

**International Health Policies and Procedures
Executive Summary**

School of Pharmacy

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International Health Policies and Procedures Executive Summary

SECTION A. INTRODUCTION

Policies related to international travel have been established by the UW Health Sciences International Health Advisory Committee (IHAC) to support high quality, safe international health activities for UW health professions schools and UWHC faculty, staff, students, and foreign visitors. These activities include teaching, consulting, research, public service, and education programs abroad. Representatives of the UW Schools of Medicine, Nursing, Pharmacy, and Veterinary Medicine, UW Legal Services, UW Risk Management, UW Office of International Studies and Programs, and UW Hospitals and Clinics were involved in their development. The policies adhere to UW System Guidelines for the Conduct of Study Abroad Programs.

The UW Medical School Academic Planning Council approved policies for international health activities August 20, 2003. The policies are being modified and reviewed for approval by the other health science schools. Consistent policies across schools will facilitate further development of interdisciplinary international health programs. These policies and additional travel resources will be easily accessible to faculty, staff, residents, and students through a new international health website.

The following summary outlines key policy issues for School of Pharmacy faculty consideration. Sections are organized according to employee classification. Highlighted areas refer to the Policy Guidelines for the Conduct of International Programs in the UW System (ACIS 7.1-7.4).

SECTION B. UNIVERSITY OF WISCONSIN PHARMACY SCHOOL FACULTY AND STAFF (STATE OF WISCONSIN EMPLOYEES)

1. Professional Liability Coverage for International Activities

- ◆ As a general rule, State of Wisconsin employees (including Pharmacy School faculty, staff, and student employees), acting within the scope of their employment or responsibilities, are covered for liability protection through the State of Wisconsin Self Funded Liability Plan. Any work that is not a typical day-to-day duty, such as volunteer pharmacy care, teaching or research outside the U.S., must be:
 - a) Recognized by the employee's department Chair or Dean as related to the teaching, service, or research mission of the University.
 - b) Approved by the employee's department Chair or Dean prior to departure. Chair or Dean's approval must be documented in writing and indicate the date, location and nature of the services being provided. Electronic communication is considered acceptable documentation of approval.
- ◆ UW volunteer (zero dollar) faculty and staff who participate in international teaching, research, or service activities must have primary liability coverage through their own employer's policy, or carry personal professional liability protection. The State Self Funded Liability Plan provides secondary coverage if the activity has been approved in writing by the department or school in which the faculty or staff person holds a volunteer appointment.
- ◆ Community health professionals who are not UW paid or volunteer (zero dollar) employees, but who wish to participate in UW-sponsored international health activities outside the U.S., must obtain a volunteer faculty appointment and written

authorization for participation by the appropriate school or department prior to undertaking such activities. Liability coverage is provided as stated for volunteer (zero dollar) employees.

- ◆ Retired UW faculty and staff members who maintain volunteer appointments have primary liability coverage through the state liability plan provided that 1) the international work done is under the direction and control of the UW; and 2) written approval has been obtained by the sponsoring department or school.

2. Authorization of International Travel for UW Faculty and Staff (State of Wisconsin Employees)

- ◆ Health science faculty and staff undertaking international work-related travel are required to follow established travel reporting and approval procedures in their respective schools or departments and utilize forms developed for such purposes. Faculty and staff are asked to submit requests at least 10 working days prior to their anticipated absence and to make arrangements for coverage of their professional responsibilities.
- ◆ Leave arrangement (paid or unpaid) for the activity does not affect liability coverage, but should be agreed upon prior to travel absence.
- ◆ Expenses incurred for international travel on University business should be discussed with the appropriate school or department official in advance. Expense reimbursements should comply with established department, school or grant guidelines.
- ◆ Faculty and staff are advised to carefully review the risks of travel to countries where State Department or Centers for Disease Control travel warnings have been issued. The University of Wisconsin cannot guarantee the health and safety of its employees or students traveling abroad.

3. Medical and Evacuation Insurance Coverage

- ◆ The State of Wisconsin provides **automatic evacuation and repatriation** insurance coverage at no cost through MEDEX for University of Wisconsin employees traveling abroad for business purposes. Employees are responsible for obtaining information about such coverage through the UW Office of Risk Management prior to travel. Medical expense coverage is not provided through the MEDEX policy.
- ◆ UW employees are advised to carry personal health insurance that will cover medical costs incurred during international work-related travel.
- ◆ Employees may purchase optional medical and additional evacuation coverage through a University of Wisconsin contract with Cultural Insurance Services International (CISI) provided employees are engaged in UW work-related activities abroad. Coverage is not provided for University of Wisconsin Hospital and Clinic employees who are not employed by the State of Wisconsin.
- ◆ The State of Wisconsin worker's compensation plan provides benefits if an employee is injured in the course of employment, regardless of work location.
- ◆ Employees on official leave should verify their employment status with human resource personnel to determine eligibility for worker's compensation and MEDEX

coverage. CISI insurance may be purchased by any employee, including employees on **official** leave/sabbatical, provided they are engaged in work-related educational activities abroad.

- ◆ Volunteer (zero dollar) faculty and staff not on the University of Wisconsin payroll are not covered by the MEDEX evacuation insurance policy. CISI medical and evacuation insurance may be purchased by faculty or staff accompanying students engaged in UW-sponsored educational activities abroad. Volunteer faculty and staff engaged in other work-related activities abroad are advised to purchase comparable coverage for the time they are engaged in UW-sponsored activities.

4. Faculty and Academic Staff Conduct Abroad

- ◆ As outlined in the UW System Policies for the Conduct of International Programs (ACIS 7.2), faculty and academic staff abroad are governed by the same policies that define faculty and academic staff rights and responsibilities on the home campus. Faculty and staff abroad should be sensitive to the customs of the host country and act in accordance with the laws of the host country. Faculty and staff abroad should be willing, upon return to the home campus, to provide the broadest value to the institution for the time spent abroad.

5. Approval and Risk Management for the Conduct of UW Group Programs Abroad

- ◆ UW faculty and staff conducting or supervising group study tour, education, research, or medical service programs abroad as UW-approved activities are required to comply with the UW System Policy Guidelines for the Conduct of International Programs (Section 7.1). The System guidelines apply to all student, faculty and staff participants and include requirements for disclosure of health and safety risks, pre-departure orientation, insurance, emergency procedures, and financial management, and participant and sponsor responsibilities. Designated faculty leader(s) and their departments are expected to advise participants of requirements and risks of participation in sponsored programs:
- ◆ The Chair or Dean of the sponsoring department or school should approve faculty-led group programs no less than three months prior to the planned departure. Group international activities for which students will receive University of Wisconsin credit must be reviewed and approved by the **School of Pharmacy Associate Deans for Student and Academic Affairs**.
- ◆ The Pharmacy School Associate Deans for Academic and Student Affairs will review plans on a case-by-case basis for faculty-led groups of undergraduate, graduate, and professional students to countries with U.S. State Department or Centers for Disease Control travel warnings. Permission may be denied. Participants are required to sign the UW System Uniform Statement of Responsibility (liability waiver).
- ◆ Group international activities such as medical service trips that include UWHC employees or residents must be reviewed and approved by the appropriate UWHC supervisor(s), and residency directors in addition to the department Chair(s).

6. Conduct of UW- Sponsored Research Overseas

- ◆ Faculty or staff conducting research abroad are bound by the same policies and procedures applicable to the conduct of research within Wisconsin.

SECTION C. UNIVERSITY OF WISCONSIN HOSPITALS AND CLINICS EMPLOYEES

(This section is under development by the UWHC housestaff office and legal counsel.)

1. Professional Liability Coverage for International Activities

- ◆ The University of Wisconsin Hospitals and Clinics (UWHC) professional liability policy provides coverage for employees engaged in international clinical, research, and service related pursuits anywhere in the world provided a claim for damages or legal action is filed, commenced and concluded in the United States of America, its territories or possessions, Puerto Rico, or Canada. Employees of UWHC must be performing duties on behalf of the hospital or within the scope of their residency or fellowship program.

2. Authorization of International Travel for UWHC Staff Employees

- ◆ UWHC staff employees are required to discuss international travel plans with their supervisor and to submit a Request for Leave of Absence form, signed by the supervisor, to the Human Resources Department for approval prior to departure.

3. Medical and Evacuation Insurance Coverage

- ◆ UWHC employees are strongly advised to carry medical and evacuation insurance which provides emergency coverage for international travel. Employees are advised to check the applicability of their personal medical insurance coverage while traveling outside the country.
- ◆ The University of Wisconsin or UWHC does not provide overseas health or emergency assistance to UWHC employees. The CISI and MEDEX insurance policies offered by the State of Wisconsin and the UW are not available for purchase from the State or the UW by individuals who are not State of Wisconsin employees.

SECTION D. VISITING FOREIGN FACULTY AND TRAINEES

(This section is under development by the UWHC housestaff office, risk management and legal counsel and will include licensure, credentialing, visa and health insurance requirements.)

1. Approval of Short-term Visiting Faculty and Staff

- ◆ Visitors to the UW pharmacy school who are not employed by the UW or engaged in activities for academic credit may be accepted for short term visits of less than two months if sponsored by a department or school and under the direct supervision of a UW faculty member. In these situations, visitors are considered on observer status and are not permitted to independently provide direct patient care. They may participate in teaching, research or patient care while under the direct supervision of the UW faculty member.
- ◆ The supervising faculty member should obtain written permission and a volunteer appointment for the visitor from the sponsoring department Chair or Dean prior to extending an offer. Consultation with the UW International Faculty and Staff Services Office on visa and/or immigration issues is advised. UWHC and UW affiliated hospitals and clinics may require additional documentation to approve the visitor.

**SECTION E. UNIVERSITY OF WISCONSIN PHARMACY STUDENTS
(Professional, Undergraduate, and Graduate)**

1. Professional Liability Insurance Coverage

- ◆ State liability coverage applies to any students engaged in approved educational activities performed under the "direction and control" of the UW. Most health science international experiences such as clinical or research electives are undertaken at sites that are not under direct UW control. Alternative liability coverage options are under discussion and review by UW Legal Services and UW System Risk Management. At the present time UW Legal Services advises health sciences schools to presume coverage for students completing required clinical or research training, e.g. fourth year clerkship, in approved programs abroad. Elective clinical experiences for non-degree credit, e.g. summer programs, which are not under UW direction and control are not covered.

2. Approval Procedures and Requirements for Student International Courses/Research

- ◆ Policies and procedures for UW or externally sponsored student international experiences such as study tours, summer field experiences, and clerkship electives, or research electives, will be administered through the Associate Deans for Academic and Student Affairs or the Associate Dean for Graduate Studies and Research to:
 - a) Ensure that student participants enrolled in clinical, research, or service activities outside the U.S. are informed of the risks of study abroad and appropriately oriented;
 - b) Ensure that UW-sponsored programs are developed and conducted in compliance with UW System Guidelines for Study Abroad Programs (Section 7.1).
 - c) Maximize the educational value of international experiences.
- ◆ All students undertaking for-credit clinical, research, or public health electives outside the US must meet the requirements stated below.
 - a) Meet with an international health program staff and/or faculty advisor to discuss educational objectives, review elective guidelines and application process, verify academic eligibility, obtain site information, and identify faculty resources for advising and orientation. Students are expected to maintain contact with the appropriate office or faculty advisor periodically throughout the process of completing an international health elective.
 - b) Gather information concerning any in-country political problems, safety concerns, or health hazards by consulting current State Department announcements and publications, Centers for Disease Control (CDC) information, and the sponsoring site.
 - c) Submit a letter from the in-country faculty supervisor confirming the dates of elective or research activity, including a description of educational activities, on-site supervision, and financial obligations and housing arrangements. Obtain elective course approval from the Associate Deans for Academic and Student Affairs or the Associate Dean for Graduate Studies and Research and complete registration.

- d) Participate in a course, orientation workshop, or self-directed study in preparation for the elective.
- e) Submit UW medical assessment form for study abroad. Obtain medical travel advice and immunizations appropriate for host country.
- f) Investigate visa and other entrance requirements that may be enforced in the host country.
- g) Purchase the required UW System medical/evacuation insurance policy (CISI) for the duration of the elective and provide verification of purchase prior to departure.
- h) Designate emergency contact persons at the elective site and in the US.
- i) Register with the US Embassy in the host country prior to or upon arrival.
- j) Adhere to laws of the host country, standards of professional behavior, and standards of conduct set by the program site.
- k) Sign and submit the University of Wisconsin System Uniform Statement of Responsibility, Release, and Authorization to participate in study abroad and exchange programs prior to departure which establishes informed consent, assumption of risk, and understanding of the terms and conditions of the program abroad.
- l) Submit an official evaluation of student academic performance and grade completed by the site clinical instructor. Credit will not be granted for electives without such evaluation. Submit a student elective report and evaluation of the elective to the appropriate experiential course coordinator.
- m) Comply with additional academic requirements to satisfactorily complete an international elective specified by UW course descriptions, the host site, or the UW faculty advisor.

3. Health and Safety Requirements

The UW School of Pharmacy requires that all students on officially-approved study abroad programs adhere to the following health and safety requirements, in compliance with the UW System Policy Guidelines for the Conduct of International Study Abroad Programs:

- a) Assess health and safety risks particular to the host country or elective site.

Approval for electives in countries where the State Department or CDC has issued travel warnings will be reviewed case-by-case by the Office of Academic Affairs in consultation with the State Department, CDC, UW, and local site authorities. Approval may be denied. In the event a warning is issued while the student is abroad, determination of the appropriate action will be made on a case-by-case basis in consultation with the student, supervising preceptors, UW Office of International Studies and Programs and State Department officials.

Upon advice of UW infectious disease specialists, and taking into account warnings from the CDC, travel to countries experiencing serious outbreaks of infectious disease may be restricted.

- b) Review US State Department country information and communicate with local site regarding known risks.
- c) Submit verification of appropriate faculty supervision at host site.
- d) Complete orientation for study abroad, through self-study or formal preparatory sessions offered by the school. Such orientation will emphasize knowledge of personal health and safety precautions, universal precautions, infectious disease risks, cultural conditions, personal and professional behavior standards, emergency contact procedures and preparation for medical work.
- e) Sign UW System Uniform Statement of Responsibility (liability waiver).
- f) Purchase required UW medical evacuation and health insurance offered by Cultural Insurance Services International (CISI). Coverage through the Student Health Insurance Program (SHIP), the International Student Identification Card, or any private insurance policy does not satisfy this requirement.
- g) Complete travel health consultation prior to departure.
- h) Provide emergency contact information to the Pharmacy School.

Approval of international experiences will not be granted if it is determined that undue risk exists or if students fail to comply with the stated requirements.

SECTION F. VISITING FOREIGN PHARMACY STUDENTS (Professional, Graduate, Undergraduate)

The University of Wisconsin Pharmacy School will follow UW System Policy Guidelines for the Admission and Delivery of Services to International Students (as outlined in Section 7.3).

1. Admissions Criteria and Application Procedures

- ◆ The University of Wisconsin Pharmacy School accepts students visiting from outside the U. S. Visiting students must meet the following admissions requirements:
 - a) Visiting students are subject to comply with UW pharmacy school policies and procedures and have the same rights and responsibilities as all UW pharmacy students.
 - b) Visiting students are required to obtain a U.S. tourist visa for the duration of their time in the United States. Questions about visa requirements or visa status should be referred to the UW International Student Services office.
- ◆ The following application procedures will be followed:
 - a) Student applicants must submit a letter of good standing from the Dean of their home institution.
 - b) Students are required to pay a non-refundable application fee of \$306.00. This student segregated fee allows student access to university sports facilities, bus service, emergency health insurance coverage and other student benefits. Check or

money order in U.S. dollars must accompany application. Tuition fees are not assessed.

- c) The "University of Wisconsin Immunization Form with Lab Reports" must be submitted and is reviewed prior to admission.
 - d) Proof of Malpractice Insurance coverage from the student's home institution is required for professional students. This coverage is not provided by the University of Wisconsin Pharmacy School.
 - e) Applicants must demonstrate language fluency in both spoken and written English. TOEFL scores and Test of Spoken English (TSE) requirements of individual program must be met before acceptance.
 - f) By federal law, visiting foreign students must obtain health insurance coverage. The UW Student Health Insurance Plan (SHIP) is available for purchase on a monthly basis for students and their families. Other plans are reviewed on an individual basis to meet this requirement.
 - g) Room and board arrangements are the responsibility of the individual students. Housing is not provided by the UW Pharmacy School; however, a referral service to locate short-term housing on campus is made available to visiting students.
 - h) Visiting students will be appropriately oriented to clinic and hospital procedures by the department sponsoring the elective.
- ◆ All visiting student applications are reviewed and approved by the Associate Deans for Academic and Student Affairs and the department sponsoring the elective.

ACKNOWLEDGEMENTS

This document was developed by members of the interdisciplinary International Health Advisory Committee (IHAC) Policy Subcommittee: Dan Cohen (Surgery), Suresh Chandra (Ophthalmology), Sharon Trimborn (UWHC), Michael Hinden (OISP), Rachel Rothschild (Veterinary Medicine), Chris Olsen (Veterinary Medicine), Linda Baumann (Nursing), Curt Johnson (Pharmacy), Ayaz Samadani (State Medical Society) and Lynne Cleeland (Academic Affairs), in consultation with many others.

Lynne Cleeland, Cynthia Haq (Chair, IHAC), Susan Skochelak (Academic Affairs), Lisa Rutherford (UW Legal Services), and Jeanine Critchley (UW Risk Management) are gratefully acknowledged for their contributions.

FOR MORE INFORMATION

Questions and information about international health policies and programs in the Pharmacy School may be directed to Connie Kraus (ckkraus@pharmacy.wisc.edu, 262-8620). Questions and information about MEDEX and CISI insurance coverage may be directed to Jeanine Critchley, UW Office of Risk Management, jcritchley@bussvc.wisc.edu, 262-8925.