

**CONEMAUGH MEMORIAL MEDICAL CENTER
GRADUATE MEDICAL EDUCATION POLICY MANUAL**

INTERNATIONAL ROTATION POLICY

Purpose

To ensure that all residents meet the requirements necessary for an international rotation.

Applies To

PGY 2, 3, 4

Policy

All residents that are interested in participating in an international rotation must meet the following requirements.

1. The rotation must have educational value that cannot be obtained at Conemaugh Memorial Medical Center (CMMC) or through an affiliation agreement with a rotation site in the United States.
2. The rotation must be of excellent educational quality.
 - a. The goals and objectives of the rotation must meet the applicable Institutional, Common and Specialty-specific program requirements. A copy of the goals and objectives must be attached to the resident's request application.
 - b. A copy of the curriculum (service and educational) and a list of core and miscellaneous responsibilities should also be included.
3. A letter from the program director stating approval of the rotation and whether or not the procedure/case logs from this rotation will count toward completion of the program.
4. During approved rotations Residents/Subspecialty Residents shall abide by the CMMC and the AOA /ACGME policies, rules and regulations governing their residency programs including, but not limited to, those rules that address duty hours.
5. A Letter of Agreement is required between CMMC and the receiving Program/Institution, to include the following:
 - a. Receiving program/institution accepts responsibility for resident training, supervision, evaluation and staying within AOA/ ACGME/RRC guidelines on duty hours;
 - b. The supervising physician(s) at the host institution must have skills sufficient to provide appropriate supervision (e.g., experience with medical education and competencies); and
 - c. The resident must complete the Release and Hold Harmless Agreement attached to this policy, as further described in Section III.7 below.
 - d. The resident must provide professional liability insurance at their own expense and provide documentation of such insurance.

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6. Residents/Subspecialty Residents must provide a full disclosure of their financial support pertinent to their trip (for profit business entity) as part of the approval process. All trip-related expenses are the responsibility of the resident, unless such expenses are paid by the training program and agreed to prior to the rotation.
7. Residents/Subspecialty Residents participating in elective international rotations must sign a release absolving CMMC and the respective employees and agents of each from any and all liability in connection with the rotation. The release must include an acknowledgement that the resident has reviewed Consular Information Sheets issued by the United States Department of State <http://travel.state.gov/content/passports/english/alertswarnings> concerning the country in which the rotation will take place, and that the resident understands and accepts the risks associated with such travel. The release must be witnessed.
8. Residents/Subspecialty Residents are solely responsible for obtaining travel immunizations, medications, visas, passports, travel insurance (if desired), and meeting other administrative travel requirements. Residents/Subspecialty Residents must provide the Residency Coordinator with an emergency contact in the United States and a means to contact them while out of the country.
9. Residents/Subspecialty Residents are prohibited from the following:
 - a. Using any financial resources provided by foundations or companies that have direct ties with pharmaceutical, formula, or biomedical companies;
 - b. Practicing any medical procedures or treatments that clearly contradict the standards of ethical practice and professional standards in the United States to include all program standards and compliance with CMMC policy. All standards must be in compliance with state and federal law.
 - c. Distributing controlled substances as part of a plan of patient care without appropriate authorization in accordance with the laws and regulations of the country in which the rotation takes place.
10. Resident's engaging in any activities that have direct political, military, or religious implications on foreign soil while in training as a CMMC resident on an international rotation.

After the rotation:

- A. Residents must provide the Program Director with a minimum of one evaluation at the end of their trip, using core AOA/ACGME competencies and goals and objectives for the rotation. This one competency-based evaluation must be completed by the supervising physician who directly observed the resident in the international location. The resident

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must also supply a letter of completion from the host institution's supervising physician in order to receive credit for the rotation; and

- B. Residents must provide the Program Director with a report/journal/portfolio of their activities, functions, achievements, social, medical, and educational impact/contribution at the end of their rotation.

Procedure

GME Program Director Information and Requirements

Program Director must confirm the following:

1. Resident/Fellow must be in good standing at the time of the request
2. Program Director has the full discretion on approving/denying the rotation
3. Resident/Fellow must not be in the first year nor final 3 months of training
4. Resident/Fellow on track to complete all program/Resident/Fellow International Medical Rotation (RFIMR) requirements (i.e. case logs, educational time, etc) without extending the length of the residency due to international elective
5. Residents/Fellows International Medical Rotation, including travel time, will not exceed one month per rotation
6. Resident/Fellow has taken no more than 3 Residents/Fellows International Medical Rotations during the entire residency. 1 per year
7. Residents/Fellows International Medical Rotation is in compliance with all program requirements, including Common Program Requirements and does not conflict with applicable Board eligibility requirements
8. Granting of Residents/Fellows International Medical Rotation will not result in a failure to meet contractual resident staffing agreements with participating hospitals.
9. Receipt of evaluation from Residents/Fellows International Medical Rotation Site Director who supervised the resident
10. Resident/Fellow produces a written report and/or PowerPoint presentation on international residency rotation experience

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Resident Information and Requirements

1. Resident must complete a request for international rotation application/approval form
2. The resident must complete the Release and Hold Harmless Agreement attached to this policy.
3. Residents/Subspecialty Residents must provide a full disclosure of their financial support pertinent to their trip (e.g., university, private company grants) as part of the approval process. All trip-related expenses are the responsibility of the resident, unless such expenses are paid by the training program and agreed to prior to the rotation.
4. Residents/Subspecialty Residents are solely responsible for obtaining travel immunizations, medications, visas, passports, travel insurance (if desired), and meeting other administrative travel requirements. Residents need to check with Human Resources on their healthcare coverage while on the international rotation.

STATE DEPARTMENT TRAVEL INFORMATION:

- Visit the State Department Travel Site <http://travel.state.gov/content/travel/english.html> for more information about international travel and travel to host country.

**TRAVEL WARNING/TRAVEL HEALTH WARNING/SANCTIONED NATION
APPEAL PROCESS:**

- Check to see if the country you wish to visit is on one of the official notices. Travel is at your own risk. Use your own discretion.
- <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>
- <http://wwwnc.cdc.gov/travel>

**INTERNATIONAL HEALTH EVACUATION INSURANCE IS MANDATORY:
EMERGENCY CONTACT INFORMATION:**

- Before departure, make note of local emergency numbers, US Embassy or local US Consulate, International SOS, and the host, etc.

Attachments

- Letter of Agreement
- Resident Request for International Rotation Application/Approval
- Release and Hold Harmless Agreement

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References

GME policy

GMEC Revised: 1/2016, 2/2018

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