

<p>Name of Policy: <u>College of Medicine and Life Sciences: Global Health Program Policy</u></p> <p>Policy Number: 3364-81-04-030-02</p> <p>Approving Officer: Executive Vice President for Clinical Affairs, Dean, College of Medicine</p> <p>Responsible Agent: Director, Office of Global Health</p> <p>Scope: International, clinical electives/medical missions for UT College of Medicine & Life Sciences' MD Program</p>	 <p>Revision date: Jan. 3, 2020</p> <p>Original Effective Date: February 17, 2006</p>				
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(A) Policy Statement

In alignment with both The University of Toledo (UT) mission statement and the UT College of Medicine and Life Sciences' (UTCOMLS) mission, the UTCOMLS' Global Health Program (GHP) strives to provide exceptional international learning and research opportunities for its students. Upon program completion, graduates will be better prepared to enter into diverse communities of leaders committed to improving the human condition in the region and throughout the world with continued focus to improve health in the communities and regions they serve.

The UTCOMLS' GHP, in particular, provides:

- 1) international, credit-bearing, clinical electives for UTCOMLS' fourth year medical students and clinical training for residents at University-approved affiliate partner sites throughout Africa, Asia, and the Middle East,
- 2) recurring UTCOMLS' faculty-led, team-based, medical missions [approved by both the UTCOMLS' Global Health Committee¹ (GHC) for site safety and supervision and the

¹ The purpose of the Global Health Committee is to approve or veto proposed learner Global Health rotations/medical missions on the basis of an evaluation of the safety and liability risks of the sites, arrangements, and travels proposed taking into consideration both the U.S. Department of State's and Center for Disease Control and Prevention's warnings, alerts, and other relevant information.

The GHC is tentatively scheduled to meet quarterly; however, they will meet as often as necessary to approve new international programs on either a one-time basis or recurring approval. A majority of GHC member votes is required to formally approve an international program. The GHC may withdraw its approval for any global health site or any approved global health program at any time. Once a global health experience is approved, subsequent program approval is only necessary if there is a material change to the experience, as determined by the GHP Director/Advisor. The respective College curriculum committees will handle all material changes to curricula.

The GHP consists of the following members throughout the University affecting the Clinical Sciences.

- GHP Director
- GHP Advisor
- President from UTCOMLS' Students for Medical Missions

UTCOMLS' Clinical Curriculum Committee (CCC) for credit-bearing status] for UT students and residents ("learners") in the UTCOMLS and various UT Colleges²,

- 3) clinical rotations for international affiliate partners' medical students at The University of Toledo Medical Center (UTMC) each month throughout the September – June exchange calendar year,
- 4) joint collaboration, via clinical training and research, with approved affiliate partners' students, residents, and faculty.

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 learners during Global Health elective programs and to clarify when international students are permitted to participate in experiences at the University's clinical sites, including UTMC and various physician and other health care practice locations.

(C) Policies and Procedures

Global Health electives, rotations, medical missions are defined as learners participating in clinical rotations, performing research, or volunteering in an international hospital and/or clinic at approved Global Health sites where the clinical experience or research counts as academic credit toward a University degree/graduation³. Each Global Health program includes the international site, the lodging/accommodations, site of the affiliated clinical rotation and/or medical mission, the faculty and/or preceptors involved, the curricular programming involved, and the risks/rewards of the learning experience.

I. UT Learners Participating in an approved GHP Elective/Medical Mission

All UT learners who plan to participate in an approved UTCOMLS' Global Health elective/medical mission must comply with the following procedures and complete required forms mandated by the UTCOMLS' GHP in conjunction with both the UT Offices of Legal Affairs and Risk Management prior to departure.

- 1) Learner is required to formally request participation in Global Health experience at least 4 months prior to intended travel by completing the Global Health Student/Resident Form 1:

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- a representative from Office of Legal Affairs
 - a representative from Risk Management
 - Director of Center for International Studies and Programs
 - community representatives for medical missions
 - UTCOMLS' Dean, Associate Dean, or other lead administrator, preferably with global expertise
 - UTCOMLS' Dean, Associate Dean or other lead administrator, preferably with global expertise
 - CPPS' Dean, Associate Dean or other lead administrator, preferably with global expertise
 - others as deemed necessary or appropriate by GHP Director

² UT faculty members and learners from various UT Colleges (Nursing, Pharmacy and Pharmaceutical Sciences, Health and Human Services, Engineering, and Arts and Letters) routinely participate in UTCOMLS' recurring medical mission via faculty-leader invitation. All UT learner participants complete required GHP paperwork; however, individual colleges are solely responsible for awarding academic credit, according to their curricular standards.

³ Only international clinical activity will be awarded UTCOMLS' academic credit; research/volunteering is noncredit-bearing.

Request for Global Health Experience found on the Global Health website. Learner must complete request form and email it to GHP Director/Advisor demonstrating proof of good academic standing⁴.

- 2) Learner acknowledges risks associated with participation and standard codes of conduct expected for Global Health elective/medical mission participation, releases legal rights, and gives informed consent via Global Health Student/Resident Form 2: *Acknowledgement of Informed Consent, Waiver, and Release Agreement*. Global Health Form 2 covers occupational exposure risks/procedures while learner is abroad in compliance with the UTCOMLS' Student Training for Occupational Exposure Policy (Policy Number: 3364-81-04-016-04) and policy will explicitly be reviewed with learners prior to travel at required pre-departure orientation.
- 3) Learner provides UT with proof of vaccinations recommended by the Center for Disease Control and Prevention (CDC) by way of Individual Immunization Compliance Report and/or pre-travel consult with UT Health Infectious Disease as demonstrated in Global Health Student/Resident Form 3: *Travel Consult and Proof of CDC-Recommended Vaccinations*.
- 4) Learner must provide UT with travel itinerary and emergency contact information via Global Health Student/Resident Form 4: *Travel Itinerary & Contact Information*.
- 5) Learner must provide UT with copy of passport. Passport must not be set to expire within 6 months of expected return date. If set to expire within 6 months of expected return date, learner must secure new passport⁵ prior to departure.
- 6) Learner must provide UT with copy of visa (if required).
- 7) Student must purchase Foreign Travel Insurance from either Cultural Insurance Services International (CISI)⁶ for all month-long clinical rotations or United Healthcare Global Safe Trip 2 - \$500,000 Medical/Accidental Coverage amount with zero deductible⁷ for all faculty-led, team-based medical missions less than one month in length as mandated by the UT Office of Risk Management.
- 8) Residents are not required to purchase CISI foreign travel insurance since they are covered as employees of UT.⁸ Should residents wish to purchase additional travel insurance coverage, the UTCOMLS' GHP recommends purchasing *Safe Trip* travel protection from United Healthcare Global.⁹
- 9) Learner must register international travels with U.S. Department of State Smart Traveler Enrollment Program (STEP)¹⁰ and with UT Center for International Studies and Programs (CISP) International Travel Registry.¹¹

⁴ Proof of good academic standing is requested by the student participant and demonstrated via official letter signed by the Health Science Campus Registrar and emailed to Global Health Program Director/Advisor. Proof of good academic standing is demonstrated for residents via Residency Program Director's signature on request form.

⁵ The University of Toledo's Center for International Studies and Programs' (CISP) Office (housed on the UT Main Campus in Snyder Memorial, Suite 1000) is a U.S. Department of State certified passport agency. Passport renewals/acquisitions may be completed in their office by appointment.

⁶ CISI: <https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx?sponsor=UTOL>.

⁷ United Healthcare Global Safe Trip 2: <https://www.uhcsafetrip.com/>.

⁸ 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 U.S. 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>.

⁹ For additional information, visit <https://www.uhcsafetrip.com>.

¹⁰ STEP: <https://step.state.gov/step/>.

¹¹ CISP International Travel Registry: <https://www.utoledo.edu/cisp/travel-registry.html>. UTCOMLS' medical students complete the International Student Travel Registry and UTCOMLS' residents complete the International Faculty and Staff Travel Registry.

- 10) Learner must attend mandatory pre-departure orientation with GHP Director and Advisor for participation in all Global Health clinical rotations. Learner must attend all mandatory pre-departure meetings for medical missions as instructed by faculty leader.
- 11) Learner must check in weekly while abroad via email with GHP Director/Advisor.
- 12) Student must present Global Health elective/medical mission at yearly Global Health Forum.

II. UTCOMLS' Learners Requesting Permission to Participate in an International Clinical Elective/Medical Mission Outside of an Approved GHP Site

All UTCOMLS' learners who request to participate in an international clinical elective/medical mission outside of the approved GHP sites, must comply with the following procedures and complete required forms mandated by the GHP in conjunction with the UT Offices of Legal Affairs and Risk Management prior to departure. Order of approval is as follows.

- 1) Learner brings international clinical elective/medical mission to the attention of the GHP Director/Advisor.
- 2) GHP Director/Advisor forwards learner the GHP *UTCOMLS' Student Petition for Approval of an International Rotation Site (Outside of Approved Global Health Program Affiliate Sites)* form for completion.
- 3) Learner completes required GHP forms for international clinical elective/medical mission and schedules presentation with GHC for approval of international clinical elective/medical mission site safety and supervision.
- 4) Upon GHC approving international clinical elective/medical mission for site safety and supervision, UTCOMLS' student presents completed *Elective Clerkship Template* with UTCOMLS' Core Competencies Required for Graduation to UTCOMLS' CCC for credit-bearing approval. GHP Director/Advisor accompanies student to CCC presentation. Residency Program Directors and the Graduate Medical Education Office determines curricular approval for residents. Colleges outside of the UTCOMLS are responsible to present all credit-bearing electives/courses to their clinical curriculum committees.
- 5) Upon UTCOMLS' CCC credit-bearing elective approval, GHP Director/Advisor works with UT Health Science Campus Registrar to create one-time Global Health elective for student registration on the myUT Portal.
- 6) GHP Director/Advisor permits individual student registration.
- 7) Student registers for elective via permit provided.
- 8) Learner will complete all required GHP student or resident forms referenced above and meet with GHP Director/Advisor for pre-departure orientation prior to departure.

III. International Visiting Students Rotating at UTCOMLS

The UTCOMLS' GHP permits qualified medical students (2 per month from September – June) only from approved international affiliate partner institutions to participate as visiting students in clinical rotations/observerships as long as their participation does not displace or otherwise compete for available educational venues, patients, resources, etc.

International visiting students undergo a clinical assessment during orientation to delineate their role during the approved clerkship as a participating student completing a clinical rotation or as an observer completing an observership.

All international visiting students who plan to participate in an approved UTCOMLS' rotation/observership must comply with the following procedures (as outlined in Visiting Medical Students in Elective Clinical Clerkships Policy – Policy Number: 3364-81-04-012-09).

- 1) Students must complete an International Visiting Medical Student Application and email their applications to the GHP Director/Advisor. Upon receipt and review that all application materials have been met, the GHP Director/Advisor will forward electronic applications to the Associate Dean for Undergraduate Clinical Medical Education for review and formal participation acceptance.
- 2) The GHP and the Department of Medical Education jointly review students from non-LCME accredited schools who have a valid affiliation agreement with UTCOMLS.
- 3) The Department of Medical Education verifies credentials of the prospective visiting medical student/applicant and notifies the UTCOMLS' GHP Director/Advisor via email whether or not the student is authorized to pursue an observership/rotation.
- 4) The GHP Director/Advisor coordinates visiting students' clinical observership/rotation requests with respective Clerkship Directors/Coordinators and notifies students of their placement and University requirements. Vetting rotation availability through the Clerkship Director/Coordinator ensures that UTCOMLS' students are not displaced by these assignments.
- 5) Upon emailed rotation confirmation (to include non-refundable housing deposit) from international student, the GHP Director/Advisor forwards international visiting student visa/rotation invitation letter.
- 6) The GHP Director/Advisor confirms clinical rotation/observership with respective Clerkship Coordinator/point person appointed by Clerkship Director.
- 7) The GHP Director/Advisor assists international visiting students with all logistics including: housing, transportation, UTAD affiliate account set up, badge acquisition, Clinical Portal and Imprivata access, HIPAA training, Student Training for Occupational Exposure and Student Professionalism Policy review/expectations ¹².
- 8) The UTCOMLS' Clerkship Coordinator/point person appointed by Clerkship Director orients the student to clerkship responsibilities and is responsible for all clerkship related communication.
- 9) Upon completion of the clinical rotation/observership, the student will meet with GHP Director/Advisor for his/her exit interview where GHP Director/Advisor provides student with a clinical rotation/observership completion letter as well as a UTCOMLS' GHP certificate. The Clerkship Coordinator will also forward the GHP Director/Advisor a clinical rotation evaluation from the Clerkship upon close of rotation/observership. GHP Director/Advisor will electronically forward clinical evaluation to international visiting student upon receipt.

IV. UTCOMLS' Faculty Who Wish to Establish a Recurring Medical Mission for Learner Participation

UTCOMLS' faculty members wishing to approve a recurring medical mission for learner participation must complete the following requirements prior to having students travel with them.

- 1) UTCOMLS' faculty member must obtain initial written/verbal approval from GHP Director/Advisor to proceed forward with proposed recurring medical mission.
- 2) Upon initial approval, UTCOMLS' faculty member must complete GHP Faculty Form 1: *Petition for Approval of a Global Health Site* and Faculty Form 2: *Description of the Global Health Site and Expected Experiences*.
- 3) Upon completion of Faculty Forms 1 & 2, UTCOMLS' faculty member must present medical mission to UTCOMLS' GHC for site safety and supervision approval.
- 4) Upon site safety and supervision approval from UTCOMLS' GHC, UTCOMLS' faculty member will complete the UTCOMLS' CCC *Blank Elective Template* with UTCOMLS' Core Competencies Required for Graduation and present elective to CCC for credit-bearing status.

¹² UTCOMLS' Student Training for Occupational Exposure Policy (Policy Number: 3364-81-04-016-04) and UTCOMLS' Student Professionalism Policy (Policy Number: 3364-81-04-01702).

- 5) If both GHC and CCC approve UTCOMLS' faculty member's elective, GHP Director/Advisor will work with UT Health Science Campus Registrar to code elective as recurring.
- 6) UTCOMLS' faculty member is required to appoint student team leader to work with GHP Director/Advisor to ensure that all UT student mission participants complete required GH paperwork prior to departure.

V. UTCOMLS' Faculty Who Wish to Establish a Disaster Response Mission for Learner Participation and Learners Who Wish to Participate in an Approved UTCOMLS' Disaster Mission

UTCOMLS' faculty members wishing to obtain approval of a disaster¹³ response mission for learner participation must complete the following requirements prior to inviting learners travel with them. Learners wishing to participate in approved disaster response mission must: 1) attain UTCOMLS' participation approval and 2) complete required Global Health forms and forward them to GHP Director/Advisor for record-keeping purposes.

- 1) UTCOMLS' faculty member must obtain initial written approval of GHP Director/Advisor to proceed forward with proposed disaster response mission.
- 2) Upon initial approval, UTCOMLS' faculty member must complete UTCOMLS' *Petition for Approval of Disaster Mission* and forward petition to UTCOMLS' GHP Director/Advisor to distribute amongst GHC for site safety and supervision approval.
- 3) Upon site safety and supervision approval from UTCOMLS' GHC, UTCOMLS' faculty member can alert learners of approved disaster response mission, invite learners to participate, forward learners all requirements for participation, and report learner participation (in writing) to GHP Director/Advisor.
- 4) Approved UTCOMLS' Disaster Response Missions are noncredit-bearing; therefore, learners will be required to adjust travels around mandatory curricular requirements (when/if applicable) for participation.
 - Students wishing to participate in an approved UTCOMLS' Disaster Mission must contact their Clerkship Director(s)/Coordinator(s) for permission to request a leave of absence from their rotation due to disaster mission participation. The Clerkship Director(s) and/or Coordinator(s) will send email to the Associate Dean of Student Affairs (copying both the Associate Dean for Clinical Undergraduate Medical Education and the Global Health Program Director/Advisor) permitting student's leave of absence and participation in disaster mission. Upon email notification, the Associate Dean of Student Affairs will work with the participating medical student to complete his/her *Schedule Modification Request Form*, retaining all required signatures (Associate Dean for Student Affairs, Financial Aid Office, and the UTCOMLS' Dean). Final student participation approval is contingent upon final approval from the Associate Dean for Clinical Undergraduate Medical Education. Medical students permitted to participate in an approved UTCOMLS' Disaster Mission must use available flex time. If a student misses more than 3 days of a 4-week rotation, it may be necessary to drop the rotation resulting in no credit. Failure to comply with this policy will result in a student professionalism report and the student may be required to repeat clerkship/s missed.
 - Residents wishing to participate in an approved UTCOMLS's Disaster Mission must complete the UTCOMLS' Faculty-Staff Time Away Request Form for Residents participating in an approved UTCOMLS' Disaster Mission.
- 5) Learners participating in approved UTCOMLS' disaster response missions are required to complete UTCOMLS' GHP Student or Resident Forms prior to departure and return them to the GHP Director/Advisor. If international travel is involved, learners must also provide copies of passports, United Healthcare Global travel insurance (required only for students), and proof of CISP Travel Registry to GHP Director/Advisor for record-keeping purposes.

¹³ Disasters consist of either a natural event, man-made disaster, or disease outbreak that overcomes the resources of a local region.

VI. UTCOMLS' Faculty Who Wish to Establish a New GHP Site For Learner Participation via Memorandum of Agreement (MOA) & Renewing/Terminating UTCOMLS' GHP Memoranda of Agreements

The UT CISP Office is the hub for all things international, including the creation of campus-wide protocol for Memoranda of Agreements. The UTCOMLS' GHP collaborates with the UT CISP Office and the Offices of Legal Affairs and Risk Management to establish, renew, or terminate all international affiliation agreements. UTCOMLS' GHP protocol for establishing/renewing international affiliation agreements follows the UT CISP approval process and is outlined below.

- 1) UTCOMLS' faculty member will reach out to GHP Director/Advisor to present intended international affiliation.
- 2) With initial approval by UTCOMLS' GHP Director/Advisor, UTCOMLS' Dean, and UT Administration (UT Provost & President) to proceed forward with intended affiliation, GHP Director/Advisor will detail affiliation agreement specifics.
- 3) GHP Director/Advisor will complete the UT Office of Legal Affairs' *Request for Contract Review Portal* via his/her myUT Portal in regards to proposed and/or renewed contracts.¹⁴
- 4) GHP Director/Advisor will receive a confirmation email from contractreview@utoledo.edu that contract review request has been received and forwarded to appropriate UT Office of Legal Affairs' review personnel.
- 5) Upon contract review approval, GHP Director/Advisor will receive an email from the Office of Legal Affairs with official MOA draft approval and permission to execute MOA.
- 6) UTCOMLS' GHP Director/Advisor works with UT CISP on formal MOA execution from UTCOMLS' Dean, UT Administration, and international partner.
- 7) UTCOMLS' GHP Director/Advisor provides executed MOA copies to the UT Office of Legal Affairs and CISP as well as international partners for record-keeping purposes.
- 8) Approved MOAs remain in effect for 5 years from date of execution and may be amended or extended upon written agreement by both parties. Agreements may be cancelled at any time, for any reason by either party in writing with 90 days' notice. In the event the MOA is not renewed or otherwise terminated, participants may be allowed to continue the applicable programs as mutually agreed between the parties for the balance of the home institution's academic year.
- 9) UTCOMLS' GHP Director/Advisor will advertise new/renewed international sites to prospective learners for participation.

¹⁴ The UTCOMLS' GHP MOAs are considered *International Affiliation/Study Abroad* contracts.

<p>Approved by:</p> <p><u>/s/</u> Christopher Cooper, M.D. Executive Vice President for Clinical Affairs, Dean, College of Medicine & Life Sciences</p> <p><u>March 3, 2020</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> <ul style="list-style-type: none"> • MUO Policy A-01-04-030-0206, Student International Travel, dated 2-17-06 • Student Global Health Experiences Policy, dated 4/21/11 <p>Initial effective date: 2/17/06</p> <p>Revision/Review Date: May 21, 2010 February 24, 2011 July 1, 2012 Jan. 3, 2020</p> <p>Next review date: 1/3/23 (three years from most recent revision/review date)</p>
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