****

**UTCOMLS Global Health Program**

**GLOBAL HEALTH RESIDENT CHECK LIST**

**[For Completion Prior to Participation in a University-Approved Global Health Experience]**

Participating Resident,

Congratulations on participating in an approved University of Toledo College of Medicine and Life Sciences’ [UTCOMLS] Global Health rotation/medical mission! Let this form serve as your pre-departure checklist. For your convenience, a checkbox  has been added to all requirements. Please indicate completed requirements with  and please turn all required paperwork into Lauren Monus[[1]](#footnote-1) upon completion. Thank you!

To ensure compliance with all UTCOMLS Global Health Program requirements mandated by UT Legal & Risk Management Offices, all residents participating in approved UTCOMLS Global Health rotations/medical missions are required to complete Global Health Resident Forms 1 – 4 prior to your departure. All forms may be found on the UTCOMLS Global Health website under the *Resident Forms* link.

Global Health Resident Form 1: Request for Global Health Rotation/Medical Mission.

Global Health Resident Form 2: Acknowledgment of Informed Consent, Waiver, and Release Agreement.

Global Health Resident Form 3: Travel Consult/Proof of CDC-Recommended Vaccinations.

Global Health Resident Form 4: Travel Itinerary and Contact Information.

Additionally, all residents completing an approved UTCOMLS Global Health rotation/medical mission are required to provide the Department of Emergency Medicine with a copy of your  current passport and  visa (if required).

Passports: If your passport is set to expire within 6 months of your intended return date, you will need to acquire a new passport prior to your departure. The University of Toledo’s Center for International Studies and Programs’ [CISP] Office (housed on the Main Campus in Snyder Memorial, Suite 1000) is a certified US Department of State passport agency. Any passport renewals/acquisitions may be completed with their office by appointment. Please call 419.530.5268 to schedule a passport appointment.

Visas: If you are required to attain a visa for your intended rotation, the UTCOMLS Global Health Program recommends using the Washington Passport Visa Service (WPVS) courier to acquire all visas. The WPVS website is as follows: <http://www.wpvs.com/> and their phone number is 1.800.272.7776. FYI: if you call the WPVS 800 number, their representatives will answer all application questions; they are quite helpful and will walk you through all visa requirements and make sure your applications are complete upon sending to avoid any processing delays.

Foreign Travel Insurance for Employees: University of Toledo Faculty, Staff, Student Interns, and Trustees (referred to as *Covered Persons*) are provided foreign travel insurance from AIG (Insurance Company of the State of Pennsylvania) through The University of Toledo's participation in the Inter-University Council Insurance Consortium (IUC-IC). Foreign travel insurance provides residents with coverage for general liability, excess auto liability, repatriation of remains, and accident/sickness when traveling outside the US and Canada for the purpose of conducting University business and/or fulfilling internship requirements. For more information, please visit the following website: <http://www.utoledo.edu/depts/risk/foreigninsuranceemployees.html>.

Should you wish to purchase additional travel insurance coverage, the UTCOMLS Global Health Program recommends purchasing *Safe Trip* travel protection from *United Healthcare Global*. For additional information, visit their website: <https://www.uhcsafetrip.com>.

All Residents participating in a Global Health rotation/medical mission are required to register their travels with the US Department of State Smart Traveler Enrollment Program [STEP]  and the UT CISP Office .

US Department of State STEP enrollment: Residents may visit the STEP website at <https://step.state.gov/step/>. Please screenshot proof of your STEP registration and include it with your required paperwork.

UT CISP Travel Registration: Residents my complete the CISP Travel Registration via the following link: <https://educationabroad.utoledo.edu/index.cfm?FuseAction=Security.LoginWizardStepOne/>. Simply log into the system with your UTAD credentials, select the Travel Registration link, and enter your travel registration. Again, please print off/screenshot a copy of your UT CISP Registration.

Finally, please note that you/your travel group are required to schedule a joint pre-departure orientation/discussion with Dr. Brickman prior to your departure.

Please direct all questions in regards to required Global Health Resident Forms to Deborah Krohn[[2]](#footnote-2), UTCOMLS Global Health Program Advisor, and please turn all completed paperwork into Lauren Monus, Emergency Medicine Residency and Curriculum Coordinator prior to departure. Thank you and safe travels!

1. Lauren Monus

   Residency & Curriculum Coordinator – Department of Emergency Medicine

   The University of Toledo

   3000 Arlington Ave. / MS 1088

   Toledo, OH 43614

   Office: HSC – Dowling Hall, Room 2439 / TTH – 3rd Floor Jobst Tower

   Phone: HSC – 419.383.6369 / TTH – 419.291.8154

   Fax: 419.383.3357

   Email: [Lauren.Monus@utoledo.edu](mailto:Lauren.Monus@utoledo.edu) [↑](#footnote-ref-1)
2. Deborah M. Krohn, M.Ed.

   Global Health Program Advisor – College of Medicine and Life Sciences, Health Science Campus

   The University of Toledo

   2801 W. Bancroft St.

   Stranahan Hall, Room 1022A / Mail Stop 103

   Toledo, OH 43606

   Phone: 419.530.2549

   Fax: 419.530.5353

   Email: [deborah.krohn@utoledo.edu](mailto:deborah.krohn@utoledo.edu)

   Revised June, 2018\_DMK [↑](#footnote-ref-2)