

 QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY	Policy/Procedure/Process Name:	International Electives
	MSEC/ADMIN Number:	ADMIN-0919-10
	Approving Officer:	Kenneth Olive, MD / EAD
	Agent(s) Responsible for Implementation:	David Wood, MD / Director of Global Health Initiatives
Original MSEC/ADMIN Approval Date: 11/19/2013 Effective Date(s): 11/19/2013; 9/19/2019	Originator Name/Committee:	
<input type="checkbox"/> New Policy/Procedure/Process	<input checked="" type="checkbox"/> Revision of Existing Policy/Procedure/Process	
Revision Date(s): 9/19/2019	LCME Required Policy/Procedure/Process: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> LCME Element(s) Number and Description: 11.3 Oversight of Extramural Electives If a medical student at a medical school is permitted to take an elective under the auspices of another medical school, institution, or organization, a centralized system exists in the dean's office at the home school to review the proposed extramural elective prior to approval and to ensure the return of a performance assessment of the student and an evaluation of the elective by the student. Information about such issues as the following are available, as appropriate, to the student and the medical school in order to inform the student's and the school's review of the experience prior to its approval: <ul style="list-style-type: none"> • Potential risks to the health and safety of patients, students, and the community • The availability of emergency care • The possibility of natural disasters, political instability, and exposure to disease • The need for additional preparation prior to, support during, and follow-up after the elective • The level and quality of supervision • Any potential challenges to the code of medical ethics adopted by the home school 	
Exemption(s) to Policy through MSEC Action (date of meeting):		
<i>All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i>		
Administrative Review Date(s): 7/17/2020		

(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

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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:

All COM students participating in International electives.

(D.) Activities of Policy:

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, to then 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 Office of International Programs' 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
- Participate in a post experience meeting with the Director of Global Health initiatives and complete a post experience reflection.

The Executive Associate 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.

<p>Approved by: Name / Title: Kenneth E. Olive, MD / EAD Date(s): 11/19/2013; 9/19/2019</p>	<p>Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i></p> <p>ETSU Quillen COM Policy on International Rotations</p>
<p>Review/Revision Completed by:</p> <p><input type="checkbox"/> Office of the Dean</p>	<p>Date</p>
<p><input checked="" type="checkbox"/> Academic Affairs</p>	<p>11/19/2013; 9/19/2019</p>
<p><input type="checkbox"/> Student Affairs</p>	

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<input type="checkbox"/> Medical Student Education Committee	
<input type="checkbox"/> Student Promotions Committee	
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input type="checkbox"/> M3/M4 Clerkship/Course Directors	
<input type="checkbox"/> M1/M2 Course Directors	
<input type="checkbox"/> Student Groups/Organizations (describe):	

Notifications of New or Revised Policy	Method of Notifications and Date
<input type="checkbox"/> Medical Students	
<input type="checkbox"/> All QCOM Faculty	
<input type="checkbox"/> All QCOM Staff	
<input type="checkbox"/> Admissions Office (catalog)	