|  |
| --- |
| CONSIDERATIONS WHEN PURSUING A BIDIRECTIONAL EXCHANGE |
| Terms of Agreement | * Ensure that the international partner leadership is interested in having their trainees participate in the exchange
* Agree on logistics such as duration, frequency, and how visiting trainees will be accepted
* Develop a budget (most exchanges cite costs between $1,500 and $3000, depending on where the trainee is coming from) and be creative in pursuing funding (eg, all stateside traveling trainees must contribute to a fund)
* Determine the observation logistics for your institution, including regulations pertaining to hands-on clinical care
* Create and obtain mutual agreement on a MOU that outlines the responsibilities of the sending institution, the visiting trainee, and the host institution (example provided in [Appendix Y](#AppendixY))
 |
| Pre-Arrival Logistics | * Designate a faculty or trainee lead for the experience
* Secure safe room and board (options include hosting faculty/trainees, campus housing, youth hostels, etc)
* Work with trainee(s) to coordinate travel arrangements, including travel health insurance while in the United States
* Draft an invitation letter template for the visiting trainee(s) to use for J-1 visa application
* Provide hospital-specific immunization requirements to trainee(s)
* Work with partner to develop a skeletonized schedule that can be adjusted based on individual trainee goals
* Strategize how to evaluate the exchange with the partner institution
 |
| Post-Arrival Logistics | * Coordinate final hospital rounding logistics based on institution (badge access, in-person health screening such as TB testing, etc)
* Designate faculty/trainee lead to help coordinate in-country transportation (including airport pick-up) and hospital and cultural orientation (including discussions pertaining to culture shock) and to check in frequently regarding goals, objectives, and well-being
* Engage trainees from your institution who will be traveling to the international trainee’s home institution to host social/cultural outings
 |