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 that is sponsored, receives funding in any amount, or involves granting medical degree credits by the UCR SOM. This policy is intended to supplement UCR Study Abroad policies (see https://studyabroad.ucr.edu/health/).

This policy will not apply to travel approved by the AAMC Visiting Student Learning Opportunities (VSLO) system.

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. The Sr. Associate Dean for Student Affairs and the Sr. Associate Dean for 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. At no time should medical students provide clinical or health care services internationally without proper UCR SOM affiliation agreements, faculty supervision and the 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 full 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 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 emergency travel assistance organization, International SOS, has rated the country as “High Risk” or “Extremely High Risk”
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 Sr. Associate 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, 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 Sr. Associate Deans and the Dean.

D. International Travel Registration
Students, faculty, and staff must 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.

E. International Proposal

An executed affiliation agreement is required between the UCR SOM and those who are creating, hosting, organizing, or overseeing a University sponsored or supported international travel program involving student participation.

Travel proposals are also required and should be completed and submitted to Senior Associate Dean for Student Affairs at least 60 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 Sr. Associate Deans for Medical Education and Student Affairs.

F. International Travel Policy

All students traveling abroad as part of a UCR SOM sponsored or supported international travel program are required to provide their final travel plans to the Sr. Associate Deans for Medical Education and Student Affairs. They will also be required to register their travel information into UCR’s iTravel 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 Associate Deans of Medical Education and Student Affairs for approval preferably 6 months, but no less than 60 days prior to travel
2. Enter itinerary, lodging, and overseas contact information in the MyTrips International Travel Registry and ensure all students, staff and faculty participants are registered
3. Secure from all students a signed waiver acknowledging possible risks
4. Ensure any activities are in compliance with the laws regarding practice of medicine in the country being visited.

Failure to submit the required information 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.

Six weeks prior to departure, the faculty or staff member who is leading the group must provide the Senior Associate Dean of Student Affairs and Education an outline of the proposed itinerary with the following information:

1. Name of the Faculty supervisor/advisee
2. A description of the academic/clinical relevance of the program for the students and faculty
3. Description of the travel location, including any health, security, and safety issues and the availability of local emergency care
4. Potential risks of the location including natural disasters, political instability, and exposure to disease
5. Description of the health, security, and safety support resources and services available onsite
6. Description of the orientation programs scheduled prior to departure and upon arrival related to reducing potential risks
7. Potential risks to the health and safety of community being served
8. Requirements for additional preparation prior to travel, support during the trip, or follow-up upon return
9. Any potential challenges to the code of medical ethics that may arise

Clinical activities must have appropriate supervision of trainees by UCR SOM appointed, California licensed physicians and providers. Clinicians providing care abroad must obtain proper clearance, malpractice insurance, and appropriate secure precautions, for storage of supplies. Medical records will not be brought on any international trips and medical records will not be removed from international location. International travel proposals for trips involving any clinical activities can only be submitted by a faculty member and must obtain both risk management and legal clearance prior to being presented to the Dean for approval.
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:

1. Health screenings provided without proper referral infrastructure for subsequent care
2. Providing medication or supplements without a provider's supervision
3. Distributing prescriptions and medical supplies without provider’s supervision
4. Providing medical care without supervision from a UCR SOM licensed provider
5. Providing medical care without required medical record documentation
6. Providing medical care without proper attention to language or cultural barriers
7. Providing medical care without obtaining informed consent
8. Any service or activity that compromises ethical standards of care or consent

IV. Responsibilities

V. Forms/Instructions

VI. Related Information

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

VII. Revision History

Approval(s):

COMPLIANCE COMMITTEE (01/22/2020)
PAUL HACKMAN, J.D., L.L.M.
CHIEF COMPLIANCE AND PRIVACY OFFICER,
SCHOOL OF MEDICINE

DEBORAH DEAS, M.D., M.P.H
VICE CHANCELLOR, HEALTH SCIENCES
DEAN, SCHOOL OF MEDICINE

2-10-2020
DATE

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DATE