

Medical School Study Abroad Protocol

The Medical School Study Abroad application process applies to participation in programs anywhere outside of the United States, including Canada and including locations in the student's home country. All applications must be completed in the Study Abroad Portal before the trip takes place. The application system found here: [Study Abroad Portal Home](#) is mandated university-wide, and used for all CWRU undergraduate and graduate schools.

Required tasks are listed in this application which is designed for School of Medicine students.

Preliminary required steps:

University Program:

- Contact Joseph Williams (jxw26@case.edu) with basic program info: what, where, when.
- Meet with your Society Dean to review your plans; bring a print-out of the completed International Program Form and a copy of the acceptance letter or email from the program. Your Dean must sign your International Program Form.
- Meet with Dr. Sahera Dirajlal-Fargo, Assistant Professor in the Department of Pediatrics during a Health & Safety Pre-Departure Orientation. This is a required step unless your program site is in Canada. Also, if your program is in your home country, you may email Dr. Dirajlal-Fargo to confirm whether she needs to meet with you or not. If she agrees to waive this meeting, make sure Joseph Williams receives a copy of that message (jxw26@case.edu)
 - Dr. Sahera Dirajlal-Fargo's email: sahera.dirajlal-fargo@uhhospitals.org
 - Register for and attend [Medical School Health & Safety Pre-Departure Orientation](#):
 - **Thursday, December 5, 2019 at 3:00pm-4:00pm**
 - **Friday, January 31, 2020 at 12:00pm-12:45pm**
 - **Wednesday, February 26, 2020 at 2:00pm-3:00pm**
 - **Friday, March 27, 2020 at 12:45pm-1:45pm** (Dr. Dirajlal-Fargo will not be in attendance, but medical students can still attend)
 - **Friday, April 24, 2020 at 12:00pm-12:45pm**
 - All sessions will be held in:
Case Western Reserve University
Tomlinson Hall Room 135
10900 Euclid Ave. Cleveland, OH 44106
 - When you go to your Medical School Health & Safety Pre-Departure Orientation with Dr. Dirajlal-Fargo, bring: the completed International Program Form (signed by your Society Dean) and a copy of the acceptance letter or email from the program. Dr. Dirajlal-Fargo will sign the International Program Form.
- You should then scan and email the signed International Program form to studyabroad@case.edu

College Program:

- Contact Darlene Gray (grayd4@ccf.org) with basic program info: what, where, when.
- Meet with Dr. Christine Warren to review your plans; bring a print-out of the completed International Program Form and a copy of the acceptance letter or email from the program. Dr. Warren must sign your International Program Form.
- Meet with Dr. Sahera Dirajlal-Fargo, Assistant Professor in the Department of Pediatrics during a Health & Safety Pre-Departure Orientation. This is a required step unless your program site is in Canada. Also, if your program is in your home country, you may email Dr. Dirajlal-Fargo to confirm

whether she needs to meet with you or not. If she agrees to waive this meeting, make sure Darlene Gray receives a copy of that message (grayd4@ccf.org)

- Dr. Sahera Dirajlal-Fargo's email: sahera.dirajlal-fargo@uhhospitals.org
- Register for and attend [Medical School Health & Safety Pre-Departure Orientation](#):
 - **Thursday, December 5, 2019 at 3:00pm-4:00pm**
 - **Friday, January 31, 2020 at 12:00pm-12:45pm**
 - **Wednesday, February 26, 2020 at 2:00pm-3:00pm**
 - **Friday, March 27, 2020 at 12:45pm-1:45pm** (Dr. Dirajlal-Fargo will not be in attendance, but medical students can still attend)
 - **Friday, April 24, 2020 at 12:00pm-12:45pm**
- All sessions will be held in:
 - Case Western Reserve University
 - Tomlinson Hall Room 135
 - 10900 Euclid Ave. Cleveland, OH 44106
- When you go to your Medical School Health & Safety Pre-Departure Orientation with Dr. Dirajlal-Fargo, bring: the completed International Program Form (signed by Dr. Warren) and a copy of the acceptance letter or email from the program. Dr. Dirajlal-Fargo will sign the International Program Form.
- You should then scan and email the signed International Program form to studyabroad@case.edu

Preparation for trip:

Required Reading and Lecture Videos (also listed under Learning Content in the online application)

- Watch 3 required lecture videos:
 1. LECTURE TITLE: Bioethics, Social Justice, Stigma, Medical Missions
LECTURER: Nicole Deming, JD
YouTube Link: <http://www.youtube.com/watch?v=C4vpFuJqxvw&feature=youtu.be>
 2. LECTURE TITLE: Preparation for Travel, Diarrheal Disease, Bacteria (Plague, Mening)
LECTURER: Keith Armitage, MD
YouTube Link: <http://www.youtube.com/watch?v=ZyciMnZQAaY&feature=youtu.be>
 3. LECTURE TITLE: How to Behave During an International Elective
LECTURER: Yopal Yadavalli, MD
YouTube Link: <http://www.youtube.com/watch?v=qQ--78z68Gs&feature=youtu.be>

Recommended Online Resources to review for information, travel alerts, and advice:

- [Centers for Disease Control and Prevention](#)
- [US State Department](#)
- [World Health Organization](#)
- [The American Journal of Tropical Health and Hygiene](#)

Travel Insurance

- Once you have completed your application, the Office of Education Abroad will send you the university-provided Travel Insurance policy information.

- Read the [Foreign Travel Policy and Insurance](#) information and print the Foreign Travel Insurance Cards found on the last page; **carry this card and your basic medical insurance ID cards with you at all times when you are traveling abroad.**

Malpractice Insurance

A Medical Professional Liability Policy (malpractice insurance) is automatically included in the University's coverage, and [covers medical students for any activity on behalf of the university, whether in the United States or outside of the country.](#) Some rotations may require verification of malpractice/liability insurance. In that event, the request must be submitted to the Office of Risk Management and Insurance, and must include:

- Name of the student
- Student ID number
- Name and address of where the student will be doing the rotation
- Dates of the student's rotation

The Office of Risk Management will then send a Certificate of Insurance directly to the site where the student is planning to do their rotation and will e-mail a copy to the student as well on request.

Contact information for the CWRU Office of Risk Management and Insurance:

If your international site requires proof of insurance, please contact the CWRU Office of Risk Management for For Certificate of International Insurance Coverage.

- Laura Corrigan, Insurance Manager - 216.368.4394 (e-mail: laura.corrigan@case.edu)
- Dina Leinweber, Department Assistant – 216.368.1547 (e-mail: dina.leinweber@case.edu)

MedPlus Advantage Insurance

There is an additional insurance provided for you (no charge) as a Case Medical student. Go to www.medplusadvantage.com and enter the code number **644198** in the box; click submit, then click on “Emergency Global Travel Service Member ID” to access information about this coverage and an Assist America insurance card. This coverage is somewhat redundant regarding services also covered by the university travel insurance, but it is recommended that you carry the Assist America card with you also as back-up in case of an emergency.

Please note:

- You would contact this agency only in the event of an emergency; you do **not** need to notify them before you travel.
- Assist America provides global emergency services insurance only and does **not** replace medical insurance during medical emergencies away from home. All medical costs incurred should be submitted to your health plan and are subject to the policy limits of your health coverage.

Other

There may be other preparations specific to your program. ***Please be sure to carefully read the individual program requirements at the time you are applying.*** Many requirements, such as mask-fitting and training, cannot be left to the last minute.

During your Program:

- Provide your sponsor/evaluator with an End-of-Rotation Assessment Form as soon as possible at the start of your program. To access the form, go to: [End of Rotation Assessment Form](#)
- Toward the end of your program, remind the evaluator to complete the form and submit it to the Registrar's Office per instructions at the bottom of the form. The form is an interactive PDF, and can

be completed online, but please note: **the form is not compatible with all browsers.** (It works well with Chrome & Internet Explorer. It does not appear to be compatible with Firefox.)

Post-Program:

At the conclusion of your program, you are required to complete the Post-Program Report, which is the last item listed under application questionnaires. This should be done as soon as possible after your trip and is **required within 7 days of your return.** **It is highly recommended that you also save the report to your files for future reference.**
