

## Submission requirements for your global health elective

Submit these items to your residency program director or designated global health faculty mentor. Refer to your residency program guidelines for additional submission requirements

**At the completion of this module** (signed documents):

- [Global health elective application](#) (your institution may have its own application)
- Global health elective [individualized learning objectives & documentation of review of competency-based objectives](#)
- Program letter of agreement (request this document from your institution)
- [Health assessment form](#) (voluntary submission)
- [Signed acknowledgment of review of risk reduction agreement and code of conduct](#)

**Prior to your departure:**

- Digital copy of your passport and airline itinerary
- Receipt of medical and evacuation insurance purchase

**Upon your return:**

- Completed patient log
- Evaluations: (1) resident evaluation from the on-site preceptor and (2) [elective site evaluation](#) (your institution may have its own evaluation)
- Institution-specific requirements, including participation in a debriefing meeting with faculty mentor and review of patient log, +/- a presentation, reflective essay, or other

## Pre-departure planning checklist

For residents whose programs have established global health electives, refer to program-specific planning checklists.

### SUGGESTED MINIMUM PREREQUISITES FOR A GLOBAL HEALTH (GH) ELECTIVE

18 months of residency completed

Minimum 4-week elective block

Clearly identified US and host site preceptors

### PERSONAL REFLECTIONS AND REVIEW OF MOTIVATIONS

- Why do you want to do this? Can your goals be accomplished in a local elective?
- Will you be able to carry out this elective in a way that emphasizes a respectful, mutually beneficial partnership with the host institution and staff, without imposing burdens on the local health facilities?
- Are you willing to put time into preparing adequately for this experience, including clinical and cultural preparation?
- Have you considered your tolerance for travel uncertainties and risks, uncomfortable living conditions, challenging cultural expectations, disease and injury exposure, frustrations about inability to help?

### 12-16 MONTHS PRIOR TO DEPARTURE

- Ensure that your residency program can offer salary support during a global health elective
- As soon as you are interested in a global health elective, begin networking with potential mentors (faculty and other residents)
- Schedule call-free elective time (consider season and travel challenges at host site if possible)
- Consider where you would like to work and what you would like to do (if there are not elective sites already offered through your program); your options may be influenced by language abilities, preferences for hospital or clinic work/urban or rural setting, and availability or lack of appropriate supervision on site. Once identifying your goals and preferred elective site characteristics, contact your program's global health advisor,

if there is one, and/or organizations and other academic institutions offering GH elective opportunities. (refer to "[Resources for finding a global health elective](#)")

- Consider expenses and apply for funding if available (refer to "[Budget estimator](#)")

### **8-12 MONTHS PRIOR TO DEPARTURE**

- Select your US-based global health faculty mentor
- Finalize your elective host site
- Acquire and begin work on necessary applications, noting deadlines and requirements
- Determine who will be your supervisor at the host site
- Submit any required forms to your program (e.g., applications, program letter of agreement, etc.)—Note: submission deadlines will vary by institution
- Write out your goals and objectives (keeping in mind the aim for a mutually beneficial partnership between you and your institution and the host institution) and review with your mentor
- Begin reading/viewing recommended readings, videos, learning modules (refer to "[Resources for integrating global health into your career](#)" for educational materials)
- Start language training if needed (remember learning at least basic courtesy phrases is a good idea)
- Dialogue with someone who has worked at your host site
- Learn more about the country's health status, disease profile, health priorities, political structure/priority issues. Also learn about the city and community that you plan to visit

### **6 MONTHS PRIOR TO DEPARTURE**

- Secure your housing and daily transportation arrangements to get to/from the workplace
- Apply for a medical license or work permit if required (may require copies of your current license, DEA card and diplomas)
- Apply for a passport, or make sure yours will not expire for at least a 6 months after you return. NOTE: Ensure that you have at least 2 blank pages left in your passport to allow for country entry/exit stamps
- Determine how to obtain a visa, if applicable, and how long this will take
- Make an appointment with the travel clinic for immunizations, malaria prophylaxis, HIV post-exposure prophylaxis, and to review your current health and routine medications. Check CDC website for outbreaks or special recommendations ([www.cdc.gov](http://www.cdc.gov))
- Check for US State Department travel advisories or warnings (<http://travel.state.gov>). Discuss any concerns with your mentors
- Determine what diagnostic resources will be available on site; collect helpful books and resources to take with you
  - Consider purchasing the World Health Organization manual, "*Pocket Book of Hospital Care for Children: Guidelines for the Management of Common Illnesses with Limited Resources, 2<sup>nd</sup> edition.*" (available as a PDF at [http://www.who.int/maternal\\_child\\_adolescent/documents/child\\_hospital\\_care/en/index.html](http://www.who.int/maternal_child_adolescent/documents/child_hospital_care/en/index.html))
- If necessary, begin collecting purchased or donated supplies for your personal use and/or for the host site (gloves, masks, syringes, etc.) Review precautions regarding donated medical supplies (refer to "[Guidelines for donations](#)")

### **3 MONTHS PRIOR TO DEPARTURE**

- Plan itinerary and purchase airline tickets
- Obtain emergency medical evacuation insurance, and submit a copy to your faculty mentor
- Make sure you understand your health, disability and malpractice insurance coverage
- Obtain an international driver's license (if you will be driving; please avoid driving if at all possible for safety reasons)
- Review packing list and begin collecting necessary items (some resources or items may need to be ordered)
- Inquire about cell phone availability (international plan for your cell phone, or borrowing/purchasing phone on site) and determine plans for communication with home contacts

- Identify who your on-site translator will be, if needed
- Ensure clinical coverage in your absence, including notifying continuity clinic of planned elective dates
- Ensure that all paperwork has been submitted to the host institution and residency program (refer to "[submission requirements for the global health elective](#)")
- Begin preparations for specific responsibilities and academic projects at the elective site

## **2 MONTHS PRIOR TO DEPARTURE**

- Confirm lodging and travel plans (pick up at airport; have a back-up plan if no one shows up)
- List your emergency contacts (here and at site) for your advisor or program coordinator
- Set up a secondary email account, such as Gmail, as professional accounts can be problematic in certain settings
- Scan important documents such as passport, itinerary, evacuation insurance card/info, medical license and email to yourself, your emergency contact, and to your faculty mentor (including secondary email account) so these are available electronically wherever you are
- Meet with your advisor to update your personal and educational objectives. Ensure that a discussion occurs pertaining to coping skills surrounding death and dying in resource-limited settings.

## **1 MONTH PRIOR TO DEPARTURE**

- Make arrangements to maintain your home life (pet care, house maintenance, etc)
- Purchase trip-specific items (mosquito net, luggage locks, headlamp, etc.) and continue working on the packing list
- Register online with the US State Department STEP program (formerly known as "registering with the embassy," now the Smart Traveler Enrollment Program <https://travelregistration.state.gov>).
- Review [occupational exposure guidelines](#) in this packet and at your institution
- Obtain any necessary prescription and non-prescription personal medications
- Go to the bank for cash (assess what types of bills are needed for exchange in your country of destination; some countries require newer US dollar bills, year 2000 or newer, and will not exchange bills less than \$20. In some areas, you also should have lots of small denomination bills available)
- Schedule your debriefing interview and any required presentations with your faculty mentor
- Recheck <http://travel.state.gov> for new travel advisories pertaining to your elective site

## **1-2 WEEKS PRIOR TO DEPARTURE**

- Review luggage restrictions and items not permitted
- Finish as much of packing as possible to discover needed items
- Confirm emergency contact information (contacts at home and at site)
- Confirm your arrival with site officials (and confirm your back-up plan for airport pick-up)
- Weigh your luggage to make sure it is not over the limit
- Finish any notes, charts, dictations or patient related follow-up or sign-out
- Set auto-reply for emails
- Download or print any resources/documents that are important for your work, since internet access and speeds will likely be unreliable
- Stop mail ([www.usps.com](http://www.usps.com))
- Start your malaria prophylaxis when indicated
- Call credit and debit cards to arrange for payments during your absence and to notify them of planned international travel
- Pay other bills as necessary

## **AFTER YOU RETURN**

- Allow extra time for rest and reflection
- Expect "reverse culture shock"

- Debrief with your faculty mentor to review the patient log and overall experience, including cases involving mortality
- Seek friends and colleagues who are eager to hear about your experiences
- Summarize and present your experience as required by your program
- Complete evaluation forms
- Provide feedback to others who may be going to that site
- Obtain PPD (or quantiferon, per your occupational health department) 3 months after you return
- Meet with occupational health if there were any occupational exposures during your elective