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 Committee (GHC) for site safety and supervision and the UTCOMLS Clinical Curriculum Committee (CCC) for credit-bearing status] and UTCOMLS faculty-led, team-based, medical missions for UT students and residents (“learners”) in the Colleges of Medicine & Life Sciences, Nursing, Pharmacy and Pharmaceutical Sciences, Health Science and Human Services, Engineering, and Arts & Letters,
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 the University of Toledo Medical Center and various physician and other health care practice locations (hereinafter referred to as UTMC).

(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/graduation. 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. University of Toledo Learners Participating in an approved Global Health Program Elective/Medical Mission

All UCOMLS learners who plan to participate in an approved UCOMLS Global Health elective/medical mission must comply with the following procedures and complete required forms mandated by the UT Offices of Legal Affairs and Risk Management in conjunction with the GHP 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 – Request for Global Health Experience found on the Global Health website. Learner must complete request form and email it to Global Health Program Advisor demonstrating proof of good academic standing.

2) Learner acknowledges risks associated with participation and standard codes of conduct expected for GH elective/medical mission participation, releases legal rights, and gives informed consent via Global Health Student Form 2: Acknowledgement of Informed Consent, Waiver, and Release Agreement. Global Health Student Form 2 covers occupational exposure risks/procedures while student is abroad in compliance with the UCOMLS Student Training for Occupational Exposure Policy (Policy Number: 3364-81-04-016-04) and policy will explicitly be reviewed with students 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 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 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 passport prior to departure.

1 Only international clinical activity will be awarded UCOMLS academic credit; research/volunteering is noncredit-bearing.

2 Proof of Good Academic Standing is demonstrated for students via PDF letter from HSC Registrar to Global Health Program Advisor. Proof of Good Academic Standing is demonstrated for residents via Residency Program Director’s signature on request form.

3 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 US Department of State certified passport agency. Passport renewals/acquisitions may be completed in their office by appointment.
6) Learner must provide UT with copy of visa (if required).
7) Student must purchase Foreign Travel Insurance from either CISI\(^4\) (for all month-long clinical rotations) or United Healthcare Global Safe Trip 2 - $500,000 Medical/Accidental Coverage amount with zero deductible\(^5\) (for all faculty-led, team-based medical missions less than one month in length) as mandated by UT Office of Risk Management.
8) Residents are not required to purchase CISI foreign travel insurance since they are covered as employees of the University.\(^6\) Should residents wish to purchase additional travel insurance coverage, the UTCOMLS GHP recommends purchasing Safe Trip travel protection from United Healthcare Global.\(^7\)
9) Learner must register international travels with US Department of State Smart Traveler Enrollment Program (STEP)\(^8\) and with UT Center for International Studies and Programs (CISP) International Travel Registry\(^9\).
10) Learner must attend mandatory pre-departure orientation with Global Health Program Director and Advisor.
11) Learner must check in weekly via email with Global Health Program Director/Advisor.
12) Student must present GH 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 UT Offices of Legal Affairs and Risk Management in conjunction with the GHP prior to departure. Order of approval is as follows.

1) Learner brings international clinical elective/medical mission to the attention of the Global Health Program Director/Advisor.
2) Global Health Program Director/Advisor forwards learner GH Petition for Approval and Site/Elective Description forms for completion.
3) Learner completes required GH forms for international clinical elective/medical mission and schedules international clinical elective/medical mission presentation with GHC for approval of international clinical elective/medical mission site safety and supervision.\(^10\)

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\(^5\) United Healthcare Global Safe Trip 2: https://www.uhcsafetrip.com/
\(^6\) 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.
\(^7\) For additional information, visit https://www.uhcsafetrip.com.
\(^8\) STEP: https://step.state.gov/step/
\(^9\) CISP International Travel Registry: https://educationabroad.utoledo.edu/index.cfm?FuseAction=Security>LoginWizardStepOne
\(^10\) 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 US 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
4) Upon GHC approving international clinical elective/medical mission for site safety and supervision, UTCOMLS student presents Elective Clerkship Template with UTCOMLS Core Competencies Required for Graduation to UTCOMLS Clinical Curriculum Committee for credit-bearing approval. Global Health Program Director/Advisor accompanies student to CCC presentation. Resident curricular approval determined by Residency Program Director and Graduate Medical Education (GME) Office. Clinical 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 HSC Registrar to create one-time or recurring Global Health elective for registration on the myUT Portal.

6) Global Health Program Director/Advisor permits individual student registration.

7) Students register for electives via permit provided.

8) Learner will complete all required GHP student forms referenced above and meet with GHP Director/Advisor for pre-departure orientation prior to departure.

III. International Visiting Students Rotating at The University of Toledo College of Medicine & Life Sciences

The UTCOMLS GHP permits qualified medical students (2 per month from September – June) from only approved international affiliate partner institutions to participate as visiting students in elective clinical clerkships/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 an observer completing an observership or as a participating student completing a clinical rotation.

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 sent, the GHP Director/Advisor will forward electronic applications to the Associate Dean for Undergraduate Clinical Medical Education for review and formal participation acceptance.

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
- 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
- UTCON 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

the GHP Director/Advisor. The respective College curriculum committees will handle all material changes to curricula.
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 that he/she 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 student of his/her placement and University requirements. COM through the clerkship director and coordinator ensures that UT COM 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 will 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.11
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 elective 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.

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 must obtain approval of GHP Director/Advisor with proposed recurring medical mission for approval.
2) Upon initial approval, UTCOMLS faculty must complete GHP Faculty Form 1 (Petition For Approval of a Global Health Site) and 2 (Description of the Global Health Site and Expected Experiences)
3) Upon completion of Faculty Forms 1 & 2, UTCOMLS faculty member would present medical mission to UT Global Health Committee for site and safety approval.
4) Upon site and safety approval from Global Health Committee, UTCOMLS faculty member will complete UTCOMLS Clinical Curriculum Committee’s Blank Elective Template with UTCOMLS Core Competencies Required for Graduation.
5) Upon completion of Blank Elective Template with Core Competencies required for Graduation, UTCOMLS faculty member will present elective to Clinical Curriculum Committee for credit-bearing status.
6) If both GHC and CCC approve UTCOMLS faculty member’s elective, GHP Director/Advisor will work with UT HSC Registrar to code elective as recurring.
7) UTCOMLS faculty member is required to appoint student team leader to work with GHP Director/Advisor to ensure all UT student mission participants complete required GH paperwork prior to departure.

11 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).
V. UTCOMLS Faculty Who Wish to Establish a New GHP Site

The University of Toledo Center for International Studies and Programs’ (CISP) Office is the hub for all things international, including the creation of campus-wide protocol for Memorandum of Agreement (MOA). The UTCOMLS GHP collaborates with the UT CISP Office to establish all new international affiliation agreements. UTCOMLS GHP protocol for establishing an international affiliation is listed below.

1) UTCOMLS faculty member will reach out to GHP Director/Advisor to present intended international affiliation.

2) With initial approval of UTCOMLS Dean and GHP Director/Advisor to proceed forward with intended affiliation, UTCOMLS faculty member will work with GHP Director/Advisor to pinpoint affiliation agreement specifics.

3) GHP Director/Advisor will send CISP Director intended Memorandum of Agreement (MOA)\(^{12}\) specifics with UTCOMLS’ Dean and GHP approval for initial UT Provost/President approval.

4) Upon initial Provost/President approval, CISP will give UTCOMLS GHP Director/Advisor approval to proceed forward with MOA specifics.

5) GHP Director/Advisor will work with UTCOMLS faculty and international partner to incorporate exchange information, liaison responsible for agreement, and agreement signatory on standardized GH MOA.

6) GHP Director/Advisor will present draft MOA to UT Legal for final review/approval.

7) Upon UT Legal approval, GHP Director/Advisor will work with UTCOMLS Dean to attain signature.

8) Upon receiving UTCOMLS Dean’s signature, UTCOMLS GHP Director/Advisor will deliver signed MOA to CISP Director.

9) CISP Director will acquire UT Provost and President’s signatures.

10) Upon receipt of UT Provost and President’s signatures, UTCOMLS GHP Director/Advisor will work with UT Legal to send signed agreement electronically to international partner for their signature.

11) Upon international partner signatures, UTCOMLS GHP Director/Advisor will forward signed MOA copies to CISP, UTCOMLS Dean’s Office, UT GHP, and international partners for record-keeping purposes.

12) UTCOMLS GHP Director/Advisor will advertise new international site to prospective students.

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\(^{12}\) The GHP Advisor collaborated with the UT Office of Legal Affairs and UT Provost’s Office to draft an MOA specific to GHP. UT Office of Legal Affairs and UT Provost’s Office approved GHP MOA in August 2017; this being the case, all UTCOMLS GHP affiliation agreements will use the approved GHP MOA template.