

GME Policy on International Rotations – 1/30/2015

This policy applies to the following University-approved or –sponsored international educational travel experiences:

1. International travel by individual students for educational purposes (e.g., education abroad programs, research, internship, international clinical programs, etc.); and
2. International travel by groups of students (two or more) accompanied by a University employee with a purpose that is relevant to the University’s academic mission.

International Activities up to one week

Program Directors may apply (see “GME Application for International Travel”) for house staff participation in a one-week international rotation experience during their training program. “Steps Required for All International Activities” listed below must be completed by any house officer approved for participation in an international rotation. Individual programs, in compliance with program or RC requirements, may be required to or choose to fund any or all of these expenses:

Steps Required for All International Activities

- a) Apply or register the international education travel experience with the Office of International Affairs - Education Abroad Office (EAO) at http://abroad.ad.uky.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=12293&Type=R , or the Education Abroad link provided by an established University-sponsored program;
- b) Attend any required orientations, and pay applicable administrative and program fees;
- c) Complete all applicable signature documents, application questionnaires, and material submissions online at EAO; purchase all applicable travel, lodging, visa and passport related items, as applicable;
- d) Receive all pre-travel immunizations and/or medications recommended for the country of destination by contacting the [UK HealthCare Travel Clinic](#);
- e) Purchase travel medical/evacuation insurance through the EAO. The EAO may grant exceptions in cases when participants have existing coverage that meets the minimum standards of the University or are participating in external programs that offer uniform coverage that meets the minimum standards of the University. No exceptions are granted to participants of international group travel experiences;
- f) Purchase medical malpractice insurance at [International Helpers \(Guernsey\) Trust](#) <http://www.uky.edu/international/liability> or provide evidence of medical malpractice insurance that is acceptable to the University of Kentucky;
- g) Comply with OIA policies and procedures regarding risk management including required pre travel immunizations and/or medications;
- h) Abide by applicable University regulations and policies, including but not limited to the Healthcare Colleges Code of Conduct <http://ww.uy.edu/Regs/files/HCCcode.pdf> as well as by additional policies related to clinical activities;
- i) Comply with all other requirements established by AR 4:9 International Education Travel;
- j) Notify the GME Office when all applicable documents on the University of Kentucky Education Abroad Application Page (Pre-Departure) are complete. Final approval to the Program Director and house officer will not be forwarded until all required documents are submitted.

Established International Activities longer than one week

Requests (see “GME Application for International Travel”) greater than one week in an international activity that has already been approved through the University of Kentucky process must be made by the Program Director to the GME Associate Dean with appropriate educational justification. The Program Director is responsible for ensuring compliance with and approval by all certifying board and/or ACGME RC as applicable. House staff may participate in international rotations under the following conditions:

1. The activity is part of the training program in that it meets an ACGME requirement and is counted toward assuring the graduate's board eligibility
2. The activity represents a significant educational opportunity that cannot be achieved at UK
3. Participation in the activity does not negatively affect the training of other house staff in the program
4. Participation in the activity does not negatively affect delivery of care at UK

"Steps Required for All International Activities" must be completed by the house officer approved for participation in an established international rotation. Individual programs, in compliance with program or RC requirements, may be required to or choose to fund any or all of these expenses.

New International Rotation Activities

Program Directors wishing to sponsor a house officer to participate in an international rotation which has not yet been approved through the University of Kentucky process must request permission to do so in writing no less than six months before the proposed activity. The educational rationale for the request must describe the proposed rotation, name of the responsible supervisor and state the competency based learning objectives. It must address explicitly each of the four conditions listed under "Established International Activities". The request should be submitted to the GME Associate Dean who will have it reviewed for educational effectiveness by the College of Medicine International Committee. Upon approval by the International Committee, the Program Director must:

1. Identify the faculty who assume both the educational and supervisory responsibilities for house staff. Participation with faculty supervisors who are not UK faculty or faculty at another appropriately accredited US sponsoring institution will require completion of a voluntary faculty appointment in the College of Medicine.
2. Initiate a PLA including competency-based goals and objectives for review by the GME Office.

"Steps Required for All International Activities" listed above must be completed by the house officer approved for participation in the new international rotation. Individual programs, in compliance with program or RC requirements, may be required to or choose to fund any or all of these expenses

NOTE – for all International Activities

The University does not sponsor or approve international travel for educational purposes in a country for which a U.S. Department of State Travel Warning is in effect. However, the University will consider exceptions on a case-by-case basis. Exceptions are based upon petitions submitted by each student, faculty, or staff employee proposing the travel, and are reviewed by the Education Abroad Advisory Committee. The Committee makes a recommendation to the Associate Provost for International Programs, who consults with the college dean, or designee, before making a final decision.

GME Application for International Travel

Name: _____

Program: _____

Travel under the following:

Shoulder-to-Shoulder (STGS)

_____ Ecuador

_____ India

Non-Governmental Organization (NGO)

_____ Children of the Americas (Guatemala, sponsor Dr Christopher Montgomery, Anesthesiology) – INACTIVE PLA

_____ Faith in Practice (Ecuador, sponsor Dr Scott Kincaid, Pharmacy) – INACTIVE PLA

_____ Hearts with Hope (Peru, sponsor Dr Destiny Chau, Anesthesiology) - INACTIVE PLA

_____ Medical Mission Ecuador (Ecuador, sponsor Dr Vasconez, Plastic Surgery) – INACTIVE PLA

Facility Agreements

_____ Zimba Mission (Zambia, sponsored by Dr Maria Castro, Family Medicine)

Established Agreement within Office of International Affairs: _____

New Activity*: _____

Rotation start date: _____ Length of rotation: _____

On-site Faculty supervisor: _____

Estimated Travel/Living expenses funded by:

\$_____ Housestaff

\$_____ Department

\$_____ Other: _____

\$_____ TOTAL

International Rotation approved by: _____

GME Signature

Program Director

GME DIO (required for rotations longer than one week.
Attach Educational Justification per International
Rotation policy)

*Will require approval by the University of Kentucky under the New International Rotation Activities process