel orientation *and* provide complete documentation listed in Student Forms 2, 3, 4, and 5 and any other required forms to OGH *at least six weeks prior* to departure.

- (h) After the orientation and receipt of all documentation, OGH will review, decide and give notice of final approval or denial of the request for a global health experience in writing to student applicants as soon as possible. Notice will be sent to the current address or email indicated in the Student Information System. All completed forms will be stored securely.
  - (i) Students who have applied for approval should not consider the decision as final until notice of final approval from OGH has been received. Accordingly, *students are advised against making any arrangements or plans that would be disrupted by a denial from OGH.* Note that, although the student may receive informal communication regarding the decision, it is not official until the formal approval notice is received.
- (4) Responsibilities during and after the global health experience
- (a) OGH is responsible to ensure that all appropriate institutional procedures for investigation and discipline are followed after a program violation is reported (see attached Global Health Site Form).
  - (b) After completion of the global health experience, the student must turn in a completed Global Health Experience Evaluation Form (Student Form 6) to OGH. OGH will review these evaluations periodically in an effort to improve its work.

Forms are available by request from the Office of Global Health at [jeanine.diller@utoledo.edu](mailto:jeanine.diller@utoledo.edu).

<p>Approved by:</p> <p></p> <p>Jeffrey Gold, M.D. Dean, College of Medicine</p> <p><u>July 2, 2010</u> Date</p> <p><i>Review/Revision Completed by: Office of Global Health, University of Toledo Health Science Campus Office of Legal Affairs, University of Toledo Health Science Campus</i></p>	<p>Policies Superseded by This Policy:</p> <p>MUO Policy A-01-04-030-0206, Student International Travel, dated 2-17-06</p> <p>Initial effective date: 2/17/06</p> <p>Revision/Review Date: May 21, 2010</p> <p>Next review date: 5/21/13 (three years from most recent revision/review date)</p>
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