World Health Student Organization – Wayne State University  
International Relief Trip Faculty Checklist

Please provide the following information to the UME Business Office (Room 2305 Scott Hall)  
No later than 4 weeks before you depart.

☐ Copy of Airline Ticket Receipt – Receipt must include; your name, eticket #, and payment method  

☐ If you wrote a check to WHSO to pay for your trip I will need a front and back image of the cancelled check  
from your banking institution.

☐ Proof of Travel Insurance. (optional for faculty)  
Travel Guard is an option www.travelguard.com they will cover travel insurance and travel health insurance.

☐ COMPLETED Emergency Contact List Form.

☐ COMPLETED Waiver and Release Agreement

☐ COMPLETED Agreement of Review of Location Specific Advisories.

☐ Register with the United States Department of State or your home country and print a copy of the  
completed page. The website for the U.S. Department of State is: https://step.state.gov/step/  
Canada: http://travel.gc.ca/assistance/emergency-info/roca-faq

☐ Copy of Passport

SITE RESPONSIBILITIES PRIOR TO DEPARTURE

☐ Go to https://travel.state.gov/ read all country specific information, including travel alerts and travel  
warnings.

☐ Check CDC website for vaccination or epidemic related issues.

☐ Develop an Evacuation Plan. Know the location and contact information of US Embassy. All students should  
have your contact information, as well as, detailed information for a local contact.

☐ Be aware of any student health problems prior to departure.

☐ For any water related excursions confirm student’s ability to swim to participate.

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ON-SITE RESPONSIBILITIES

- Contact Dr. Chuang upon arrival via email or telephone.
  Dr. Chih Chuang cchuang@med.wayne.edu 734-945-3167 (cell)/ 313-577.3019 (office)
  Dr. Lisa MacLean imaclean@med.wayne.edu 00-1-313-331-6016 (home)/00-1-313-600-9252 (cell)

- Review the Evacuation Plan when you arrive on-site with the student group. Select a meeting point in case of an emergency, review on-site contact information.

- Serve as liaison between WSU and on-site institutions, agencies and staff.

- While abroad, be available to students on a regular and emergency basis for consultation on individual and group problems, including those that are non-academic in nature.

- Consult with Dr. Chuang as needed concerning student problems and concerns throughout the program.

- Inform Dr. Chuang immediately of any emergency or medical situation involving students. Provide a detailed written account of the incident and steps taken to resolve the issue.

- Confirm that GPS is set up with appropriate email addresses.

- Submit an evaluation of the trip and the overall experience to Dr. Chuang within three weeks of your return.

Forms may be found at: www.med.wayne.edu/ume-student-affairs/international-clinical-experience