**Independent International Rotation**

**PRE-DEPARTURE CHECKLIST**

**Pediatrics Residency Program**

Today’s Date:

Resident Name:

Year of Training:

* PGY 1
* PGY 2
* PGY 3
* PGY 4/5

Rotation Site (Name of Institution, City, Country):

Dates of Travel:

Travel Checklist:

**6 months prior to departure**

* Please make sure to obtain the following:
  + Visa for country
  + Medical License information for country
  + *Important:* Check with your **site coordinator(s)** about obtaining visas and medical licenses. Please contact **Jenny Kang** (jlkang@stanford.edu), Global Health Program Manager, with specific questions or if you are unable to contact your site coordinator(s)
* If you are considering traveling to a new independent site, you must complete the New Site Questionnaire and schedule a meeting with **Dr. Saraswati Kache,** ([skache@stanford.edu](mailto:skache@stanford.edu)), Director of the Pediatric Global Health Scholarly Concentration, prior to agreeing to a rotation at that site. The questionnaire can be found here: http://peds.stanford.edu/Rotations/away\_elective/away\_elective.html

**12 weeks prior to departure**

* Cancel your continuity clinic

**8 weeks prior to departure**

* Medical Evaluation. You must complete a medical evaluation prior to travel.
* Schedule your *mandatory* Travel Clinic appointment by calling **650.736.5700**.
* Once your appointment has been made, complete the [2-page Pre-Travel Risk Assessment form](https://stanfordhealthcare.org/content/dam/SHC/for-patients-component/travel-medicine-clinic/docs/travel-medicine-pre-travel-risk-assessment.pdf) and fax it to the clinic at least one week prior to your appointment. (FAX: 650-320-9443)
* Note that appointments likely take place on Thursday mornings (8 AM – 11 AM)
* Make an appointment with Occupational Health to receive PEP meds if necessary, and to complete mandatory baseline draws for HIV, HCV, HBV, and TB (if you had a TB test within the last year, that is acceptable). *The*

*blood draws should be taken as close to your departure date as possible (as opposed to your Travel Clinic appointment)*

* Evacuation and Repatriation Insurance. Evacuation and repatriation are covered through **Europ Assist, policy #GLD-09012** (under Hartford Insurance policy #ETB-200231). You should print your insurance information and carry it with you at all times during your rotation
* Medical Insurance Coverage. Evacuation and Repatriation insurance does not include medical coverage while abroad. Please refer to the [Medical Coverage Insurance Form](http://peds.stanford.edu/scholarly-concentrations/global_health/documents/4.travelers_insurance.pdf) regarding how to obtain medical insurance for the duration of your rotation. This is mandatory. Note that you may use individual insurance or Travel Guard, which is very reasonably priced ($40-110 for 6 weeks depending on country). Save your receipt for reimbursement
* Liability Form. Please make sure to complete the [Stanford Liability Waiver Form](http://medscholars.stanford.edu/documents/Travel_Release_Waiver.pdf) prior to departure and email it to Michelle Brooks at [mbrooks@stanfordchildrens.org](mailto:mbrooks@stanfordchildrens.org).
* [GME Away Rotation Form](http://med.stanford.edu/gme/current_residents/documents/App_Away_Rotation.pdf). **This must be submitted to the GME office** **60 days** **prior to departure**. Note that your salary will not be covered if you do not submit this form. You may email the form to Michelle Brooks and she will submit to GME for you
* GME Away Rotation Goals and Objectives Form. This form requires that you outline specific educational goals and objectives for your rotation that are aligned with the ACGME milestones. **The form must be submitted to the GME office 60 days prior to departure.** You may email the form to Michelle Brooks and she will submit to GME for you. Specific goals and objectives for international work are outlined on our website. Access these forms here: <http://peds.stanford.edu/Rotations/away_elective/away_elective.html>

**6 weeks prior to departure**

* Complete Stanford University and Johns Hopkins’ joint online ethics course at the following site: <http://ethicsandglobalhealth.org>
* Schedule a meeting with **Dr. Saraswati Kache** to review your Goals and Objectives form and to discuss expectations for travel.
* Confirm your accommodations and transportation details
* Complete your Program Letter of Agreement form. This must be signed by Dr. Rebecca Blankenburg and your site coordinator, and should include as an attachment your GME Goals and Objectives Form. Access the form here: <http://peds.stanford.edu/Rotations/away_elective/away_elective.html>
* [Register your travel](https://oia.stanford.edu/) with the Stanford University Office of International Affairs
* [Register your travel](http://travel.state.gov/content/passports/english/go/step.html) with the US Department of State Smart Traveler’s Program to receive travel updates and information from the US embassy or consulate in your destination country
* Learn as much as you can about your destination country including the language, culture, social norms and traditions, as well as the medical issues significantly impacting the health of individuals and families in that region
* Consider meeting with **Aisha Talib** (atalib@stanford.edu) or **Jenny Kang** (jlkang@stanford.edu), Global Health Program Managers, for specific site information or travel recommendations

**1 week prior to departure**

* Inform your on-site mentor of your arrival date and expected dates of rotation.
* Prepare your rotation evaluation for your on-site mentor. This should be completed by your on-site mentor towards the end of your rotation
* Make copies of your itinerary, passport and important documents that you will need for your travel and email them to yourself so you have access to them in case of an emergency
* Make sure you have submitted all your paperwork to the GME Office and the Residency office

**Upon Arrival**

* Email Michelle Brooks (mbrooks@stanfordchildrens.org) to confirm your safe arrival

**During Rotation**

* Remind your on-site mentor to complete your evaluation
* Ensure you are meeting your GME goals and objectives

**After Rotation**

* Complete a 1-2 page (12 point font, double spaced) written reflection on your experience (*see instructions below*). Please email your reflection to Michelle Brooks (mbrooks@stanfordchildrens.org)
* Schedule a post-rotation meeting with **Dr. Saraswati Kache** ([skache@stanford.edu](mailto:skache@stanford.edu)) to complete your site evaluation and review your written reflection

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| **Additional Requirements for Residents in the**  **Global Health Scholarly Concentration**  **6 weeks prior to rotation**   * In your meeting with **Dr. Kache** ([skache@stanford.edu](mailto:skache@stanford.edu)), you should review the following: * GME Goals and Objectives Form * Scholarly Concentration [Project Proposal Form](http://peds.stanford.edu/scholarly-concentrations/documents/Scholarly%20Project%20Proposal%20Outline.pdf) * Scholarly Concentration [Project Timeline](http://peds.stanford.edu/scholarly-concentrations/research_resources_getting_started.html) * General expectations for travel   **During Rotation**   * Ensure you are meeting your Scholarly Concentration project milestones   **After Rotation**   * In your post-rotation meeting with **Dr. Kache**, you should review the following: * On-site mentor evaluation * Fulfillment of GME Goals and Objectives * Fulfillment of Scholarly Concentration project milestones * Next steps/action items for Scholarly Concentration project completion * Written reflection exercise |

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| **International Rotation Written Reflection Instructions**  **(***Note: To be completed by all residents upon return from their international rotations. Please consider sharing your reflections or talking about your experiences generally during your Teaching Senior Rotation!*)  Please complete a 1-2 page (12 point font, double spaced) written reflection using the instructions below.  1. Please choose **one specific clinical incident** that you were a part of that surprised, impressed or challenged you. Examples might include:   * Witnessing/participating in an emotionally difficult clinical encounter * Witnessing/participating in a patient’s death * Navigating a complicated clinical situation   2. Describe the situation and its context. Include what happened, what the challenges  were, what surprised you, what was specifically done by you, other providers, the patient and/or patient’s family that made the situation go well or not, what skills were demonstrated, and how those skills affected the clinical outcome.  3. Reflect on how you or others could have approached the situation differently. Please describe how you think others would have responded, or how you might respond differently if confronted with a similar situation. Learn more from this experience by consulting the literature, your peers or mentors to identify alternative approaches and describe these in your paper.  4. What specific skills (clinical, interpersonal, personal) does this situation highlight for you? How will this information inform your future practice as a clinician? How does this information affect your understanding of global health? How, if at all, will this experience impact your career trajectory and/or desire to work internationally? Please describe. |