GLOBAL HEALTH CHECKLIST

The Partners Center of Expertise in Global Health has compiled this document effort to assist Partners trainees in planning global health/humanitarian medicine electives. For additional information on global health opportunities for Partners Healthcare residents and fellows [www.partners.org/coe](http://www.partners.org/coe) or contact Centers of Expertise at 617.732.8540.

Elective rotations may involve clinical training (through supervised participation in patient care), research, or learning through observation and reading—or some combination. All electives should have:

1) explicit (written) goals and objective
2) a clear plan for the experience (also written)
3) endorsement from the GME program director (who will need to confirm that the elective “counts” toward completion of the program requirements and—if relevant—board requirements for training)
4) a designated faculty member responsible for evaluation and feedback (may be a PHS faculty member or someone at another site, approved by the Program Director)
5) an on-site clinical supervisor if the elective involves participation in clinical care

Below you will find useful information regarding the planning of global rotations. Please contact Partners Centers of Expertise for additional information.
Global Health Pre-travel Pocket Checklist:

Travelling overseas can be exciting but overwhelming at the same time. Please visit the Department of State’s international travel abroad website for travel and safety tips to prepare you for your upcoming trip. It has links and resources from how to register your travel in case of emergency to finding a place to receive your mail. This guide will answer many, if not all, your international questions.

http://travel.state.gov/travel/tips/tips_1232.html

Global Health Pre-travel Pocket Checklist:

☐ Connect: with at least one person who has already been to the site and/or country where the rotation will occur

☐ Communication: Establish a plan for pre paid cell phone, of GSM card or Skype based on what you learn about the technology available at your side

☐ Currency: Clarify with previous travelers and your site whether cash or credit cards are preferred in the area and create a plan to maintain sufficient cash on hand.

☐ Copies: Make copies of your flight itinerary, passport and visa for your program coordinator and hide extra copies in your baggage.

☐ CRICO and insurance coverage: Contact CRICO with questions about malpractice. Contact Tim Murray for questions regarding personal and travel insurance.

☐ Cover your travels: Register the trip with U.S. Department of State. The State Department records this information and can use to assist in case of an emergency.

☐ Crime and Laws: Leave behind any valuables and never have too much. Get to know local laws and customs to keep safe. Travelers are subject to the local laws!
1 year in advance of travel plans:

□ Finding a site: Get advice from COE faculty (see on-line list of faculty background/interests) and from residents/fellows that have completed global health electives (see list on-line) based on the goals you have for this elective. Some departments maintain blogs or internal resources with written reviews on the various sites where residents have traveled.

Connecting directly with residents who have worked at sites is the best way to understand the experience. Program coordinators in departments can provide information on previous trainee experiences.

□ Funding: Begin exploring potential funding, including a) departmental subsidies for travel, b) Global Health COE grant (see Partners Center of Expertise website) c) funding through existing research grant (for related research activities), d) external grant or foundation funding

6-12 months in advance of travel:

□ Program Approval: Having established a site for the training experience, provide an approval letter from the site preceptor to training program director. Programs may have their own educational requirements for electives and/or for travel. Complete any necessary program specific paperwork.

□ Passport and Visa requirements: Maintain a signed, valid passport with at least 4 empty pages in the back. Visas may be required depending on duration of travel and location. Visa information specific to locations is available through the US State department site.

□ Immunization requirements: Immunization requirements will vary by destination country and duration of travel. Immunization shots listed by country are available through the Centers for Disease Control and Prevention (CDC) website. [see info re: MGH and BWH travel clinics, below]

□ Insurance while traveling:

- To establish whether travel insurance is provided by a Partners entity for a specific travel experience, contact Timothy Murray, Partners Director of Risk Management and Insurance, at 617-726-8195 or temurray@partners.org Partners will not provide insurance for travel to countries deemed dangerous. Click on the link below for further information on travelers’ insurance and specific countries.
The Partners policy document Business Travel Accident Insurance Coverage Overview Document provides specific detail on Partners coverage and liability.

- American Express card holders are eligible for cancellation reimbursements and global medical plans. For more information: https://secure.cmax.americanexpress.com/Internet/US/Travel/CTN/Component/GLOBAL%20Travel%20Shield_reg.html

- Malpractice coverage: CRICO has international malpractice coverage for residents and fellows for humanitarian patient care. Because local laws around malpractice will vary by location, the inviting institution is the best source for information regarding local insurance requirements. It is essential to research local requirements before travel begins. Timothy Murray (617-726-8195 or temurray@partners.org) can provide additional detail on malpractice and can work directly with CRICO.

3 months in advance of travel:

- **Immunizations and Travel clinic:** Each Partners entity offers a Travel clinic for immunizations and other travel information. The Travel clinic provides a yellow World Health Organization immunization card upon completion of immunizations. (Please remember to check whether this is covered by your health insurance and/or whether referral is needed.) Security and airlines may request this card in conjunction with passports or visas.
  BWH clinic: (617) 983-4430
  http://www.brighamandwomens.org/TravelClinic/default.aspx
  MGH clinic: (617) 724-6454

- **Insurance:** Confirm that insurance is established for the travel rotation. Some insurance options for travel are:
  MedJet (http://www.medjet.com/),
  TravelGuard (http://www.travelguard.com/)
  SOS (http://www.sos.travel/)

- **Flights and ground transportation:** Begin to look into travel arrangements. Flight prices vary daily so start early to find the best price. Trainees who have traveled to training sites often offer the best ideas on routes to remote locations.

- **Program Specific requirements:** Submit all training program elective paperwork to program coordinator.
□ **Budgeting**: Create budget estimate for planning purposes:

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**1 month in advance of travel:**

□ **Research on local culture**: Gather information and documentation on the country and site destinations. Be sure to research issues such as climate and expectations for dress as well as culture, beliefs, etc.

□ **Documentation to program**: Provide copies of flight itineraries, passport and contact information to Partners-based training program in case of any emergencies.

□ **Communications**: Explore cell phone options. Sim Card technology is typical globally though less common in the US. Sim cards can often be purchased inexpensively in country at airports. Sim cards are country specific travel that includes crossing national borders would require multiple cards.

Rural site may not have cell phone access or internet access. If a site has internet access, Skype is useful for maintaining communication. Creating a Skype account and user name is free.

□ **Driving abroad**: Drivers license restrictions differ by country and US drivers licenses may not be recognized outside the US. The [AAA website](https://www.aaa.com) has detailed information on car rentals and the international licensing process.

□ **Cash on hand**: Determine the best way to access cash while traveling. Confirm which ATM networks are available in country. Credit card companies should be alerted to travel plans in advance of departure because audits may be triggered by international charge activity. In rural areas credit cards are often not accepted.

□ **Planning for return to work**: Occupational health clearance may be required in order to return to patient care at Partners. Contact Occupation Health to find out the requirements in advance of travel.
During travel:

☐ Maintain a personal journal to refer to for meetings with training Program Director or other project sponsors.

☐ Take photos to share with fellow residents as well as to give prospective travelers a sense of the culture and atmosphere of the site.

☐ Keep track of all receipts and boarding passes for reimbursement purposes.

Upon return:

☐ Program specific requirements: Most programs will require a meeting with the program director or international coordinator to debrief on the experience. Be prepared to discuss clinical cases as well as submitting a written summary of the experience.

☐ Reimbursement: If a travel experience has been funded, submit all original receipts for reimbursement within one month of return to the appropriate coordinator. The standard Partners reimbursement form can be found on the Partners Pulse intranet http://is.partners.org/finance/travelcentral.html

☐ Return to work: Follow up with institute-specific Occupational Health clinic for clearance to return to work.

Brigham and Women’s Occupational Health: 617-732-6034
Massachusetts General Hospital Occupational Health: 617-726-2217