International Rotations Procedures

This student checklist is provided so that you can keep accurate track of the steps you have completed and the paperwork you have submitted and what remains outstanding in your application process. Completion of the checklist is solely your responsibility. The checklist will repeatedly say, "No approval will be given without this," and no approval will be given for incomplete application packets by the due date. It is the student applicant's responsibility to get all required materials to the Center for International Medicine and Cultural Concerns (CIMCC) and copy their SWC Director in a timely fashion. You will not be chased or reminded about missing items. Follow all rules and fill out all forms in a timely fashion. **Each applicant's request is reviewed on a case by case basis**. Do not assume because a student before you was granted permission to rotate at a given site that all students will be granted the same opportunity. Generally, a ROTATION SITE WILL **NOT** BE APPROVED IF THE HOST COUNTRY APPEARS ON THE UNITED STATES
STATE DEPARTMENT'S TRAVEL WARNING LIST **or** if WVSOM, for whatever reason, deems it unsafe to travel.

International rotations are not a right they are a privilege acknowledged by your Regional Assistant Dean (RAD), The Associate Dean of Clinical Education and the Director of the Center for International Medicine and Cultural Concerns (CIMCC). Please be aware that at any time during the application process or even while a student is on rotation, WVSOM-CIMCC reserves the right to cancel and or deny an international rotation. Our goal is to help make your international rotation as safe and educational as possible.

NOTE: 3rd Year Students:

1. Due to the need for the timely completion of ERAS, VSLO, Year 3 OSCE, COMLEX Level 2 CE, leaving the country as a year 3 student is very difficult.
2. As such, year 3 International Rotations will not be approved.

Note: 4th Year Students

1. Fourth-year students may go on an International Rotation using an approved 3rd party rotation providers (providers list may be obtained from cimcc@osteo.wvsom.edu).
2. Fourth year students may accompany their preceptor on an International Rotation.

Note: All students thinking about applying for an international rotation:

1. Your GPA must be 80 or above and you must be in good academic, personal and professional standing to participate in an IR.
2. Pre-applications should be submitted to CIMCC **at least 6 months preceding the requested** international rotation. You may request a pre-application and full application at cimcc@osteo.wvsom.edu.
3. The full application is due three months (90 days) before the departure date of when the rotation starts and no application will be considered less than 60-days before departure date and the full application must be completed 60-days before departure date.
4. If a student's preceptor is going on a mission trip while the student is on rotation

with said preceptor:

a. The student may travel with the preceptor if the preceptor in going to an unchallenged area.

b. The student must notify CIMCC and copy their RAD and Director of their desire to travel with their Preceptor no less than 20-days before departure.

c. If the students wants international rotation recognition then the student must follow all the guidelines for an international rotation.

5. **Mission Trips** may only be done on a student's vacation time unless (point 4 above) the student is traveling with their present preceptor.

6. No student may rotate internationally outside of their scope of education. If you had ER1 in place of Surgery 1 you may not attend a surgery international rotation.

Check-list for application for an international rotation
All steps must be followed. If you have any questions please contact
cimcc@osteo.wvsom.edu

	Year 4 IR Procedure
Step 1	**There are a number of parts to the formal International Rotation application**
	a) The pre-application form is due 6 months preceding your requested rotation date. b) The formal application is due 90-days before departure and the remainder of the paperwork must be completed no less than 60-days before departure date.
a)	Receive approval from your RAD and have your RAD send an e-mail to cimcc@osteo.wvsom.edu stating they approve of your proceeding with the IR process.
Application form b) □	Answer all questions on the form and make sure you have included 4-reference (three professional and one personal) and their contact e-mails. In addition make sure you have contacted your references and inform them they will be receiving an e-mail request from CIMCC. References **cannot be your RAD or Director or a family members**. References should be former employers, supervisors, professors, preceptors and a personal friend or family friend. **No approval will be given without 3 professional references.**
Additional paperwork c) □	Write a Statement of Purpose, font size 11, spacing 1.5, between 500-800 words and have it signed by you AND your Regional Assistant Dean. This Statement of Purpose should include: Why you should be considered for placement Where you wish to be placed and why What you hope to gain and learn What you hope to give the host community How much time you plan on staying (studying vs. vacation) and travel plans Sign your statement and have your Regional Assistant Dean sign your statement. And include your CV/ *résumé* **No approval will be given without this.**
d) □	**Documents to complete.** • WVSOM Policy E-16 Statement of Understanding Regarding International Electives Should be read, signed and witnessed by your present preceptor or your Regional Assistant Dean. • Complete and return the WVSOM Travel Registration Form • Complete and return the Health and Emergency Contact Information • Complete and return the Release and Waiver of Liability form which must be **SIGNED, INITIALED WHERE REQUESTED AND NOTARIZED** (Signed and witnessed by the notary). **No approval will be given without this.**
	If you are considering designing your own rotation during your fourth-year, you need to contact CIMCC no less than 120 days before the rotation
	If you are using a company to arrange your rotation make sure they are approved by CIMCC. Contact CIMCC for a list of already approved 3rd party companies and/or to receive clearance for the company you have chosen.
	ALL International Rotations must be approved through CIMCC. DO NOT ASSUME all plans are approved until you have received a "Good to go" e-mail from CIMCC.

Step 2	What you need to do for yourself
a) □	Obtain needed immunizations and prophylactic medications for your host country. This requires checking the website of your host country and the Center for Disease Control (CDC) website. A copy of your immunization record must be included in your file. Required immunizations for international travel include Hep. A, Hep. A booster, Hep. B, pertussis, and oral typhoid, in addition to those required by the CDC for your specific country and those required by WVSOM for domestic rotations. No approval will be given without this. You must personally send a copy of your immunization form.
b) □	Acquire a passport which must not expire within six (6) months after your return date and you must have two consecutive blank sheets (don't ask why, it's a USA travel thing). Send a copy of the front two pages of the passport no later than three months before departure date. No approval will be given without this. Always carry a copy of your passport and your immunizations separately from your travel documents in case they are lost or stolen.
c) □	Research travel insurance. Travel insurance should include travel reimbursement coverage for unforeseen changes in travel plans, emergency medical issues and emergency evacuation coverage in case of internal crisis within your host country: weather and natural disasters, political upheaval, etc. Include insurance info with your weaver form. No approval will be given without this. The recommended company to use is Seven Corners Insurance select "Choice". https://www.sevencorners.com/trip-protection-insurance#/quote
d) □	All students planning to do a rotation in a developing nation must contact CIMCC for instructions regarding cultural awareness education. It is strongly advised that you learn about the country's culture, read Wikipedia and visit the USA State Department's country info website. However the more you know the better your experience and less likely the chance of you offending someone.
e) □	Research currency exchange rates and availability of ATMs in your host country. Contact your credit card company and your bank telling them that you will be out of country during your rotation so that they do not put a hold on unexpected out of country charges. In addition check with your credit card company and research international fees which could be charged.
f) □	**Acquire needed visas.** Check with your host organization and the embassy of your host country to see if you need a visa and how to obtain one (not necessary if you are using an approved company to arrange your rotation. In addition to your visas, some countries may require a copy of your letter of invitation from your host site, a letter of good standing from your Regional Assistant Dean with his/her approval to travel, and your round-trip air tickets.
g) □	Arrange your flights. **Do not make paid arrangements for your flight until you have been instructed to do so by CIMCC. And MAKE SURE that your travel insurance will cover trip cancelation.**
	What can cause academic non-recognition of an international rotation? 1. Not having all paperwork in order before your departure date 2. Not having the approval of the Associate Dean for Predoctoral Clinical Education 3. Not turning in your grade form after your rotation 4. Your host country was not CIMCC approved 5. You failed COMLEX or receive a failing grade from a preceptor. 6. You are not in good professional standing. 7. **WVSOM reserves the right to deny or remove a student from an international rotation if administration deems it necessary for any reason.**

STEP 3	Completion of the rotation includes the following:
a) □	1. A weekly journal with a final written conclusion (total no less than 8000 words, size 11 or 12 font, 1.15 spaced, outlining an overview of your rotation experience. **This narrative must include:** • A description of what you experienced (culture and relationship with the host community How prepared were you for entering this culture) • Clinical cases and how prepared were you clinically for this experience • A description of what you learned and experienced medically – give examples) • How you presented OPP/OMT to the host community (give examples) • What living conditions were like • At the conclusion how was the preceptor to work for/study under We request that students keep a daily journal, but weekly is acceptable, of the events that occur on rotation and either e-mail a copy at the end of each week or if internet is a problem in the host country, then email a copy of the full journal, with the conclusion, as soon as you have internet access. The above written report needs to be turned into both your Director and CIMCC no more than 14-days after rotation. However, if the rotation ends in May, then no less than 14-days before graduation. **Failure to complete the report/journal and/or exit interview could result in the rotation not counting academically.**
b)	2. You are responsible for getting you grades from your IR preceptor or on-site director and making sure your USA Director receives them in a timely fashion and it is up-loaded to your records. No completion approval will be given without this.
c)	3. You must complete and exit interview with either a CIMCC representative or the Assoc. Dean for Pre-doctoral Clinical Education No completion approval will be given without this.

EXAMPLE OF COMPLETE INTERNATIONAL ROTATION PACKAGE

1. PRE- APPLICATION
2. FULL APPLICATION AND STATEMENT OF PURPOSE (SIGNED BY REGIONAL ASSISTANT DEAN)
3. ESR FORM – ELECTIVE AND SELECTIVE ROTATION REQUESTFORM
4. STATEWIDE CAMPUS REGIONAL ASSISTANT DEAN APPROVAL EMAIL
5. VISA OR PASSPORT
6. E-STATEMENT OF PURPOSE
7. HEALTH & EMERGENCY CONTACT FORM
8. RELEASE AND WAIVER OF LIABILITY
9. WVSOM INTERNATIONAL TRAVEL REGISTRATION FORM
10. STATEMENT OF UNDERSTANDING REGARDING INTERNATIONAL ELECTIVES
11. ALL FOUR (4) REFERENCES
12. UP-TO-DATE IMMUNIZATIONS
13. TRAVEL INSURANCE
14. DEPARTURE MEETING WITH LEAH STONE
15. JOURNAL ENTRIES
16. NECESSARY AFFILIATION PAPERWORK
17. FOLLOW UP MEETING WITH LEAH STONE