OHSU Global

Checklist for OHSU Student Overseas Rotations

Note to students: If at the time of your request, or at the time of your travel, there is a US State Department travel warning in place for your destination, OHSU will not approve this elective. (http://travel.state.gov/content/passports/english/alertswarnings.html) Countries with travel alerts are generally okay to travel to but you must seek prior approval.

Checklist:

- Discuss opportunities with faculty advisor and/or OHSU Global faculty
- Select a destination and establish an Away Site Supervisor
- Submit Off Campus Authorization (OCA)
- Complete International Away Elective form (SOM students only)
- Apply for scholarship funding (optional)
- Check passport expiration date and visa requirements
- Update immunizations
- Obtain letter of invitation from Away Site Supervisor
- Check for US State Department travel advisory, warnings and alerts
- Confirm OCA approval and signatures
- Book airline flights and make other travel arrangements
- Complete 10 hours of pre-travel online training
- Confirm coverage of health insurance and travel insurance
- Check with Office of Export Compliance re. computer and other equipment
- Complete Red Cross emergency contact card
- Review WHO and CDC travel safety information
- Sign an OHSU Media Release Form
- Copy and save passport face page, visas, itinerary, emergency contacts, etc.

Recommended Timeline

1 year

- Initiate inquiries of potential countries and programs. Discuss with your OHSU faculty advisor. Visit OHSU Global website (under development) to explore options for overseas rotations. Current opportunities are primarily in SE Asia, but other options are available. Also visit the Global Impact Map, www.ohsu.edu/ghc/impact, to review sites around the world where OHSU faculty, residents and students have traveled for educational, clinical or research projects.

9 months

- Discuss overseas site opportunities with your faculty advisor and OHSU Global faculty, who can let you know about approved sites. OHSU Global has vetted Away Site Supervisors who can serve as a mentor during your overseas rotation. You may set up an appointment by contacting Keleigh Glisson <glisson@ohsu.edu>.

- Develop specific learning objectives and planned educational experiences while at the overseas site.

- Complete Off Campus Authorization (OCA) which is found on Risk Management website, https://o2.ohsu.edu, Risk Management, OCA. This is one of the most important steps in the process. In SOM and SON, the administrative coordinator will submit the OCA for you, once it has been completed.
- For medical students the SOM also requires completion of an International Away Elective form, which can be found in OHSU Student Portal under Form section. If you have questions, contact Marcia Decaro <decaro@ohsu.edu>. Obtain faculty advisor’s signature and submit to Dean of UME, Dr. Tracy Bumsted.

- If doing research on human subjects, check with Institutional Review Board (IRB) for IRB approval, [https://o2.ohsu.edu/integrity-department/research/human-subjects.cfm](https://o2.ohsu.edu/integrity-department/research/human-subjects.cfm). You may need to receive IRB approval from both host and home institutions.

- If you want to apply for scholarship funding, contact OHSU Global, Keleigh Glisson <glisson@ohsu.edu>, for opportunities and details.

### 6 months

- Check your passport expiration date. Note: passports must be valid for 6 months after the date you expect to return to the U.S.

- Check for any visa requirements of host country. Visa information for entry into foreign countries may be found on U.S. State Department website at [http://travel.state.gov/content/passports/english/country.html](http://travel.state.gov/content/passports/english/country.html). Another good resource, recommended by OHSU Office of International Affairs is [http://www.embassyworld.org](http://www.embassyworld.org).

- Scan and save a copy of the face page of your passport before sending your passport off for visa requests in case the passport is lost in the mail.

- Check on required vaccinations with information available by country at CDC website, [www.cdc.gov](http://www.cdc.gov) or at [www.travax.com](http://www.travax.com).

- Visit a travel clinic to discuss immunizations, yellow fever requirements, antimalarials, medications for traveler’s diarrhea and other health related issues pertinent to your destination country. OHSU Family Medicine has travel clinics at two locations: Center for Health & Healing (CHH) [Tim Herrick, MD] and Gabriel Park [Ann Tseng, MD]. For appointments click on Travel Medicine | OHSU Healthcare Family Medicine. Take your immunization records with you and have them updated.

### 4 months

- Check with your Away Site Supervisor about the overseas program and confirm your role and responsibilities. Review dates of travel, in-country transportation and housing with Away Site Supervisor.

- A letter of invitation from your Away Site Supervisor and/or the host university or hospital can be invaluable when you arrive at immigration. You should request this document from your host institution. A copy of this letter should be turned in to the UME Office of your school.

- If you have applied for an OHSU Global scholarship, check the status of your grant request. If additional funding is necessary, consider fundraising from relatives, friends, social and religious organizations.

### 3 months

- Check for U.S. State Dept. Travel Alerts and Warnings for your destination country. [http://travel.state.gov/content/passports/english/alertswarnings.html](http://travel.state.gov/content/passports/english/alertswarnings.html)
- Make travel reservations and book airline flights. Azumano Travel is the agency of choice for OHSU faculty, residents and students. [www.azumanointernational.com](http://www.azumanointernational.com/)

- Start to view 10 hours of pre-travel online training, of which 6 hours are core curriculum and 4 hours offer a wide range of elective modules. (See OHSU Global website, currently under development)

- Check to be sure you have received your updated passport and visas. If not, don’t delay.

2 months


- As an OHSU student you have free medical evacuation and repatriation insurance. To access a copy of the medical emergency/evacuation coverage, register your travel through OHSU’s Off-Campus authorization system (Terra Dotta, currently under development).

- If you have OHSU health insurance, you also have overseas medical coverage included in your policy. If you do not have OHSU health insurance, you need to check with your insurance provider to be sure you have coverage for international travel. If necessary, purchase international medical insurance from an independent provider.

- You also need to register for travel insurance, which includes events other than health insurance, e.g. loss of passport. This can be done through the Office of Risk Management, Tamara Goldsmith <tottent@ohsu.edu>. Information on Insurance ID Card and Study Abroad Insurance are not yet available on the Risk Management website.

1 month

- Check with OHSU Office of Export Compliance re. all equipment and supplies going with you overseas, including a computer or other technology [https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-1-administration/ohsu-policy-01-05-006.cfm](https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-1-administration/ohsu-policy-01-05-006.cfm) Jen McCaw, Export Compliance Officer, mccaw@ohsu.edu

- Complete Red Cross emergency contact card, [http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240194_ECCard.pdf](http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240194_ECCard.pdf)

- Recheck US State Dept. Travel Advisory for the country to which you will travel and register with U.S. State Dept. STEP Program (Smart Traveler Enrollment Program) at [https://step.state.gov/step/](https://step.state.gov/step/) or [http://travel.state.gov](http://travel.state.gov)


- Sign a Media Release Form for publicity purposes, [https://o2.ohsu.edu/communications/guidelines/upload/OHSU-Media-Release-011515.pdf](https://o2.ohsu.edu/communications/guidelines/upload/OHSU-Media-Release-011515.pdf)

- Research options for international cellphone service and Internet access. Best to check with in-country host.
2 weeks

- Scan & photocopy the face page of your passport and any required visas. Carry a copy separate from your passport, give a copy to someone at home, and if traveling in a group, give a copy to a fellow traveler. For safety also send a copy to OHSU Global Administrative Coordinator, Keleigh Glisson, glisson@ohsu.edu.

- Give a copy of planned itinerary and contact information to a family member or friend at home and to OHSU Global.

- Make copies of your prescription medication labels, medical allergies, eyeglasses prescription, credit cards, emergency contacts card, and U.S. health and dental insurance cards and store in a safe place with passport or luggage.

- Start packing your bags. If packing medicines, supplies and instruments, have an inventory list of each bag’s contents readily available for Customs Clearance, noting which items you will be leaving in the country.

- Medications cannot be labeled as expired or in some cases be within 6 months of their expiration dates.

- If you are going to a hot, rural location, consider spraying clothes with Permethin. Best to spray shirts, pants and socks outdoors on hangers and let them dry out for a day or two before packing. One spray lasts up to a dozen or more washings.

- Consider taking water purifier/water bottle, headlamp for working in dark places, DEET insecticide, mosquito net, sunblock, etc.

Bon voyage! Have a terrific trip!

Post Travel Debriefings

- Debrief with your OHSU faculty advisor and the OHSU Global faculty, including a frank assessment of the overseas rotation and your own personal experience.

- Take care of yourself and consider counseling at OHSU Student Health or joining a Wellness Support Group (Sydney Ey <eys@ohsu.edu>