

International Health Policies and Procedures Executive Summary

INDEX

SECTION A. INTRODUCTION

SECTION B. UNIVERSITY OF WISCONSIN SCHOOL OF MEDICINE & PUBLIC HEALTH FACULTY AND STAFF (STATE OF WISCONSIN EMPLOYEES)

- 1. Professional Liability Coverage for International Activities**
- 2. Authorization of International Travel for UW Faculty and Staff (State of Wisconsin Employees)**
- 3. Medical and Evacuation Insurance Coverage**
- 4. Faculty and Academic Staff Conduct Abroad**
- 5. Approval and Risk Management for the Conduct of UW Group Programs Abroad**
- 6. Conduct of UW- Sponsored Research Overseas**

SECTION C. UNIVERSITY OF WISCONSIN MEDICAL STUDENTS

- 1. Professional Liability Insurance Coverage**
- 2. Approval Procedures and Requirements for Student International Electives**
- 3. Health and Safety Requirements**

SECTION D. VISITING FOREIGN MEDICAL STUDENTS

- 1. Admissions Criteria and Application Procedures**

Approved by UW Medical School Academic Planning Council
September 19, 2012

**International Health Policies and Procedures
Executive Summary for Academic Planning Council**

SECTION A. INTRODUCTION

The following policies were recommended by the UW Health Sciences International Health Advisory Committee (IHAC) and approved by the UW Medical School Academic Planning Council on August 20, 2003. These policies are established to support high quality, safe international health activities for UW School of Medicine and Public Health 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.

As part of routine practice, these policies have been reviewed and revised to reflect changes in statute and institutional policy, as well as increasing international activities across campus. These particular policies also specifically address processes regarding faculty and staff involved in clinical activities.

Following Academic Planning Council (APC) approval, the policies will be 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 APC 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 SCHOOL OF MEDICINE & PUBLIC HEALTH FACULTY AND STAFF (STATE OF WISCONSIN EMPLOYEES)

1. Professional Liability Coverage for International Activities

A. Current Employees of the University of Wisconsin-Madison:

- ◆ As a general rule, State of Wisconsin employees (including School of Medicine and Public Health 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 medical 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.
 - c) Additional legal 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 263-7400 and ask to speak with the health law attorney on call.

B. Former Employees of the University of Wisconsin-Madison:

- ◆ Retired UW faculty and staff members who maintain volunteer appointments have primary liability coverage through the State of Wisconsin Self-Funded Liability Plan provided that: (1) the international work is consistent with the activities for which the volunteer appointment was issued; (2) the international work is done under the direction and control of the UW; and (3) written approval has been obtained by the sponsoring department or school. Additional legal review is needed for clinical activities as described above.

C. Employees of Institutions Other Than the Wisconsin-Madison:

- ◆ Employees of institutions other than the UW but who hold a UW volunteer (zero dollar) appointment and 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 of Wisconsin Self-Funded Liability Plan provides secondary coverage only if: (1) the international work is consistent with the activities for which the volunteer appointment was issued; (2) the international work is done under the direction and control of the UW; and (3) written approval has been obtained by the sponsoring department or school. Additional legal review is needed for clinical activities as described above.
- ◆ Community health professionals who do not hold a UW appointment (paid or volunteer) but who wish to participate in UW-sponsored international health activities outside the U.S., must obtain a volunteer faculty appointment and must comply with all requirements set forth above for employees of institutions other than the UW but who hold a UW volunteer appointment.

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.
- ◆ 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 if the injury occurred while the employee was working within the scope 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.
- ◆ Liability coverage is provided to all officers, employees and agents of the University under Wisconsin Statute, section 895.46(1) in excess of any other applicable insurance.

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. Clinicians are encouraged to comply with professional licensure standards as they pertain to their activities while participating in international programs.

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, 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 Medicine and Public Health (SMPH) Office of Academic Affairs.
- ◆ The SMPH Office of Academic 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 house staff must be reviewed and approved by the appropriate UWHC supervisor(s) and Graduate Medical Education program director(s), in addition to the department Chair(s).

6. Conduct of UW- Sponsored Research Overseas

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

SECTION C. UNIVERSITY OF WISCONSIN MEDICAL STUDENTS

1. Professional Liability Insurance Coverage

- ◆ State liability coverage applies to 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. Students completing required clinical or research training, e.g. fourth year electives, in approved programs abroad are covered by the State of Wisconsin Self-Funded Liability Plan when performing clinical activities within the scope of that required training. 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 Electives

Previously approved by APC except e), g), and j) below

- ◆ Policies and procedures for UW or externally sponsored student international experiences such as study tours, summer field experiences, and fourth year electives, will be administered through the Office of Academic Affairs 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 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 U.S. State Department announcements and publications, Centers for Disease Control (CDC) information, and the sponsoring site.
 - b) Submit a letter from the in-country faculty supervisor confirming the dates of elective, including a description of educational activities, on-site supervision, financial obligations and housing arrangements. Obtain elective course approval from the Associate Dean for Curriculum and complete registration.
 - d) Participate in a course, orientation workshop, and/or self-directed study in preparation for the elective.
 - e) Submit UW health 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 U.S.
- i) Register with the U.S. 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 preceptor. Credit will not be granted for electives without such evaluation. Submit a student elective report and evaluation of the elective to the Office of Academic Affairs.
- 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 Previously approved by APC except a), f), and g) below

- ◆ The School of Medicine and Public Health 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 U.S. 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 U.S. 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 Medical 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 D. VISITING FOREIGN MEDICAL STUDENTS

The University of Wisconsin School of Medicine and Public Health in Madison accepts medical and osteopathic students in their final year of training for visiting student clerkships lasting from four to eight weeks. The University of Wisconsin Medical School will follow UW System Policy Guidelines for the Admission and Delivery of Services to International Students (as outlined in Section 7.3)

Applicants must pay a nonrefundable fee of \$125. 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.

They must complete an online application, provide school verification of information and must have malpractice coverage of \$1 million per incident up to 3 incidents.

The UW School of Medicine and Public Health Visiting Student application process opens on June 1. No applications will be accepted prior to that time.

1. Eligibility Requirements

- ◆ Students attending international and Caribbean medical schools regardless of citizenship interested in a clerkship at the University of Wisconsin School of Medicine and Public Health in Madison must have fulfilled the following requirements at the time of application. Students who do not meet these requirements will not be considered for a visiting clerkship.

2. Clinical Clerkship in the U.S.

A minimum of 4 weeks clinical clerkship at a U.S. institution must have been completed and evaluated before the application is submitted. An evaluation from an attending physician must accompany the application.

The following are also required of students attending international and Caribbean medical schools regardless of citizenship who wish to be considered for a visiting student clerkship:

- Immunization Status Form (UW School of Medicine and Public Health form)
- Background Information Disclosure Form
- Safety and Infection Control (SIC)
- CPR Card (BLS for Healthcare Provider level from the American Heart Association)
- Digital Photo (JPG format, less than 1 megabyte)
- HIPAA Training

- TOEFL Score - Applicants must demonstrate language fluency in both spoken and written English. TOEFL scores of at least 580 are required for acceptance for electives.
- Transcript (your official medical school transcript translated into English)
- Health Insurance - 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.
- 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.
- Visiting students are subject to comply with UW medical school policies and procedures and have the same responsibilities as all UW medical students, with additional requirements as noted herein.

Room and board arrangements are the responsibility of the individual students. Housing is not provided by the UW Medical School; however, a referral service to locate short-term housing on campus is made available to visiting students.

All visiting student applications are reviewed and approved by the Associate Dean for Curriculum in the Office of Academic Affairs and the department sponsoring the elective.

ACKNOWLEDGEMENTS

This document was originally 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.

Review and revisions were developed by James Conway and Lori Diprete Brown (Global Health Institute), Elizabeth Bolt and Gordon Ridley (Dean's Office, SMPH), and Lisa Wilson (Office of Legal Services)

FOR MORE INFORMATION

Questions and information about international health policies and programs in the School of Medicine and Public Health may be directed to the Global Health Institute, James Conway, jhconway@wisc.edu, 608-262-3862, or Betsy Teigland teigland@wisc.edu, 608-262-3862. Questions and information about MEDEX and CISI insurance coverage may be directed to UW Office of Risk Management, 608-262-8925.