Checklist and Information for UMMS medical student global health experiences

Part 1 of 2: All items on this page should be completed by UMMS students before departing on a global health experience. Documents mentioned on this checklist can be found on the IMEP website.

Checklist for a UMMS global health experience – BEFORE departing

1. Review this checklist and start planning at least 4 months in advance of travel ............................................. □
2. Review the Office of Global Health (OGH) International Travel Policy .......................................................... □
3. Visit the U.S. State Department and CDC websites to see what countries have travel warnings ........... □
4. Identify a global health experience .................................................................................................................. □
   a. Identify a Host Institution and a Supervisor at the Host Institution .............................................................. □
   b. Identify a UMMS Elective Advisor for this global health experience .......................................................... □
   c. Discuss the proposed experience with your Learning Community Mentor ................................................... □
   d. Request a Letter of Good Standing (if required by the Host Institution) ........... □ or [not applicable]
5. Complete the online Travel Preparation Workshop module and Travel Preparation Quiz ...................... □
6. Work with your UMMS Elective Advisor to identify and complete the appropriate agreement between UMMS and the Host Institution (check 1 of the 3 boxes below)
   • Memorandum of Understanding (MOU) ................................................................. □ or [not applicable]
   • Letter of Agreement (LOA) .......................................................................................................................... □ or [not applicable]
   • Global Health Experience Notice (GHEN): (only for certain experiences that do not have clinical activities, such as a language elective) ................................................................. □ or [not applicable]
7. Complete the following five activities at least 3 months before the start of the experience*
   a. Complete the GHER Worksheet, and review it with your UMMS Elective Advisor ......................... □
   b. Get the UMMS Elective Advisor's approval of the GHER Worksheet .................................................... □
   c. Submit the final online GHER Form ........................................................................................................... □
   d. Submit the OGH online Travel Registration ............................................................................................ □
   e. Submit the 1-page UMMS Pre-Travel Authorization to OUME ............................................................. □
* Students should submit the 3 required activities mentioned above (i.e., 6c, 6d, 6e) within 24 hours of each other.
8. Obtain determination from OUME regarding approval (or disapproval) of the proposed experience. □
9. Obtain determination from OGH regarding approval (or disapproval) of the proposed travel ............... □
   • If OGH approves the proposed travel
     a. Register travel on the U.S. State Department's Smart Traveler Program ........................................... □
     b. Visit a health provider and/or travel clinic ............................................................................................. □
   • If OGH does not approve travel, then discuss next steps with your UMMS Elective Advisor
10. Purchase airfare (after receiving the completed Pre-Travel Authorization from OUME) .................. □
11. Notify OGH if there are updates to your plans ............................................................................................. □
Checklist for UMMS medical student global health experiences

**Part 2 of 2:** All items on this page should be completed by UMMS students *after* departing on a global health experience.

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**Checklist for a UMMS global health experience – AFTER departing**

1. **During the global health experience**
   
   a. **Student notifies OGH if there are any changes to your travel (such as your contact information, or locations where you are traveling)** .................................................................

   This is necessary because the OGH needs to contact the student (e.g., in case of emergency, natural disaster, or U.S. State Department travel alert) the OGH may reach out to the student.

   b. **Student contacts their UMMS Elective Advisor once arriving at the final destination for the global health experience, in order to do the following**
      
      i. Inform the UMMS Elective Advisor that you have arrived safely, and
      
      ii. Come up with a plan for how often, and by what means of communication (e.g., skype, phone, internet) you will be communicating with each other based on the means of communication that are locally available .................................................................

2. **Near the completion of the global health experience**
   
   a. **Student gives the Elective Evaluation Form to their Supervisor at the Host Institution** ............

      i. After completing the elective evaluation form the supervisor submits the evaluation in any of the following ways:
         
         • Mail, email, scan or fax the evaluation to Colleen Burnham in OUME
         
         • Give the evaluation to the student, who will then mail, email, scan or fax the evaluation to Colleen Burnham in OUME

      ii. **Note:** this step is only necessary if the global health experience is an elective in the 4th or 5th year

   b. **Student completes a draft Global Health Trip Report**, and asks their UMMS Elective Advisor to review it .................................................................

   c. **Student submits a final online Global Health Trip Report** that incorporates any feedback from their UMMS Elective Advisor. The final Global Health Trip Report then may be made available to the UMMS community on the international medical education site on the UMMS Lamar Soutter eScholarship website .................................................................

   **Note:** student elective credit for a global health experience typically will only be given after the steps listed above have been complete.
Part 3: Notes & References

Purpose: The information in Part 3 contains notes and references that provide additional detail to the information provided on the preceding two pages.

Definitions

- **GHP:** The Global Health Pathway is a four-year elective program that prepares UMass Medical School (UMMS) students for cultural, clinical and research experiences with underserved populations both in the U.S. and around the globe. Applications for the GHP are accepted from interested 1st year UMMS students during the fall semester.

- **Host Institution:** The Host Institution is the institution, organization, agency, school or entity where the UMMS student will complete the global health experience. (Examples of a Host Institution include: The University in Nicaragua, The World Health Organization, The León Spanish Language School.)

- **IMEP:** The International Medical Education Program at UMMS

- **Supervisor at the Host Institution:** The Supervisor at the Host Institution typically is the individual at the Host Institution who is aware of the student's learning objectives, is responsible for supervising the student during the global health experience, and is a contact person at the Host Institution for questions that the student may have. The Supervisor at the Host Institution also is likely to be the person to complete the Elective Evaluation Form to assess the student's performance during the experience.

The UMMS student must identify a Supervisor at the Host Institution who will supervise the student at the Host Institution where the global health experience will be done.

- **OGH:** UMMS Office of Global Health

- **OSA:** UMMS Office of Student Affairs

- **OUME:** UMMS Office of Undergraduate Medical Education

- **UMMS Elective Advisor:** A UMMS faculty member who agrees to be the student's advisor for the global health experience. See the "Checklist for UMMS Elective Advisors" for more details.
Global health experiences

Q: What is a "global health experience", and how can a student identify a global health experience?

Definition of a global health experience:
For the purposes of UMMS medical students, a global health experience includes any global health learning experience during medical school (including summer experiences after 1st year, Flexible Clinical Experiences during 3rd year, and 4th or 5th year electives).
Global health experiences include all types of global health experiences (including clinical, research, public health, community service, cultural and language training).

How students can identify a global health experience:
Students can identify a global health experience that matches their interests using different resources, which may include the following:

- Other UMMS students and faculty
- Sources at the Host Institution that is interested in hosting a UMMS student
- Independent search done by the student
- Resources that can be found on the IMEP website:
  - International Healthcare Opportunities Clearinghouse
  - Global Health Opportunities
  - OGH Funding Opportunities
  - MMS Committee on Global Health
Travel to countries with travel warnings or alerts

Q: Are UMMS students allowed to travel to locations that have a travel warning or travel alert from the U.S. State Department or the Centers for Disease Control (CDC)?

As per UMMS policy, the medical school typically does not permit school-sponsored travel for UMMS medical students traveling to locations included on the U.S. State Department's website of countries with a travel warning or travel alert, or to locations that carry a CDC warning. Therefore, students should be aware that travel may not be permitted to countries that are listed on the State Department's website, or that have warnings on the CDC website.

If a student does want to propose travel to a location that has a travel warning, then the student should first confer with their UMMS Elective Advisor (or with the UMMS faculty member who would be sponsoring or overseeing the proposed travel).

If the student and the UMMS faculty member wish to proceed with proposing travel, then the student should continue with necessary paperwork including the OUME Global Health Education Request (GHER) Form and complete the Office of Global Health (OGH) travel registration for their proposed travel, so that the OGH can review the proposed travel. If the proposed travel is initially denied permission by the OGH, then the student has the option of requesting that the proposed travel be reviewed by the Travel Advisory Review Committee (TARC).

If a student does want such a review, then the student should first confer with their UMMS Elective Advisor (or with the UMMS faculty member who would be sponsoring or overseeing the proposed travel) to ensure that both the student and the UMMS Elective Advisor agree to proceed with a request for review by the TARC.

To initiate the review process, the student must contact the OUME via the on-line UMMS Travel Advisory Review Committee (TARC) Review Request. This online form will allow the opportunity for students to provide additional details about their proposed travel plans. The OUME will request a review by the Travel Advisory Review Committee (TARC) on behalf of the student.

At the time of requesting a review by the TARC, students should also make sure that they have: (1) submitted their Global Health Education Request (GHER) form to OUME, and (2) submitted the one-page Pre-Travel Authorization to OUME. These documents provide OUME, OGH and TARC with details about the student’s proposed travel plan. The students should also provide copies of any application, program acceptance or similar material related to their proposed travel.

At the request of the OUME, the TARC will review the written information submitted by the student. UMMS faculty members who are knowledgeable about the site location may submit information, and may be contacted by the committee for consultation. Special considerations that may be reviewed by the committee include: travel warnings that are for localized areas; an established UMMS Memorandum of Understanding for the site; and compelling safety information beyond the standard requirements.

In general, the TARC will review requests within 2 working weeks of submission of written materials. A final decision will be communicated to the student within 2 working weeks following the review.
This decision is binding, unless new federal warnings are posted or there is a similar change in safety. Students will be notified in writing, by the Office of Global Health.

[2.4.2015]

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**Learning Community (LC) Mentors**

Q: Why should students meet with their Learning Community (LC) Mentors to discuss possible global health experience?

LC Mentors can be a good resource for students to discuss possible global health experience.

For global health experiences that will take place in the Advance Studies years, the student and their LC Mentor should meet to discuss their upcoming Advance Studies year. The proposed global health experience should be included in the student's Proposed Education Plan (PEP), which the student and LC Mentor should sign and submit to the OSA via the electives@umassmed.edu email address.

If appropriate, and if the LC Mentor agrees, the LC Mentors can serve in the role as a student's UMMS Elective Advisor.

[10.10.2015]
Types of Agreements between UMMS and a Host Institution

Q: What are the different types of agreements between UMMS and a Host Institution?

Before a global health experience can be approved, there must be one of the three possible types of agreements between UMMS and the Host Institution.

The student and their UMMS Elective Advisor (and possibly other UMMS faculty) should work together to identify and complete the appropriate agreement between UMMS and the Host Institution.

The agreements help to ensure that UMMS and the Host Institution are aware of the responsibilities associated with hosting a UMMS student.

The three types of agreements are:

i. **Memorandum of Understanding (MOU):** An MOU typically is valid for 3 years. Students and faculty who are interested in pursuing a MOU between UMMS and a Host Institution should contact OGH.

ii. **Letter of Agreement (LOA):** An LOA typically is valid for 1 year. If a student is proposing to do a global health experience at a new site that recently has not hosted UMMS students, then typically the student and a UMMS faculty member should pursue a 1-year LOA (instead of pursuing a MOU).

- Students can obtain the most up-to-date template LOA from OGH by contacting OGH via email at globalhealth@umassmed.edu, with "student global health experience" as the subject of the email.
- Students may also find a template LOA on the left navigation bar of the IMEP website.
- As described in the LOA, the Coordinating Liaison is the person who the Host Institution identifies as the representative to: (a) serve as a liaison with the responsibility of advancing the activities in the LOA, and (b) resolve any issues between the Host Institution and UMMS concerning participating students.
- The LOA will require the contact information (i.e., name, title, mailing address, email address, phone number) for the person at the Host Institution who will be signing the LOA and who is considered to be the Counterpart to the UMMS Dean. If the Host Institution does not have a Dean, then this person should be in a position of authority at the Host Institution.

iii. **Global Health Experience Notice (GHEN):** If the proposed global health experience does not have any clinical activities, and there is neither a Memorandum of Understanding (MOU) nor a Letter of Agreement (LOA) between UMMS and the Host Institution, then the student can complete a Global Health Experience Notice (GHEN) for the proposed global health experience, instead of requesting that UMMS and the Host Institution pursue an LOA or MOU.
If there is a MOU or LOA between UMMS and the Host Institution that will be current at the time of the global health experience, then a GHEN is not necessary for the global health experience.

The GHEN can be used for global health experiences whose primary purpose is:

- Research pilot projects (e.g., needs assessments, preliminary data collection).  
  
  *Note: research which has been approved by the UMMS Institutional Review Board (IRB) should have either an MOU or an LOA between UMMS and the Host Institution. In this case it is not appropriate to use a GHEN as the agreement between UMMS and the Host Institution.*

- Cultural (e.g., studying how cultural beliefs among refugees impact their use of medical care)
- Language (e.g., studying medical Spanish)
- Public Health or Community Service (e.g., teaching Basic Life Saving to nurses in Uganda)
**UMMS Elective Advisors**

**Q:** What are the responsibilities of a UMMS faculty member who agrees to be a UMMS Elective Advisor for a student's global health experience?

Any UMMS faculty member who agrees to the responsibilities can serve as an UMMS Elective Advisor for a student's global health experience. The responsibilities of an UMMS Elective Advisor can be found on the Checklist for UMMS Elective Advisors.

**Q:** Who can serve as a UMMS Elective Advisor for a global health experience?

Any UMMS faculty member can act as an UMMS Elective Advisor for a global health experience. Typically, residents and fellows at UMMS are not faculty members, and therefore do not serve in the capacity of being an UMMS Elective Advisor. Adjunct UMMS faculty members can act as UMMS Elective Advisors for a global health experience.

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**The on-line Global Health Elective Request (GHER) Form**

Most proposed global health experiences require the submission and approval of a GHER. The following experiences require a GHER:

- Global Health Immersion Experiences (which are part of the Global Health Pathway, between the 1st and 2nd year of medical school)
- Flexible Clinical Experience (FCE) in 3rd year
- Electives during 4th or 5th year

Experiences that do not require the submission of a GHER include:

- A global health experience that is done during a leave of absence, and is not sponsored or funded by UMMS.

- A global health experience that has been approved by OUME, such as the group trip to La Romana, in the Dominican Republic. (However, FCEs or individually-designed electives to La Romana may need a GHER.)

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**Letter of Good Standing**

**Q:** How does a UMMS student obtain a letter stating that they are a student in good standing, if an institution that they will be visiting for a global health experience requests such a letter?
A: UMMS students can request a letter of good standing from the Office of Student Affairs (via Kathy Alvarez in the Office of Student Affairs). Typically Ms. Alvarez will contact the UMMS registrar’s office and the UMMS Associate Dean for Student Affairs on the student’s behalf, and then contact the student when the letter is ready to be picked up.

The 1-page UMMS Pre-Travel Authorization

Q: Who needs to complete the one-page Pre-Travel Authorization form?

All UMMS-related domestic or international travel (for both students and faculty) requires a Pre-Travel Authorization form to be submitted to the UMMS Travel Compliance Administrator (in the Accounts Payable Office) after being signed and dated by both: (a) the employee or student, and (b) the department head.

The Pre-Travel Authorization form is required regardless of whether or not school funding is provided, and is also required to receive reimbursement for any travel expenses after you return (if applicable).

As a medical student, your “Home Department” is the Office of Undergraduate Medical Education (OUME), and the designee to sign this form is Dr. Melissa Fischer.

To obtain OUME’s approval and Dr. Fischer’s signature, students should enter information into the Pre-Travel Authorization form, and then email it to Kathy Moylan (Kathleen.Moylan@umassmed.edu) in OUME. On the email to Kathy, students should use the following subject line: “Pre-Travel Authorization form: requesting OUME approval”

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Purchasing airfare and other travel expenses

As per UMMS policy, students and faculty should not purchase airfare, tickets for train or bus travel, room reservations or other travel expenses, until a UMMS Pre-Travel Authorization has been completed with all appropriate signatures.

Notifying OGH if there are updates to your plans

If there are any changes to plans (e.g., new travel dates, different destinations) after the student completes the initial online OGH international travel registration, then the student should contact the OGH to provide the updated information.

This is important, because, in the event of an emergency, OGH needs to know where UMMS students and faculty are.
Visit a health provider and/or travel clinic

As per the Office of Global Health (OGH) International Travel Policy, students involved in international travel should visit Student Health (508-334-2818), Employee Health Services, their Primary Care Provider or the Travel Clinic (508-334-5481) at least 5 to 6 weeks before departure for immunizations, post-exposure prophylaxis, and other travel medications.