International Clinical Experiences for Wayne State University Medical Students

The information provided in this manual is subject to change at any time by action of the School of Medicine Administration.

Questions regarding the information contained herein may be referred to:

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# International Clinical Experiences for Wayne State University Medical Students

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## TABLE OF CONTENTS

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I. MANAGEMENT STRUCTURE AND OVERVIEW OF RESPONSIBILITIES ..................................3
   - Dean of the Medical School
   - Vice Dean for Medical Education
   - Associate Dean for Undergraduate Medical Education
   - Assistant Dean for Student Affairs and Career Development
   - Director of Global Health and Education

II. International Clinical Experiences

Year I and II International Clinical Experiences .................................................................4
   - Copy of Passport
   - Proof of Travel Insurance
   - Copy of Airline Ticket Receipt
   - Emergency Contact List Form
   - Destination Contact Information Form
   - Release of Liability and Assumption of Risks Form
   - Short-Term Mission Trip Medical Release Form
   - Vaccinations
   - Register with the United States Department of State
   - Co-Curricular Credit
   - Miscellaneous requirements

Year III and IV International Clinical Experiences .............................................................7
   - Copy of Passport
   - Proof of Travel Insurance
   - Copy of Airline Ticket Receipt
   - Emergency Contact List Form
   - Destination Contact Information Form
   - Vaccinations
   - Release of Liability and Assumption of Risks Form
   - Register with the United States Department of State
   - Form for Electives at Non-WSU Affiliated Institutions
   - Proof of Malpractice/Professional Liability Insurance
   - International Experience Feedback Form
   - Miscellaneous requirements

Travel Authorization and Expense Report .............................................................................9
Professionalism .......................................................................................................................9
Wayne State University Policies ..........................................................................................10
Prohibition from Participation in School Activities ..............................................................10
I. MANAGEMENT STRUCTURE AND OVERVIEW OF RESPONSIBILITIES

Dean of the Medical School

The Dean of the Medical School is responsible for all education, research, medical, and fund-raising activities at the medical school. These education activities include undergraduate medical education (UME), graduate medical education (GME) and continuing medical education (CME). The dean delegates all medical education responsibilities to the Vice Dean for Medical Education. The Dean reports to the President of Wayne State University.

Vice Dean for Medical Education

The Vice Dean for Medical Education is delegated the responsibility from the Dean of the Medical School for all education activities. This includes UME, GME, and CME programs. The Vice Dean is also responsible for admissions, student affairs, education support functions, and all student promotion activities. The Vice Dean is also Chair of the Scholarship Committee and reports to the Dean of the Medical School.

Associate Dean for Undergraduate Medical Education

The Associate Dean for Undergraduate Medical Education is responsible for the development, implementation, and coordination of all undergraduate medical education curriculum activities. The Associate Dean is also responsible for records and registration, testing services, evaluation, academic support services, and Co-Curricular programs. The Associate Dean chairs the Curriculum Committee and reports to the Vice Dean for Medical Education.

Assistant Dean for Student Affairs and Career Development

The Assistant Dean for Student Affairs and Career Development oversees all non-education programs that are administered to students, including: career development counseling, student organizations, health services (crisis intervention, supportive counseling, referrals), leaves of absence, ERAS/NRMP guidance and special events (White Coat Ceremony, Match Day, Commencement and others). The Assistant Dean also serves as a counselor and sounding board to students in all aspects of their school lives. The Assistant Dean for Student Affairs and Career Development reports to the Vice Dean for Medical Education.

Director of Global Health and Education

The Director of Global Health and Education oversees all international travel experiences for Years I – IV as well as international students doing electives through the School of Medicine. The Director oversees all student organization groups that offer international travel experiences including but not limited to World Health Student Organization. The Director also approves all Year III/IV international elective experiences. The Director collaborates with the Director of Co-Curricular programs to determine eligibility for co-curricular credit. The Director of Global Health and Education reports to the Assistant Dean for Student Affairs and Career Development.
II. International Clinical Experiences

The requirements outlined below are based on the requirements set forth by the Liaison Committee on Medical Education published May 2012.

From Page 18:

“MS-20. If a medical student at a medical education program is permitted to take an elective under the auspices of another medical education program, institution, or organization, there should be a centralized system in the dean’s office at the home program to review the proposed extramural elective prior to approval and to ensure the return of a performance assessment of the student and an evaluation of the elective by the student. Information about issues such as the following should be available, as appropriate, to inform the program's review of the learning experience prior to its approval:

• potential risks to the health and safety of patients, students, and the community;
• the availability of emergency care;
• the possibility of natural disasters, political instability, and exposure to disease;
• the need for additional preparation prior to, support during, and follow-up after the elective;
• the level and quality of supervision; and
• any potential challenges to the code of medical ethics adopted by the home institution.”

Year I and II International Clinical Experiences

Students who are on academic probation will NOT receive approval for international experiences. ALL paperwork must be completed and submitted to the Office of Global Health and Education 6 weeks prior to departure.

Copy of Passport

A copy of the student’s passport will be provided to the Office of Global Health and Education prior to international travel. It is also advised that each student carry a copy or multiple copies of their own passport in multiple compartments as they travel. Upon completion of the student’s travel the copy of their passport will be destroyed.

Proof of Travel Insurance

The School of Medicine provides emergency evacuation and expatriation of remains through the disability insurance by Global Emergency Services provided by Assist America. Reference number 01-AA-AMA-01091. Within USA: 1.800.872.1414. Outside USA: 1.609.986.1234. Students will have the Assist America Global Emergency Services card and are expected to carry this with them as they travel. It is highly recommended that students purchase travel insurance.

Copy of Airline Ticket Receipt

The student must provide a copy of their Airline Ticket Receipt to the Office of Global Health and Education. The receipt must include the student’s name and e-ticket number. Those students
requesting reimbursement will also need to provide the payment method and complete a Travel Authorization and Expense Report (see Travel Authorization and Expense Report) prior to travel.

**Emergency Contact List Form**

The student must complete an Emergency Contact List Form with the following information for each person listed: Name, Address, Phone number(s), email address. The form will be provided to the Office of Global Health and Education.

**Destination Contact Information Form**

The student must complete a Destination Contact Information Form that lists the contact information for the person/place you will be working with. The following information shall be provided: Name/Site coordinator, Organization or Institution, Address, Phone number(s), email address, website (if applicable). Also provide, if known prior to travel, the Name(s), Address, Phone number(s), email address of the person(s), host family, hotel/hostel where you will be staying.

**Release of Liability and Assumption of Risks Form**

The student shall complete and sign with a witness signature the Wayne State University Release of Liability and Assumption of Risks Form. The form will be provided to the Office of Global Health and Education and will be active for the duration of the student’s international travel experience.

**Short-Term Mission Trip Medical Release Form**

The student shall complete and sign the Short-Term Mission Trip Medical Release Form and provide a copy to the Director of Global Health and Education. This information will only be shared with the faculty physician supervisor(s) who accompany the student on the mission trip. This form shall be destroyed upon completion of the student’s travel.

**Vaccinations**

Students are required to receive vaccinations that are outlined on the Centers for Disease Control website for the country to which they are traveling. Please check with your health insurance policy to determine coverage for vaccinations. The Office of Global Health and Education will assist in directing students to providers of vaccines. Students with allergies to components to a vaccine will be exempt from receiving that vaccine. Students who refuse vaccines will be required to sign a waiver form.

**Register with the United States Department of State**

The student must register their trip with the United States Department of State and a copy of the completed registration will be provided to the Office of Global Health and Education. Students who are not United States citizens are to register with their corresponding State Department if one is available.

**Co-Curricular Credit**

Co-Curricular credit will be evaluated on a case by case basis in collaboration with the Director of the Co-Curricular program. 10 hours will be granted to international experiences. All trips must have a responsible Wayne State University School of Medicine clinical faculty member or a responsible board certified physician of the country to which the student(s) wishes to complete an international experience.
Miscellaneous requirements

All students, if traveling in a group, must stay together. All students must land together at the destination country. When exiting the destination country, all students must be at the port of exit together. When returning to the US, if the student is not returning to the same destination with the faculty member, they must contact the faculty member once they have reached their final destination. No student is allowed to stay with family member(s) while traveling with a group. In addition, no students are allowed to be supervised by a family member on an international experience.
Year III and IV International Clinical Experiences

Students who are on academic probation will NOT receive approval for international experiences. ALL paperwork must be completed and submitted to the Office of Global Health and Education 6 weeks prior to departure.

Copy of Passport

A copy of the student’s passport shall be provided to the Office of Global Health and Education prior to international travel. It is also advised that each student carry a copy or multiple copies of their own passport in multiple compartments as they travel. Upon completion of the student’s travel the copy of their passport shall be destroyed.

Proof of Travel Insurance

The School of Medicine provides emergency evacuation and expatriation of remains through the disability insurance by Global Emergency Services provided by Assist America. Reference number 01-AA-AMA-01091. Within USA: 1.800.872.1414. Outside USA: 1.609.986.1234. Students will have the Assist America Global Emergency Services card and are expected to carry this with them as they travel. It is highly recommended that students purchase travel insurance.

Copy of Airline Ticket Receipt

The student must provide a copy of their Airline Ticket Receipt to the Office of Global Health and Education. The receipt must include the student’s name and e-ticket number. Those students requesting reimbursement will also need to provide the payment method and complete a Travel Authorization and Expense Report (see Travel Authorization and Expense Report) prior to travel.

Emergency Contact List Form

The student must complete an Emergency Contact List Form with the following information for each person listed: Name, Address, Phone number(s), email address. The form will be provided to the Office of Global Health and Education.

Destination Contact Information Form

The student must complete a Destination Contact Information Form that lists the contact information for the person/place you will be working with. The following information shall be provided: Name/Site coordinator, Organization or Institution, Address, Phone number(s), email address, website (if applicable). Also provide, if known prior to travel, the Name(s), Address, Phone number(s), email address of the person(s), host family, hotel/hostel where you will be staying.

Vaccinations

Students are required to receive vaccinations that are outlined on the Centers for Disease Control website for the country to which they are traveling. Please check with your health insurance policy to determine coverage for vaccinations. The Office of Global Health and Education will assist in directing students to providers of vaccines. Students with allergies to components to a vaccine will be exempt from receiving that vaccine. Students who refuse vaccines will be required to sign a waiver form.
Release of Liability and Assumption of Risks Form

The student shall complete and sign with a witness signature the Wayne State University Release of Liability and Assumption of Risks Form. The form will be provided to the Office of Global Health and Education and will be active for the duration of the student’s international travel experience.

Register with the United States Department of State

The student shall register their trip with the United States Department of State and a copy of the completed registration will be provided to the Office of Global Health and Education. Students who are not United States citizens are to register with their corresponding State Department if one is available.

Electives at Non-WSU Affiliated Institutions Form

The student shall complete the Form for Electives at Non-WSU Affiliated Institutions and submit it to the Director of Global Health and Education for approval. If the elective is an independent study course then the Description of Proposed Independent Study Form must also be completed and submitted to the Director of Global Health and Education for approval. There must be at least three (3) objectives listed. The supervising physician must agree with these objectives and must provide an evaluation upon the completion of the international clinical experience for the student to receive a final grade. Students do have the option to do a Public Health Independent Study Program focused on community outreach and education and the study of health systems.

Proof of Malpractice/Professional Liability Insurance

The School of Medicine provides Malpractice/Professional Liability Insurance through Wells Fargo Insurance Services. The coverage is for $1000000 per occurrence, $3000000 aggregate with a $25000 deductible. The student shall request a copy of the face sheet of the policy and take it with them on their international elective as most institutions require proof of Malpractice/Professional Liability Insurance.

International Experience Feedback Form

The student shall complete the International Experience Feedback Form upon completion of the international experience and return it to the Director of Global Health and Education. Completion of this form is required to receive credit for the international clinical experience.

Miscellaneous requirements

It is the responsibility of the student to adhere to the deadlines of the away institution as well as the requirements for application for international electives. Some institutions require a criminal background check. The student shall bear all costs associated with their international elective.

Students who wish to participate in direct patient care and dispensing of pharmaceutical products must be supervised by a Board Certified physician.

No student will be permitted to do an international clinical experience during the week of Match, which is typically in the month of March. If a student wishes to do an international clinical experience in February, their rank order list must be certified prior to their departure. This will be verified through the ERAS specialist by the Director of Global Health and Education.
Travel Authorization and Expense Report

Students who will be requesting or receiving reimbursement for their international travel shall complete the Travel Authorization and Expense Report. Complete section 1 and sign section 18 and return to the Office of Global Health and Education. If you are out of town and cannot complete the form, send an email to Allison Gherardini agherard@med.wayne.edu giving her permission to sign the form in your absence.

Professionalism

All students are expected to adhere to the Professionalism standards as outlined in the Policies and Procedures Manual: Medical Student Enrollment, Assessment of Academic Progress, Promotion and Graduation.

In addition, students are expected to adhere to all local laws and customs of the country to or through which they are traveling.

Prohibition from Participation in School Activities

Students who are on academic probation, have a status of Special Matriculation or on leave of absence are not permitted to participate as Senate or class officers, sit on medical school committees, participate in the co-curricular program, or international clinical experiences. It will be up to the various committees and Classes as to how they wish to re-assign the duties of the officer or committee after their departure absence. For students who are in very brief (1 month or less) leaves of absence, their continued participation on committees or as officers will be considered on a case by case basis by the Assistant Dean for Student Affairs.
Wayne State University Policies

Adopted from Wayne State University Office of International Programs:

Misfortune can happen anywhere, at home as well as abroad. As careful as you may try to be, you may end up in situations where you are in danger. However, if you prepare before you go, things are less likely to happen, and if something does happen, it will be easier to resolve it. In the case of health and safety, knowledge is power.

Wayne State University School of Medicine takes the health, safety and security of all students seriously. If a Travel Alert is issued for a country in which students are located, students will be contacted by the Director of Global Health and Education. Students are requested to read the Alert carefully and to follow the advice of local authorities as well as their host institutions.

Study Abroad and Global Programs Policy Regarding U.S. Department of State Travel Alerts and Travel Warnings

Wayne State University School of Medicine takes the health, safety and security of all WSUSOM students seriously; however, the university acknowledges that there are situations in which safety issues outweigh the benefits of any international experience. The Office of Student Affairs and the Director of Global Health and Education monitors the safety and security of all WSUSOM students abroad. We work with students to provide them with relevant information so that they can make wise and informed decisions regarding program selection, participation, health and safety abroad. Safety and security issues abroad are monitored through the U.S. Department of State’s travel alerts and warning and the Center for Disease Prevention and Control (CDC).

The United States government, through the U.S. Department of State, has designated certain countries to be potentially dangerous for U.S. travelers. In order to understand the potential risk with travel to any country, you must understand the difference between a travel warning and a travel alert. Travel Warnings are issued to detail long-term, prolonged conditions that make a country unstable or dangerous. Travel Warnings can also be issued if the U.S. Government's ability to assist U.S. citizens abroad is compromised due to the closure of an embassy or consulate or because of a reduction of its staff. Travel Alerts are issued to provide information about short-term conditions that could potentially expose U.S. citizens to safety or security issues. Travel alerts include natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events.

The Center for Disease Control and Prevention also issues different types of notices for international travelers. A Travel Health Precaution is a notification by the CDC that a disease outbreak is occurring in a widespread geographic area. The purpose is to provide updated information to travelers and Americans living abroad about the status of the outbreak, to disseminate specific precautions to reduce risk of infection, and to provide information on what to do if one becomes sick while in the area. A Travel Health Warning is a notification by the
CDC that a widespread, serious outbreak of a disease of public health concern is expanding outside the area or populations than were initially affected. In this instance, the CDC recommends against nonessential travel to the area because the risk for the traveler is considered high.

The following policies apply to Wayne State University School of Medicine student international experiences:

Wayne State University School of Medicine follows both the U.S. State Department Travel Warnings and the CDC Travel Health Warnings with respect WSUSOM student international experience programs. With the exception of the WSUSOM program in Israel and the West Bank, WSUSOM international experience programs in locations currently under a Travel Warning or Travel Health Warning will be suspended for the duration of the Warning. If a travel warning is issued after a WSUSOM international experience program has begun, the program may continue or other decisions may be made as the situation warrants. If a travel warning is issued before a WSUSOM international experience program has begun, the program may be canceled or other decisions may be made as the situation warrants. Understand that the events and circumstances will be carefully monitored by the Office of Student Affairs and the Director of Global Health and Education. Potential decisions may include:

1. Providing students with the opportunity to return to the United States;
2. Allowing the WSU program to continue in the same format,
3. Relocating the program to a alternative sites so that the program may continue,
4. Temporarily suspending program operations, or
5. The permanent closure of the program and the return of all participants to the U.S.

Travel Alerts and Travel Health Precautions: Wayne State University School of Medicine will review all Travel Alerts issued by the U.S. Department of State and Travel Health Precautions issued by the Center for Disease Control and Prevention where safety and security issues are a concern. Final decisions in regard to sending or withdrawing students from areas with Travel Alerts or Travel Health Precautions will be made after consulting with officials from the foreign host universities or overseas providers, the U.S. Department of State, the Center for Disease Prevention and Control, appropriate Wayne State University School of Medicine administrators, and other well-informed experts on issues related to the region in question.

Travel Alerts generally indicate that a specific threat has been received or that there might be a threat to U.S. citizens. In most cases these threats are not realized, and most importantly, are not likely to cause difficulties for our students and faculty if they exercise reasonable caution.

Students interested in applying for a WSUSOM international experience program in countries where a travel alert or travel health precaution has been issued, need to be aware of the following policy as it pertains to your withdrawal and refund of program fees.

Should Wayne State University School of Medicine suspend an international program while it is in progress, every effort will be made by the University to safely evacuate participants in the
program. All recoverable funds or refunds received from canceled activities will be returned to the student.

Students who voluntarily withdraw from a program that Wayne State University School of Medicine has NOT officially suspended will be responsible for all costs.

**Wayne State University School of Medicine cannot:**

1. guarantee or assure the safety of participants or eliminate all unavoidable risks associated with international travel;
2. control or monitor the daily personal decisions, choices, and activities of participants while they are abroad;
3. assume responsibility for the actions of persons not employed or otherwise engaged by Wayne State University School of Medicine for events that are not part of the program or that are beyond the control of Wayne State University School of Medicine or for situations that may arise due to the failure of a participant to disclose necessary information; and
4. assure that the same quality of home-country medical nor living facilities will be available while abroad.

**The administration of Wayne State University School of Medicine has the ultimate decision making authority to cancel or modify any and all international clinical experiences.**