



# QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

## Policy Name/Number: International Electives / MSEC-0124-34

**Policy Owner:** Dr. Ivy Click, EdD / MSEC Chair (2020-); Dr. Ramsey McGowen, PhD. / MSEC Chair (2013- 2020); Dr. Kenneth Olive, MD / EAD / MSEC Chair (2008-2013)

**Committees, Departments, or Individuals Responsible for Implementation:** David Wood, MD / Director of Global Health Initiatives

**Original Approval Date/ By:** 1/11/2024

**Effective Date:** 1/11/2024

**Most Recent Revision Date:** 1/11/2024

**Policy Advisory Committee Review Date:** 1/11/2024

**Date of Next Review:**

*(All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.)*

### (A) Policy Statement:

To provide students pre-departure training and post experience reflection opportunity; ensure student travel to an international location which is prepared to provide the student appropriate level of supervision and assessment; relative security; and to comply with ETSU requirements to travel abroad.

### (B) Purpose of Policy:

For students considering an International Elective, it is important that they learn as much as possible about the experience/location before committing themselves. Each student is to:

- Submit a preliminary application to and discuss with the Director of Global Health Initiatives.
- Clearly understand what their responsibilities will be before, during, and after the elective.
- Clearly identify the responsible physician or other appropriate mentor with whom they will be working with during the elective. The preceptor will be responsible for completing the student's assessment form.
- Have sufficient financial resources to meet expenses incurred before and during the elective:
  - Travel expenses, required insurances, lodging, meals, etc. The student assumes all financial responsibility for their international educational experience.

### (C) Scope of Policy (applies to):

All QCOM students who participate in international electives.

### (D) Policy Activities:

Students must:

- Submit a preliminary application to the Director of Global Health Initiatives, including US State Department Travel Advisory Level and CDC Travel Health Level.
- Meet with the Director of Global Health Initiatives to discuss application including potential risks to health and safety; availability of emergency care; possibility of natural disasters, political instability, and exposures to disease; level and quality of supervision; and potential challenges to the Quillen code of medical ethics.
- If the preliminary application is approved, the student must complete a Global Health elective request with Clinical Medical Education Director and complete the application form and process **90 days prior to planned departure date**. If the International Elective request is not fully approved prior to the planned departure date and the student chooses to attend the elective, educational credit will not be provided for the elective.
- Register with the ETSU Education Abroad's Bucs Abroad portal
- Participate in pre-departure training
- Secure all required insurances, vaccinations, passport/visa as identified in the application form
- Obtain complete approval prior to departure or no educational credit will be provided for the experience

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- Participate in a post experience meeting with the Director of Global Health initiatives and complete a post experience reflection.

The Vice Dean for Academic Affairs also must review and approve all international elective applications. If the application is not approved, the Director of Global Health Initiatives will be notified.