

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.