

**INOVA FAIRFAX MEDICAL CAMPUS
GRADUATE MEDICAL EDUCATION POLICY**

Institutional Policy on International Electives

I. Purpose

To establish a policy for post-graduate training programs at Inova Fairfax Medical Campus who wish to obtain an international educational experience during an elective rotation.

II. Scope

This policy will apply to all graduate medical education programs at Inova Fairfax Medical Campus.

III. Responsibilities/Requirements

- A. House officer must be in good academic standing with their department.
- B. The house officer must demonstrate that the proposed rotation will provide professional experience which is important for the house officers' education/professional development.
- C. The house officer must demonstrate that the experience will be appropriately supervised by faculty approved by the Inova Program Director.
- D. The house officer should submit the "Application for International Elective Rotation" form to their Program Director for approval. Once approved by the program director, the house officer will need to complete the additional required forms for an international elective. Once all forms are completed, they are then submitted to the GME office for final approval.
- E. A fully executed Program Letter of Agreement with the host institution and Inova Fairfax Medical Campus is required prior to the commencement of the international elective.
- F. All trip related expenses are the responsibility of the house officer.
- G. House staff are encouraged to choose well-established organizations for their international elective to ensure malpractice coverage. If temporary malpractice insurance is available through the organization that the house officer is rotating with, the house officer must provide evidence of a malpractice certificate. If temporary malpractice insurance is not available, the house officer must purchase their own malpractice insurance at his/her expense. The house officer must provide evidence that malpractice insurance has been purchased. Inova Health System will not provide malpractice coverage for international electives.
- H. House staff are required to obtain international travel related insurance prior to their rotation. Specifically, they are required to obtain: Emergency Medical Evacuation, Kidnapping and Ransom Insurance, Security Extraction, Travel Assistance, Repatriation of Remains and Personal Effects in addition to the Standard Accidental Death and Dismemberment coverage.

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- I. The Institution will continue to pay salary and benefits for house staff during an approved international elective and any coverage is subject to the terms and conditions of the existing policies. We advise the terms and conditions of benefit coverage to be read carefully.
- J. House staff are responsible for obtaining travel immunizations, medications, visas, passports and other administrative travel requirements.
- K. House staff must provide the residency coordinator with an emergency contact in the U.S. and a means to contact them while out of the country.
- L. House staff must review the U.S. Department of State travel advisories prior to requesting an international elective. Requested electives in a country listed as “*Do Not Travel*”, “*Reconsider Travel*”, and “*Reconsider Travel-Contains Areas with Higher Security Risk*” will not be approved. Any requested elective in a country listed as “*Exercise Increased Caution*” or “*Exercise Increased Caution-Contains Areas with Higher Security Risk*” will be considered on a case by case basis after review by Risk Management, Legal, and the Office of Graduate Medical Education. Requested electives in a country listed as “*Exercise Normal Precaution*” or “*Exercise Normal Precautions-Contains Areas with Higher Security Risk*” will be reviewed by the GME office. The GME office reserves the right to request Risk Management or Legal review on a case by case basis for any International rotation request.
- M. House staff must register with the State Department via the Smart Traveler Enrollment Program.
- N. House staff cannot complete electives in any country for which the CDC has issued a Travel Health Alert or Warning.
- O. House staff are prohibited from engaging in any activities that have direct political, military or religious implications on foreign soil while on an international elective.
- P. House staff are prohibited from practicing any medical procedures or treatments that clearly contradict the standard ethical practice in the U.S., their specific training and/or the program and/or institution.
- Q. Failure to comply with all aspects of this policy may result in withdrawal of approval for international travel.

IV. General Guidelines

- A. PGY-1 house staff will not be permitted to participate in non-standard off-site electives. The maximum length of time that a house officer may be on an off-site rotation (for combined Standard and Non-Standard off-site electives) with salary paid is to be determined by each individual program but may not exceed ACGME/CPME program requirements for off-site electives. Each request must be approved by the Program Director and the Director of Graduate Medical Education on a case by case basis.

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- B. Application materials for an international elective must be submitted to the GME Office at least six months prior to the planned departure of the house officer. Incomplete applications may result in denial of a request.
 - 1. Application for International Elective rotation
 - 2. International Travel Liability Release Statement

V. Procedure Overview

- A. House officer, in good academic standing, wishing to complete an international rotation must complete Section 1 and 2 of the Application for an International Elective Rotation. Applications can be obtained on the Inova GME website, in your program office or in the Office of Graduate Medical Education.
- B. Applications should be submitted to the Program Director for review and completion of Section B. The application must include written approval from international elective site program director/site supervisor to be considered.
- C. If approved, the Program Director will forward the application to the Office of GME.
- D. The Office of GME will review the application and notify the program of the final decision regarding the application.
- E. Any costs for travel, living expenses, transportation, malpractice and travel insurance, immunizations, etc... will be incurred by the house officer and will not be the responsibility of the Inova Health System.
- F. House officer should be aware that credit will not be granted for the rotation until receipt of a completed evaluation documenting satisfactory performance is received from the site director at the visiting institution.
- G. House staff returning from an international rotation are responsible for ensuring that they are fit for duty to return to work. Contact your personal physician if you have any questions. You may also contact Employee Health with any questions regarding fitness for duty.

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Application for International Elective Rotation

Resident Name: _____

Resident E-mail Address: _____

Program Name: _____

Program Director Name: _____

PGY Level _____ Pager _____ Phone _____

Section A. Rotation Information (to be completed by resident)

Institution Name: _____

Institution Address: _____

Rotation Name: _____

Purpose of Rotation: _____

Attach a copy of the educational goals and objectives for the rotation to this application

Proposed Rotation Dates: From _____ To _____

Length of Rotation: _____ weeks

Name of Supervising Physician: _____

Address: _____

Phone Number _____ E-mail _____

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Attach copy of written approval from elective site program director/supervising physician

Outside Institution will provide professional liability coverage Yes _____ No _____

If yes, name of person contacted and phone number _____

If no, name of malpractice insurance company where policy was purchased and phone number _____

****Attach copy of the malpractice coverage certificate either from the institution or from the insurance company****

Resident Signature _____ Date _____

Section B. Program Director Review

Reason for International Elective Rotation _____

Resident is in good academic standing Yes _____ No _____

Rotation Approved Yes _____ No _____

Reason for non-approval _____

Program Director Signature _____ Date _____

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Section C. Graduate Medical Education Director Review

Date Application Submitted _____

Rotation Approved Yes _____ No _____

Reason for non-approval _____

GME Director Signature _____ Date _____

Malpractice Insurance Certificate Attached Yes _____ Date _____

International Travel Insurance Certificate Yes _____ Date _____

Emergency Medical Evacuation Yes _____ Date _____

Kidnapping and Ransom Insurance Yes _____ Date _____

Security Extraction Yes _____ Date _____

Travel Assistance Yes _____ Date _____

Repatriation of Remains and Personal Effects Yes _____ Date _____

Standard Accidental Death and Dismemberment Yes _____ Date _____

Travel Immunizations Yes _____ Date _____

Enrollment with the State Department Yes _____ Date _____