



Purpose

This policy outlines Oklahoma State University-Center for Health Science's administrative requirements for all OSU-CHS medical students traveling internationally with University-Sponsored Programs or for Individual Clinical Rotations and/or college coursework outside of the U.S.

Definitions

For the purpose of this policy:

1. "International Travel" is defined as travel to any destination outside the United States.
2. "University-Sponsored Programs" is defined as those clinical medical educational programs abroad that are developed, negotiated, managed and approved by Oklahoma State University-Center for Health Sciences and involve international travel as defined above. "University-Sponsored Programs" include student travel organized and/or accompanied by a faculty member for purposes of clinical medical education training.
3. "International Clinical Rotations" is defined as those clinical rotations abroad for which a student has both applied and been approved involving international travel. Students completing approved "International Elective Rotations" will receive a grade of "ST" (Satisfactory) or "U" (Unsatisfactory) based on the preceptor's evaluation of their performance. Students will also receive a second grade of either "S" (Satisfactory) or "N" (Needs Improvement) based on performance with regards to non-cognitive academic standards.
4. "International Group" is defined as any mission-oriented group that offers international experiences for medical students, including but not limited to DO Care and Doctors Without Borders.

Minimum Preceptor Qualifications

The minimum qualifications for all preceptors for International Clinical Rotations are:

1. D.O. or M.D.
2. Received medical education from an accredited institution in the United States
3. Board certified, or board eligible, in the United States

U.S. State Department Travel Alerts and Warnings

All students are required to check the current travel alerts and warnings information for the country of destination on the U.S. State Department's website, and provide this information on the Application for International Clinical Rotation and/or college coursework.

Oklahoma State University-Center for Health Sciences strongly advises against travel to any country with a current U.S. State Department travel alert and/or warning. Students choosing to disregard the advice of Oklahoma State University-Center for Health Sciences will be required to complete extra pre-travel counseling, as outlined below. By disregarding the advice of the institution, the student is accepting the risks inherent in travel to these areas designated by the U.S. State Department. Applications for travel to nations with current U.S. State Department travel bans will not be approved.

Student Application Process

1. For all University-Sponsored Programs abroad, please refer to *Oklahoma State University's International Travel Policy (1-0132)*. Students may also request information concerning the application process for University-Sponsored Programs abroad from the designated course coordinator.
2. International Clinical Rotations student requirements include:
 - a. Completion of the Application for Foreign Elective Rotation, which must include the applicant's name, type of rotation, rotation start and end dates, travel dates, the destination country, and the current U.S. State Department's travel alert/warning status.
 - b. The student is responsible for finding a qualified preceptor, who must complete the physician portion of the Application for Foreign Elective Rotation, which must include their full name, email address, board status, facility name, address, phone and fax numbers, and the signature of the physician and the director of medical education (if applicable).
 - c. It is the responsibility of the student to insure that the completed Application for Foreign Elective Rotation is submitted to the Office of Clinical Education at least 90 days prior to the beginning of the rotation. All applications submitted after the 90-day deadline will be rejected.

Receiving Credit for University-Sponsored Programs and International Clinical Rotations

Students approved to complete an international University-Sponsored Program will be enrolled in a designated course or clerkship. Upon successful completion of the international University-Sponsored Program as defined within the course syllabus, students will receive a grade of "ST" (Satisfactory) or "U" (Unsatisfactory) based on the preceptor's evaluation of their performance. Students will also receive a second grade of either "S" (Satisfactory) or "N" (Needs Improvement) based on performance with regards to non-cognitive academic standards.

Students may opt to use this university designated clerkship course in lieu of one of the following clinical rotations:

1. Primary Care Elective
2. General Elective
3. Required Selective (available only for students enrolled in the Rural Medical Track program)

Students approved by the Office of Clinical Education for an International Elective Rotation may opt to receive credit for one of the following clinical rotations:

1. Primary Care Elective
2. General Elective

Applications for International Elective Rotations involving an International Group will not be approved by the Office of Clinical Education. Students interested in participating in international activities involving International Groups are required to do so during a vacation and will not be approved to miss any time from required courses or clerkships.

Application Review and Approval Process

Students should contact the designated course coordinator for information regarding the application review and approval processes for international University-Sponsored Programs.

All Applications for International Elective Clinical Rotations received by the Office of Clinical Education at least 90 days before the start of the rotation will be reviewed based on the minimum requirements, including:

1. All required fields on the application have been properly completed
2. The preceptor minimum qualifications meet or exceed the standards outlined above
3. Verification of the destination country's travel alert and warning status from the U.S. State Department

All Applications will be reviewed on a case-by-case basis. Students will be notified via email about the status of their application once the review and approval process has concluded.

Pre-Travel Requirements for All Students

All students who will travel abroad for the purpose of completing an International Elective Rotation are required to complete the Foreign Travel Program, which is managed by Oklahoma State University-Stillwater, at least 30 days prior to departure. Students can access this information using the link provided on the application form or by contacting the Office of Study Abroad at Oklahoma State University-Stillwater.

Pre-Travel Requirements for Destinations with Travel Alerts or Warnings

Students choosing to complete an International Elective Clinical Rotation in a nation with a current travel alert and/or warning are required to:

1. Complete the Foreign Travel Program
2. Contact Jeff Simpson, Director of Study Abroad, Oklahoma State University-Stillwater
3. Complete and submit all required paperwork as directed by Mr. Simpson, or by the Office of Study Abroad at Oklahoma State University-Stillwater
4. Complete and submit the Application for Foreign Elective Rotation to the Office of Clinical Education no less than 90 days before the planned departure date

Malpractice Coverage for International Clinical Rotations

Oklahoma State University-Center for Health Sciences will provide malpractice coverage for students on approved International Elective Rotations. Students, as well as the approved preceptor and facility, should be aware that the provided malpractice coverage affords protection only for cases filed in a judicial venue within the United States. Oklahoma State University-Center for Health Sciences does not provide malpractice coverage to students for any case filed and adjudicated in a foreign court.

Approved following review by Department of Medical Education and Student Affairs:

A handwritten signature in black ink, appearing to read "William J. Pettit" with a stylized flourish at the end.

William J. Pettit, D.O., M.A.
Interim Senior Associate Dean for Academic Affairs