

# Max Rady College of Medicine Undergraduate Medical Education Guidelines

<b>Policy Name:</b>	International Travel
<b>Application/ Scope:</b>	Undergraduate Medical Education (UGME) Students
<b>Approved (Date):</b>	
<b>Review Date:</b>	August 2023
<b>Revised (Date):</b>	August 2018
<b>Approved By:</b>	Curriculum Executive Committee

## 1. PURPOSE

Increasingly, Undergraduate Medical Education (UGME) students are requesting Exposures and Selectives in international settings. The medical and cultural benefits of these experiences are recognized by the Max Rady College of Medicine. International Exposures and Selectives pose potential risks for the trainee and the receiving community/institution, therefore specific preparation, supervision and follow-ups are required. For International Exposures and Selectives, students may be required to carry out special preparation, particularly important for those planning to work in low resource settings and developing countries.

This policy will outline the requirements for application and successful completion of International Exposures and Selectives to receive faculty support and recognition for these activities

## 2. DEFINITION

- 2.1 **Pre-Clerkship** – Year I and Year II of the UGME program.
- 2.2 **Clerkship** – Year III and IV of the UGME program.
- 2.3 **Selective** – Three (3) week block in February and March during Module Seven (7) of the curriculum.
- 2.4 **Exposure** – An experience in a clinical setting taking place during the summer months of Pre-Clerkship of the MD Program.
- 2.5 **Final In-Training Evaluation Report (FITER)** – A comprehensive summary of student performance as a necessary component of their Clerkship training which demonstrates the full range of competencies (knowledge, skills and attitudes) required of a physician. Electronically distributed at the start of each rotation, FITERs must be completed and submitted electronically at the end of the rotation. This should include a narrative description of medical student performance.
- 2.6 **Pre-Departure Training** – Didactic presentations and small-group sessions covering the following pertinent topics: personal and patient safety, availability of emergency care (i.e. resources in case of natural disasters, political instability, exposure to disease), preparation for medical placements, common clinical diseases, intercultural communication, how to incorporate global health into your training, cultural sensitivity, potential challenges to the code of medical ethics adopted by the home school and past Exposure/Selective experience presentations given by medical students.

- 2.7 **Clinical supervision** – Intervention that is provided by a senior member of a profession to a junior member of that same profession with the purpose of enhancing the students' skills, competence and confidence.
- Such intervention monitors that the quality of professional services offered to the patients is deemed to be safe, ethical and competent and ensures compliance with professional and organizational treatment standards and practice.

### 3. **POLICY STATEMENTS**

- 3.1 International Travel must take place at the designated time in the summer months for Pre-Clerkship students and during Module Seven, Transition to Residency.
- 3.2 Students are only allowed one (1) International Exposure/Selective during Module Seven.
- 3.3 Student's international supervisor must be a practicing physician able to ensure good quality clinical supervision that matches the student's level of training. Student must not be supervised by an immediate, extended, or in-law family member.
- 3.4 Students are strongly encouraged to attend a travel clinic prior to departure.
- 3.5 This policy will be reviewed on the first anniversary of its first anniversary of its original passage and every five years thereafter.

### 4. **PROCEDURES**

#### RESPONSIBILITIES OF STUDENT

- 4.1 Request for International Exposures/Selectives must be submitted to the Director, Electives via email a minimum of three (3) months prior to their International Exposure/Selective start date. This will allow the student to properly prepare for the International Selective and allow enough time for required immunizations, visas, passports, and pre-departure training.
- 4.2 The student must include the following information with their request:
- Provide as much information on where you are planning to do your International Exposure/Selective (Country, Title of Exposure/Selective, Supervisor's Name, Name & Address of Hospital, Dates of International Exposure/Selective, etc.)
  - Student is required to investigate the intended location and provide your analysis of the risk factors that will be posed by the requested placement by attaching a document with the application.
    - Students can get access to the latest medical and travel security advice through the U of M online service: INTERNATIONAL SOS at: <https://www.internationalsos.com/medical-and-security-services> login with membership password: **27AYCA524935** or Visit the link below to get information about country's risk factors- i.e. political instability, infectious diseases, crime, etc.
    - The website address is that of the Department of Foreign Affairs and International Trade (DFAIT), which provides travel updates regarding health and safety around the world. The website address is: <https://travel.gc.ca/travelling/advisories>.
  - Identify the purpose of the International Exposure/Selective educational experience.
- 4.3 Individual students are responsible for applying for and covering the cost of any passport, visa, comprehensive insurance (such as health, evacuation and repatriation), and any other requirements.
- 4.4 Once the student receives approval from the Director, Electives, the student must complete the following:

- Travel Forms (Emergency Contact/Liability Waiver) – submit to [ElectivesUGME@umanitoba.ca](mailto:ElectivesUGME@umanitoba.ca).
  - Mandatory Pre-Departure Training session through UM Learn, organized by the Administrator, Electives. This training is required for all those undertaking International Exposures/Selectives in low and middle resource settings, for areas designated medium to high risk by the Foreign Affairs and International Trade Travel Reports & Warnings website, and for culturally diverse destinations.
    - Students are exempt from pre-departure training (but are still encouraged to attend) if their International Exposure/Selective takes place in developed countries approved by the Director, Electives.
  - Students may be required to take part in Post-Exposure/Selective debriefing sessions, as appropriate. For all students, the Office of Student Services, along with the Student Affairs, are available, at any time, to students wishing to debrief about their experience.
- 4.5 Upon completion of the International Exposure/Selective, all students are required to provide a Post-Exposure/Selective summary reflecting on their overall educational experience. The summary will include an overall assessment of their learning experience and the adequacy of the instructional site.
- 4.6 Upon completion of the International Exposure/Selective, all students are responsible for ensuring that both a student evaluation and preceptor evaluation are completed, and emailed to the Administrator, Electives, UGME. International Selective students will complete the Student Evaluation and ensure that their preceptor completes the Preceptor Evaluation, which are distributed through the Curriculum Management System.

#### RESPONSIBILITIES OF DIRECTOR, ELECTIVES

- 4.7 A student's International Exposure/Selective will be pre-approved by the Director, Electives if the following requirements are met:
- The destination region for the International Exposure/Selective does not carry a warning of "Avoid Non-Essential Travel" or "Avoid All Travel" on the Department of Foreign Affairs and International Trade Canada Travel Reports & Warnings webpage.
  - Student has identified the purpose of the International Exposure/Selective educational experience and what they hope to accomplish while participating in their international placement.
  - Student has provided complete addresses of the place they will be working as well as the place they will be staying, for emergency response purposes and supervisors name and title.
  - Student has completed Pre-Departure Training.
- 4.8 NOTE: Once the International Exposure/Selective has been approved by the Director, Electives, it is possible to revoke this decision and the International Exposure/Selective can be cancelled due to a change in conditions in the country to where the student is going, loss of in-country supervisor, OR arising academic or professional concerns on the part of the student.
- 4.9 The Director, Electives will review all submitted Post-Exposure/Selective summaries and evaluations from completed International Exposures/Selectives to assess the quality of the teaching and of the site so as to inform future decisions regarding approval of other requests for the same International Exposure/Selective experience from other medical students.

#### RESPONSIBILITIES OF ADMINISTRATOR, ELECTIVES

- 4.10 Once the student is approved for the International Exposure/Selective by the Director, Electives; the Administrator, Electives will request that the student complete and return the Travel Forms.

- 4.11 The Administrator, Electives will enroll students in UMLearn for the Pre-Departure Training course and communicate to the students that they have been enrolled and are required to complete the training. The Administrator, Electives will keep track on each student's progress.

## 5. **REFERENCES**

- 5.1 Summer Early Exposure website:  
[http://umanitoba.ca/faculties/health\\_sciences/medicine/education/undergraduate/summer\\_earlyexposure.html](http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/summer_earlyexposure.html)
- 5.2 Electives website:  
[http://umanitoba.ca/faculties/health\\_sciences/medicine/education/undergraduate/electives.html](http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/electives.html)
- 5.3 Summer Early Exposure Application Form:  
[http://umanitoba.ca/faculties/health\\_sciences/medicine/education/undergraduate/media/Application - Early Exposure - Internal Students Mar 2018.pdf](http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/media/Application - Early Exposure - Internal Students Mar 2018.pdf)
- 5.4 Summer Early Exposure Travel Forms:  
[http://umanitoba.ca/faculties/health\\_sciences/medicine/education/undergraduate/media/Travel\\_Forms\(1\).pdf](http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/media/Travel_Forms(1).pdf)
- 5.5 Summer Early Exposure Student Form:  
[http://umanitoba.ca/faculties/health\\_sciences/medicine/education/undergraduate/media/Student\\_Evaluation - Rev Feb 2016.pdf](http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/media/Student_Evaluation - Rev Feb 2016.pdf)
- 5.6 Summer Early Exposure Preceptor Form:  
[http://umanitoba.ca/faculties/health\\_sciences/medicine/education/undergraduate/media/Preceptor\\_Evaluation - Rev Feb 2016.pdf](http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/media/Preceptor_Evaluation - Rev Feb 2016.pdf)

## 6. **POLICY CONTACT**

Please contact Director, Electives with questions respecting this policy.