



MEMORANDUM

TO: SMPH Faculty and Staff

FROM: Robert N. Golden, Dean *RG*

DATE: April 9, 2012

RE: Global Health Activities

I am writing to bring your attention to policies designed to provide protection for SMPH faculty, students, and staff who engage in global health activities.

UW-Madison and the Health Sciences schools have adopted a series of policies to:

- protect the personal well-being of our partners & their communities;
- provide the full protection of university insurance and other benefits during stays abroad;
- guide staff in preparing for the complexities of such travel; and
- assure that global efforts are of maximum value to the people of the host countries and our faculty, staff, and learners.

Global health activities may include any of the following when performed outside of our country:

- Teaching
- Leading or participating in clinical outreach or service programs
- Supervising UW students and/or resident physicians
- Presenting at a scientific meeting
- Participation in a research project

As a general rule, State of Wisconsin employees acting within the scope of their employment or responsibilities are covered for liability protection through the State of Wisconsin Self-Funded Liability Plan. UW-Madison SMPH employees or students who travel without fulfilling all of the requirements for international travel may not be eligible for university insurance and other protections.

Any UW-Madison SMPH faculty or staff member contemplating a global health activity must obtain a written letter from their Chair or Dean which:

- a) Certifies its relevance to the teaching, service, or research mission of the University
- b) Includes the date, location, and nature of the activity
- c) Confirms that the faculty/staff member has been granted paid, work time (not vacation) for this purpose
- d) Indicates if it is part of a larger UW-Madison global health activity and elaborate on this relationship

Electronic communication is acceptable. These letters should be kept on file in the faculty member's departmental human resources office and a copy sent to their school human resources office.

Additional review is needed for any clinical activities that will take place outside the U.S. At least 10 working days prior to the anticipated absence, contact the UW-Madison, Office of Administrative Legal Services at 608- 263-7400 and ask to speak with the health law attorney on call.

The current policies appear at <http://ghi.wisc.edu/policies/>. I believe you will find the Global Health Institute to be a valuable source of information for making global health initiatives valuable and safe. The Institute may be contacted at 608-262-3862 or globalhealth@hslc.wisc.edu and is located at 4256 HSLC.