



## **GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 33**

**A. SUBJECT:** Graduate Medical Education Trainees' International Experiences

**B. EFFECTIVE DATE:** April 19, 2017 (R)

**C. REASONS FOR POLICY:**

This policy complements the University of Virginia policy on international travel for the University of Virginia students and graduate medical education trainees (GME Trainees), PROV-010. The University of Virginia Graduate Medical Education Committee (GMEC) recognizes the importance of providing opportunities for international experiences.

**D. DEFINITIONS**

**International Experience:** a clinical or research experience outside the United States regardless of the length of the experience

**Travel Warnings:** The U.S. Department of State's strongest advisory that is issued when the Department, based on all relevant information, decides to recommend that Americans avoid travel to a certain country.

**E. POLICY STATEMENTS:**

**1. Procedures**

- A) Unless otherwise specified, GME Trainees seeking to participate in international experience must follow relevant portions of **University of Virginia Policy PROV-010**, and must adhere to the procedures detailed in Graduate Medical Education "Away Rotation Procedure".
- B) **Application and approval:** GME Trainees wishing to participate in international experiences must apply through the Education Subcommittee of the GMEC. Each application will be reviewed by the GME Subcommittee on Education and presented before the full GMEC for approval. Approval is granted by majority vote of the GMEC. Applications for international experience must be submitted at least 60 days prior to travel to ensure proper evaluation and approval.
- C) **Frequency and duration of international experience:** GME trainees may apply for up to one-month away elective(s) per academic year as long as being away for international experiences do not interfere with accreditation or board certification requirements. For international travel for other educational or research activities,

the one month, or 30 total days limit applies. Exceptions must be approved in advance by the GMEC.

- D) **Stipend and benefits during international experience:** The University of Virginia Medical Center will extend trainees' stipend and benefits including liability insurance for the GMEC approved international travel up to 30 days per year per trainee. The University of Virginia Medical Center will not provide travel, living expenses or travel immunizations or medications for international electives. University of Virginia departments or programs may provide trainees with travel and living expenses at their discretion.
- E) **U.S. Department of State Travel Warnings, Centers for Disease Control Travel Warnings, and University Travel Restrictions:** GME Trainees wishing to participate in international experiences in countries and regions of the world where an active travel warning or travel restriction is in place will be subjected to a two-step process. The GMEC must first review and approve the elective for its educational merit. Subsequently, the GME Trainee must then petition for an exemption following the process in University of Virginia Policy PROV-010. In order for travel to be approved by the university's Provost Office, the GME Trainee must prove that his or her research or educational project cannot be completed anywhere else in the world and must have the written approval of the Program Director, Department Chair, Designated Institutional Official and CEO of the Medical Center.
- F) **Emergency Travel Assistance Insurance:** GME Trainees travelling abroad for an international experience must purchase emergency travel assistance insurance from the vendor recommended by the University of Virginia. This ensures that the GME Trainee has adequate evacuation and emergency medical coverage and streamlines the process for communication and evacuation if needed in the event of emergency.
- G) **International Conferences:** GME Trainees traveling outside the United States to attend educational conference(s) do not need to obtain GMEC approval. However, they must obtain the program director's approval, register through the University's International Studies Office as outlined in the University of Virginia Policy PROV-010, and notify the GME Office using Away Rotation Form B.
- H) **Recurring International Experiences:** For multiple trips to the same location, or multiple trainees traveling to the same location, approval by the GMEC is required every three years or in the event of significant changes at the approved site. It is the program's responsibility to notify the GME Office each time a GME trainee travels to an approved site using GME Away Rotation Form B.
- I) **ECFMG Notification:** After GMEC approval and at least 30 days prior to the international experience start date, GME Trainees with J1-Visa sponsored by the Educational Commission for Foreign Medical Graduates (ECFMG) must contact the Director of GME Office to complete and upload ECFMG Notification of Off Site Rotation form.

## 2. Program Director Responsibilities

- A) The program director or his/her designee must oversee and ensure the quality of clinical or research education and adequate supervision in all international sites.
- B) The program director or his/her designee must approve the GME Trainee's application for international experiences and ensure compliance with the institutional policies and the accreditation and/or certification board requirements.
- C) The program director must obtain adequate evaluation of the GME Trainee's clinical or research experience from the identified supervisor(s).
- D) The program director must obtain evaluation of the international experience from the GME Trainee.

**3. GMEC Oversight**

- A) The GMEC approval of international rotations will be based on the merit of the rotation, a named supervisor of the rotation, approval by the Trainee's department and Program Director, compliance with State Department and CDC regulations and warnings, and University policy related to those regulations. The GMEC shall review and approve all applications for international electives in collaboration with its Education Subcommittee.
- B) The GMEC shall review and approve any requests for exceptions to the institutional policies regarding GME Trainee's international experiences.
- C) The GMEC reserves the right to suspend any international experiences where the site has been deemed unsafe for travel by the International Studies Office and/or the U.S. Department of States.

**F. RELATED POLICIES**

University of Virginia [PROV-10: Student International Travel](#)

Reviewed by the GMEC Policy Subcommittee-October 11, 2016

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