



QUILLEN
COLLEGE of MEDICINE
 EAST TENNESSEE STATE UNIVERSITY

Policy Name: **International Electives**

Policy Replaces a Previous Policy (*this includes change in policy name*): Yes / No
 If so, list name of previous policy (*include policy number if different*): **International Electives ADMIN-0919-10**
(policy changed from an administrative policy to an MSEC policy)

Policy Number (*issued by the Office of Academic Affairs upon final approval*): **MSEC-0124-34**

Policy Owner (*Individual, Department, or Committee/Chair*): **Kenneth Olive, MD / EAD (2013-2021)**
Ivy Click, EdD / MSEC Chair (2022-)

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

Original Approval Date and Who Approved by: **11/19/2013 – Kenneth Olive, MD / EAD**

Effective Date(s): **11/19/2013; 1/11/2024**

Revision Date(s) (*include a brief description*) and Who Approved by (*made by Policy Owner and/or Policy Advisory Committee*): **9/19/2019 / Kenneth Olive, MD / EAD**

Administrative Edits (*briefly describe*) by Staff and/or the Policy Advisory Committee and Date (*these revisions do not require voting/approval by the policy owner*): **11/9/2021 – change EAD to Vice Dean for Academic Affairs**

Exemption(s) to Policy (*date, by what committee or individual, and brief description*):

LCME Required Policy: Yes / No

If yes, please list the Element(s) Affiliated with this Policy (*include Element number/name/statement*):

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:

- **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**

All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.

Date of Review: 1/11/2024

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Revisions Made: **Yes** / **No** If yes, list revisions made:

1. Changed policy from and administrative policy to an MSEC policy.
2. Additional language added that student must complete Global Health elective request with the Clinical Medical Education Director.

Revisions Require Approval by Policy Owner: **Yes** / **No**

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

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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.

Administrative Reviews/Approvals		Date Approved
University Compliance <i>(if applicable)</i>		
Policy Advisory Committee <i>(includes three-year reviews)</i>		1/11/2024
Associate Dean for Accreditation Compliance <i>(if applicable)</i>		1/12/2024
Vice Dean for Academic Affairs		1/11/2024
Policy Review and/or Revision Completed By <i>(if applicable)</i>		Date Policy Reviewed and/or Approved <i>(if applies to that department, committee, or group)</i>
X	Office of the Dean	
X	Office of Academic Affairs	11/19/2013; 9/19/2019; 10/13/2023; 1/25/2024
	Office of Student Affairs	
	Department of Medical Education	
	Medical Student Education Committee	
	Student Promotions Committee	
	Faculty Advisory Council	
	Administrative Council	
	M1/M2 Course Directors	
	M3/M4 Clerkship/Course Directors	
	Student Groups/Organizations <i>(describe)</i> :	
	Other <i>(describe)</i> :	

Final Policy Emailed to:		Date and Method of Notifications
	Medical Education Director for Posting on Educational Policies Website	1/25/2024
	Policy Owner	1/25/2024

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	Admissions Office for Catalog	1/25/2024
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