

<b>UC Riverside, School of Medicine Policies and Procedures</b> <b>Policy Title:</b> International Co- and Extra-Curricular Travel Policy <b>Policy Number:</b> 950-07-020
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<b>Responsible Officer:</b>	Senior Associate Dean, Medical Education, and Executive Associate Dean, Student Affairs
<b>Responsible Office:</b>	Office of Medical Education, Office of Student Affairs
<b>Origination Date:</b>	12/2019
<b>Date of Revision:</b>	07/2023; 01/18/2024
<b>Scope:</b>	Undergraduate Medical Students and SOM Faculty

## I. Policy Summary

The UCR School of Medicine (SOM) seeks to ensure the health, safety, and security of all members of our community, both domestically and while traveling outside of the US. This policy serves to ensure that all UCR SOM participants abide by appropriate licensing, supervision, oversight, and a consistent set of standards for clinical services rendered abroad in order to safeguard the global communities receiving these services.

This policy applies to all international travel (whether initiated through VSLO or not) that is related to medical experiences whether paid or unpaid, regardless of whether credit is being offered towards a medical degree by the UCR SOM or not, and includes all international travel that is sponsored, receives funding in any amount the UCR SOM or in any implicates the UCR SOM name. International clinical research is covered in a separate policy.

This policy is intended to supplement travel policies (see

<https://studyabroad.ucr.edu/health/>).

<https://risk.ucr.edu/travel/travelplanning>

<https://risk.ucr.edu/travel>

## II. Definitions

Provider: UCR SOM Licensed Clinical Provider

## III. Policy Text

### A. International Travel Permissions

International travel permissions are subject to all UCR campus policies that may eliminate or restrict travel due to political, social, or economic unrest, and other various reasons. The senior deans for Student Affairs and Medical Education will review all international travel requests in consultation with legal counsel, risk management and the university travel offices. Once approved, the requests will be forwarded to the Dean for final review. Medical students are not allowed to provide clinical or health care services (whether direct or indirectly) internationally without proper UCR SOM affiliation agreements, faculty supervision and written Dean's approval.

### B. Sponsored or Supported International Travel

For the purposes of this policy, University-sponsored or supported international travel will be defined as any travel that meets one or more of the following conditions:

1. Funded fully or in part by UCR SOM including government and foundation grants that are administered by the University or funds originating from clinical, development, philanthropic or community partners.
2. Academic credit is to be awarded.
3. Organized by a University-recognized student group or any University department.
4. UCR Faculty and/or Staff member will be representing UCR SOM on site as the clinical supervisor and responsible party.

### C. Travel Suspension Condition

Travel will be suspended when one of the following conditions applies to any country or region:

1. The U.S. State Department has issued an alert or a warning that orders departure of U.S. government employees' dependents and non-emergency personnel; recommends that U.S. citizens depart the country; advises U.S. citizens against all travel to the country; or recommends that U.S. citizens defer non-essential travel to the country.
2. "The UC contracted security partner, [Crisis24](#), has determined the country security risk rating to be "High" or "Severe."
3. After review of information from the State Department, the Centers for Disease Control and Prevention, the World Health Organization, or other sources, it is determined that the country or region is experiencing a serious and uncontrolled infectious disease outbreak or other serious health hazard or that other serious safety concerns exist in the country or region, it will be at the discretion of The Dean or senior deans for Medical Education or Student Affairs to cancel or suspend University sponsored or supported international travel to that specific location or region.

The University will not fund, insure, award credit for, or otherwise sponsor or support travel by any student to or through any country or region for which a travel suspension condition applies, unless approved in writing by the Dean prior to departure.

If a travel suspension condition occurs while a student is in an affected country or region, the University reserves the right to end its sponsorship, and require the student to evacuate the affected area. Such determinations will be made on a case-by-case basis by the Education and Student Affairs deans and the Dean.

### D. International Travel Registration

Students, faculty, and staff are required to pre-register their trips with the UCR Travel Office and obtain the required travel insurance, medical clearances, and State Department clearances. Travel insurance is available through UCOP:

<https://www.ucop.edu/risk-services-travel/index.html>. Failure to do so will result in the individual being required to cancel their travel. Travelers are also encouraged to enroll in the Smart Traveler Enrollment Program [Smart Traveler Enrollment Program \(state.gov\)](#)

### E. International Proposal.

A current executed affiliation agreement is required between the UCR SOM and those who are creating, hosting, organizing, or overseeing any international and domestic medical experience,

including University sponsored or supported international travel program involving student participation.

Travel proposals are also required and should be completed and submitted to Executive Dean for Student Affairs at least 120 days in advance. The Travel Proposal must include descriptions of travel preparation and student orientation; academic structure; supervision; travel itinerary and accommodations; local contact information; emergency, security, and health safety plans; as well as a University approved affiliation agreement with the third-party organization/partner(s). Proposal should be submitted at least 60 days in advance of travel. Travel proposals are reviewed by the senior deans for Medical Education and Student Affairs.

#### **F. International Travel Policy**

All educational (as well as clinical) international travel programs and experiences must be pre-approved by local UCR campus International Affairs Department without exception. Furthermore, all students traveling abroad as part of a medical experience, including UCR SOM sponsored or supported international travel program, are required to provide their final travel plans to the senior deans for Medical Education and Student Affairs who will share with the International Affairs team. They will also be required to register their travel information with Concur before they depart. Required travel information includes, but is not limited to, travel dates and locations, flight information, local contact information, accommodations, and if the travel is intended for receiving academic credit. Failure to submit the required information may result in delays/cancellation or forfeiture of travel reimbursement from the University and/or holds that may affect the awarding of academic credit. Additionally, a failure to register may result in a delay in the ability for UCR SOM to give logistical support in the event of an emergency.

In addition to following procedures outlined by the UCR SOM, each student involved in University related international travel may be required to provide a signed Acknowledgement and Waiver form indicating their understanding of the potential risks of traveling abroad and are voluntarily choosing to accept liability and travel despite those risks.

#### **G. Faculty and Staff Leader Responsibilities**

A faculty or staff member who is leading a group which includes students is required to:

1. Submit a Travel Proposal to the senior deans of Medical Education and Student Affairs for approval preferably 6 months, but no less than 120 days prior to travel. If an affiliation agreement/contract is required, it is recommended all information be in at least 6 months prior to the anticipated first day of travel.
2. Ensure all students, staff and faculty participants are registered in the [UC Away](#) travel registration system.
3. Secure from all students a signed waiver acknowledging possible risks.
4. Ensure in writing that any activities are in compliance with the laws regarding practice of medicine in the country being visited and proper foreign authority has been obtained if necessary or provide a written statement that no clinical activities will occur.
5. Ensure, without exception, an agreement that complies with University of California/UCR/UCR SOM requirements for the program/experience is fully signed and effective prior to the commencement of the travel.

6. Ensure, without exception, the UCR campus International Affairs Department has approved the program/experience to which the travel is connected prior to the commencement of the travel.
7. Failure to adhere to these requirements in a timely manner may result in cancellation, delays, or forfeiture of reimbursement on travel from the University and may affect the awarding of academic credit. Additionally, a failure to register may result in a delay in the ability for UCR SOM to give logistical support in the event of an emergency. Adherence to these requirements does not guarantee approval.
8. To be included with the required Travel Proposal above, the faculty or staff member who is leading the group must provide the senior deans of Student Affairs and Education an outline of the proposed itinerary with the following information:
  - a. Name of the Faculty supervisor/adviser
  - b. A description of the academic/clinical relevance of the program for the students and faculty
  - c. Description of the travel location, including any health, security, and safety issues and the availability of local emergency care
  - d. Potential risks of the location including natural disasters, political instability, and exposure to disease
  - e. Description of the health, security, and safety support resources and services available onsite
  - f. Description of the orientation programs scheduled prior to departure and upon arrival related to reducing potential risks.
  - g. Potential risks to the health and safety of community being served.
  - h. Requirements for additional preparation prior to travel, support during the trip, or follow-up upon return
  - i. Any potential challenges to the code of medical ethics that may arise.
9. Clinical activities must have appropriate supervision of trainees by UCR SOM faculty appointed, California licensed physicians and providers (or physicians covered through an affiliate agreement) in addition to supervision by affiliate providers who are duly licensed in the community where care is being delivered. Clinicians (and students, if required) providing care abroad must obtain proper clearance, malpractice insurance, and appropriate secure precautions, for storage of supplies. If these conditions cannot be met, then no clinical activity may occur. Medical records will not be brought on any international trips and medical records will not be removed from international locations. International travel proposals for trips involving any clinical activities can only be submitted by a UCR SOM clinical faculty member and must obtain both risk management and legal clearance prior to being presented to the Dean for written approval.
10. Specific integumentary, air and blood borne pathogen exposure protocols must be in place for all clinical activities involving the possibility of exposure. The required travel insurance MUST include medical evacuation capabilities and the trip proposals must specifically address these protocols either from the faculty planning the trip or a letter from the destination's clinical partner. Certain clinical activities are prohibited under this policy. These include:
  - a. Health screenings provided without proper referral infrastructure for subsequent care.

- b. Providing medication or supplements without appropriate supervision (see above)
- c. Distributing prescriptions and medical supplies without appropriate
- d. supervision
- e. Providing medical care without supervision from a UCR SOM licensed provider or physician covered via an affiliate agreement.
- f. Providing medical care without required medical record documentation.
- g. Providing medical care without proper attention to language or cultural barriers
- h. Providing medical care without obtaining informed consent
- i. Any service or activity that compromises ethical standards of care or consent.

**IV. Related Information**

Footnote: \*Adapted from Washington University St. Louis International Travel Policy

**Approvals:**

**MEDICAL EDUCATION COMMITTEE (07/20/2023)**

DocuSigned by:  
*Daniel Teraguchi*  
8D56881CA7E64FD...  
 DANIEL TERAGUCHI, EDD  
 EXECUTIVE ASSOCIATE DEAN, STUDENT AFFAIRS,  
 SCHOOL OF MEDICINE

1/30/2024 | 12:08 PM PST  
 DATE

DocuSigned by:  
*Pablo Joo*  
1299E31519D447A...  
 PABLO JOO., MD,  
 SENIOR ASSOCIATE DEAN, MEDICAL EDUCATION  
 SCHOOL OF MEDICINE

1/30/2024 | 11:57 AM PST  
 DATE

DocuSigned by:  
*Paul Hackman*  
BC5CF44DC0494EA...  
 PAUL HACKMAN, J.D., L.L.M.  
 CHIEF COMPLIANCE AND PRIVACY OFFICER,  
 SCHOOL OF MEDICINE

1/29/2024 | 8:24 AM PST  
 DATE

DocuSigned by:  
*Deborah Deas*  
870C12B416E87CB...  
 DEBORAH DEAS, M.D., M.P.H  
 VICE CHANCELLOR, HEALTH SCIENCES  
 DEAN, SCHOOL OF MEDICINE

1/31/2024 | 3:15 PM PST  
 DATE