



TO: SMPH Faculty, Staff, and Students

FROM: Robert N. Golden, MD
Dean, School of Medicine and Public Health

DATE: May 7 2018

RE: SMPH Policies for Global Health Activities

It is time for an annual reminder regarding campus policies that are designed to provide protection for School of Medicine and Public Health (SMPH) faculty, staff, and students 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 UW community, our partners, and 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 all involved.

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 graduate medical trainees;
- presenting at a scientific meeting; and
- 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 (electronic communication is acceptable) from their Chair or Dean that:

- 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.

These letters should be kept on file in the faculty member's departmental human resources office personnel files.

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Additional review is needed for any *clinical* activities that will take place outside the United States. At least ten working days prior to the anticipated absence, contact the UW-Madison Office of Legal Affairs at 608-263-7400 and ask for the health law attorney on call. You will need to provide the letter previously described at that time. The Office of Legal Affairs will secure Department of Justice (DOJ) approval for the activity. Written confirmation of DOJ approval along with the letter should be kept on file in the faculty member's departmental human resources office.

UW students are prohibited from travel to locations under a U.S. Department of State Level 3 or 4 Travel Advisory; exemptions can be granted under specific circumstances. UW faculty and staff do not have similar prohibitions, but nonetheless are strongly encouraged to follow DOS advisories: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>.

The current SMPH policies appear at <http://ghi.wisc.edu/resources/policies/global-health-policies/>. These policies have been developed in collaboration with the UW-Madison International Division, and more information is available at <http://internationaltravel.wisc.edu/>.

I believe you will find the Global Health Institute to be a valuable source of information for helping ensure that global health activities are valuable and safe for all involved. They can be reached at 608-262-3862 or globalhealth@ghi.wisc.edu, and have offices at 4270B HSLC and 1050 Medical Sciences Center.

Questions can be directed to Dr. James Conway, Associate Director in the Global Health Institute and Director of the SMPH Global Health Office.