

INTERNATIONAL ROTATION CHECKLIST

There are inherent risks when travelling out of the United States. The State Department's Travel Advisory or countries or regions on the University's Travel Restrictions can change overnight, which can result in suspension of previously approved international electives at the last minute. As such, we **strongly** encourage Trainees to purchase trip insurance when making their travel arrangements in case change or cancellation of the arrangements is unavoidable at the last minute.

GME trainees who are traveling out of the U.S. for educational experiences must follow all of the following requirements and guidelines in [the GME Policy 33: GME Trainees' International Experiences](#) and [the University of Virginia Policy on Student International Travel \(PROV-010\)](#).

1. **Travel Alerts, Notices and Warnings**

GME Trainees wishing to participate in international experiences in countries and/or regions designated under Section 4 of the University of Virginia Policy on Student International Travel (PROV-010) and listed on [the University's International Studies Office website under "Travel Alerts, Notices, and Warnings"](#) are required to submit a petition for exemption to the University policy. In order for travel to be approved by the university's Provost Office, the GME Trainee must prove that his or her research, clinical or educational project cannot be completed anywhere else in the world and must have the written approval of the faculty advisor and Department Chair.

GME Trainees must consult with the University's International Studies Office regarding travel alerts and restrictions in the country and/or region they are traveling to or through (Dr. Catarina Krizancic at the ISO or studyabroad@virginia.edu) **prior to** submission of their request for the GMEC approval.

2. **Travel Registry**

Trainees are required to register with the University's Travel Registry at least 30 days prior to departure. Failure to complete Travel Registry may result in cancellation of international rotation. For Registration;

- 1) Go to <http://educationabroad.virginia.edu/registration-instructions> and click on "Hoos Abroad."
- 2) Click "Apply Now" and follow the steps.
- 3) Complete all steps in the process. Your emergency contacts here in the US and at the international site, passport information, and travel itinerary need to be entered.
- 4) There are two signature documents you can complete online by clicking a digital signature button; "*Release and assumption of risk agreement*" and "*State Department Registration*." For the State Dept. registration, you need to create an account with the State department's *Smart Traveler Enrollment Program (STEP)* program to register your travel. Once you create an account on that website, you can check off the requirement. If you are not a U.S. citizen, you can check this requirement off as "not applicable."
- 5) If you have questions, call ISO for assistance at 982-3010.

3. **Medical Insurance and Emergency Travel Assistance**

While the *Aetna* plan covers emergency care when traveling outside the U.S. for less than 90 days, *Aetna* does not provide direct payment for any services that Trainees might require

while traveling overseas (Trainees must file a claim for reimbursement after care). Should Trainees require medical care while travelling, the financial obligation would be entirely Trainees' at the point of care, and would likely be required in cash, up front. The *Aetna* plan also does not cover medical evacuation or repatriation of remains.

Therefore, the University requires GME Trainees to purchase a supplemental plan for International Health Care and Emergency Assistance (medical or safety evacuation, and repatriation of remains). GME Trainees will be prompted to self-enroll in the University designated insurance policy when completing the UVA Student Travel Registry. The cost of the insurance for July 1, 2017 to June 30, 2018 is \$8.00/week or \$30.50/month.

4. Traveler's Clinic Consultation

Trainees are responsible for obtaining any required travel immunizations and medications. GME Trainee Health plan does not cover immunizations required only for international travel. Please refer to the *Centers for Disease Control and Prevention* website (<http://wwwnc.cdc.gov/travel>) for up-to-date information and speak with your host site for their requirements. The cost of immunizations is completely the responsibility of the traveler. It can be several hundred dollars at a minimum.

Immunizations are available at several places, including the UVA Traveler's Clinic, and the Virginia Department of Health (VDH). Depending on what is required, it would be worthwhile to compare costs at those two facilities prior to obtaining them. The Traveler's Clinic can be reached at (434)982-1700. The VDH, on Rose Hill Drive, can be reached at (434)972-6200.

5. Report of Work-related Injury

Any work-related injury during an away rotation must be reported to Employee Health within 48 hours of injury. Contact: <http://www.healthsystem.virginia.edu/pub/employee-health> or (434)924-2013.

6. GME Trainees on J1 Visa

ECFMG must be informed at least 30 days in advance of any proposed off-site rotation or elective that will be conducted at a location outside of the UVA Medical Center, including international rotations. GME Trainees on J1 Visa must meet the ECFMG's requirement by completing the ECFMG Required Notification of off-site Rotation/Elective form. <http://www.ecfm.org/evsp/notification-off-site-rotation.pdf>

7. Report and Evaluation of an International Away Rotation

- 1) Upon return, trainee needs to report to the program director about the rotation experience.
- 2) Trainees are expected to participate in the *Annual GME Research Symposium* by preparing an oral or poster presentation summarizing your experience and addressing how participation in this experience, and exposure to healthcare in a different cultural setting has enabled trainees to be a better physician, and positively impact the reduction of disparities in their practice of health care here at UVA.
- 3) Trainees must have evaluation from immediate supervisor at rotation site in a sealed envelope or online.