

**Table 7: Checklist of Considerations for Program Directors and Trainees Pertaining to GH Electives and Partnerships** (Note: This list is not exhaustive and will vary based on the type of elective and nature of the partnership.)

HOME INSTITUTION & TRAINEE CONSIDERATIONS	
<b>Home institution</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the Working Group on Ethics Guidelines for Global Health Training (WEIGHT) <a href="#">guidelines for institutions</a> engaging in GH electives<sup>36</sup></li> <li><input type="checkbox"/> Trainee application/screening process</li> <li><input type="checkbox"/> Site safety assessment (local contacts, <a href="#">State Department Travel Advisories</a>)</li> <li><input type="checkbox"/> Trainee salary support +/- travel stipend</li> <li><input type="checkbox"/> Trainee malpractice insurance coverage</li> <li><input type="checkbox"/> Trainee disability insurance coverage</li> <li><input type="checkbox"/> Trainee emergency contact information</li> <li><input type="checkbox"/> Occupational exposures guidelines for trainees on GH electives (example in <a href="#">Appendix G</a>; also consider host institution-specific occupational exposure guidelines)</li> <li><input type="checkbox"/> 24/7 emergency access line for trainees on GH electives (many home institutions have GH elective phone triage guidelines for access points such as their emergency department, patient intake line, call center, paging operator, etc.)</li> <li><input type="checkbox"/> Program Letter of Agreement/Memorandum of Understanding (<a href="#">Appendix X</a>) and consideration of a bidirectional training partnership (<a href="#">Chapter 10</a>)</li> <li><input type="checkbox"/> Consider developing institution-specific: risk reduction agreements, photography guidelines, donation guidelines, social media and professionalism guidelines (refer to appendices for examples; when possible, develop in collaboration with global partners)</li> <li><input type="checkbox"/> Preparation mentorship &amp; curriculum</li> <li><input type="checkbox"/> On-site support mechanisms</li> <li><input type="checkbox"/> Debriefing process</li> </ul>
<b>Trainee</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the Working Group on Ethics Guidelines for Global Health Training (WEIGHT) <a href="#">guidelines for trainees</a> engaging in GH electives<sup>36</sup></li> <li><input type="checkbox"/> Start planning &gt;1 year in advance (refer to sample planning timeline and checklist in <a href="#">Appendix P</a>)</li> <li><input type="checkbox"/> Develop learning objectives pertinent to the global experience (and review with home and host institutions prior to departure)</li> <li><input type="checkbox"/> Site safety assessment (local contacts, <a href="#">State Department Travel Advisories</a>)</li> <li><input type="checkbox"/> Application (institution-specific) &amp; identification of personal goals and objectives</li> <li><input type="checkbox"/> Passport (that will not expire within 6 months of return travel) and with a minimum of 4 blank pages</li> <li><input type="checkbox"/> Visa, if applicable</li> <li><input type="checkbox"/> Enroll in State Department <a href="#">Smart Traveler Enrollment Program</a></li> <li><input type="checkbox"/> Emergency identification card</li> <li><input type="checkbox"/> Pertinent phone numbers (in-country and home institution)</li> <li><input type="checkbox"/> In-country communication plans (eg, international calling plan; local cell phone; SIM card; etc.)</li> <li><input type="checkbox"/> Medical licensure in-country, when applicable</li> <li><input type="checkbox"/> Travel clinic (vaccines, malaria prophylaxis, post-exposure prophylaxis, health self-assessment, etc.) and review of <a href="#">CDC country-specific guidelines</a></li> <li><input type="checkbox"/> Medical &amp; evacuation insurance while away</li> <li><input type="checkbox"/> Packing list (refer to <a href="#">Appendix M</a> for a template)/logistical preparation/travel coordination</li> <li><input type="checkbox"/> Participation in preparation mentorship and curriculum</li> </ul>



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	<input type="checkbox"/> Site-specific preparation (cultural, legal, ethical, language, and clinical; when possible, meet with people who have lived and/or worked in the destination country) <input type="checkbox"/> Participation in a debriefing meeting with faculty mentor <input type="checkbox"/> Post-return presentation if applicable <input type="checkbox"/> Post-return evaluation with occupational health (including tuberculosis test)
<b>ELECTIVE SITE CONSIDERATIONS</b>	
<b>Safety</b>	<input type="checkbox"/> State Department Travel Warnings or other alerts <input type="checkbox"/> Site-specific safety considerations (eg, frequency of safety issues, access to security services if needed, safety of transportation services)
<b>Health</b>	<input type="checkbox"/> Assessment of potential health risks, including but not limited to: malaria, occupational exposures, travel-related accidents, climate considerations <input type="checkbox"/> Site-specific health policies (eg, occupational exposure guidelines) <input type="checkbox"/> Access to healthcare for routine health issues or emergencies <input type="checkbox"/> Access to safe food and water
<b>Language</b>	<input type="checkbox"/> Languages spoken at the site <input type="checkbox"/> Access to interpreters, if applicable (important to avoid using local providers as interpreters, as it detracts from their work)
<b>Culture &amp; Law</b>	<input type="checkbox"/> Local cultural, religious and legal factors that may influence specific populations, including women and LGBTQ visiting trainees <input type="checkbox"/> Dress code and culturally appropriate dress considerations
<b>Ethics</b>	<input type="checkbox"/> Supervision for the visiting trainee <input type="checkbox"/> Sustainability plan for patients and institutional interventions <input type="checkbox"/> Donation guidelines for the visiting trainee <input type="checkbox"/> Professional boundaries with visitor/local relationships <input type="checkbox"/> Avoidance of imposition of religious/faith preferences
<b>Travel</b>	<input type="checkbox"/> Visa requirements <input type="checkbox"/> Ease of travel to elective site (and cost of travel) <input type="checkbox"/> In-country transportation options and safety
<b>Costs</b>	<input type="checkbox"/> Elective fees and/or donation requests
<b>Housing</b>	<input type="checkbox"/> Housing logistics (location, safety, etc.) <input type="checkbox"/> Amenities (running water, electricity, internet, etc.)
<b>Food</b>	<input type="checkbox"/> Access to grocery store or other local sources of food <input type="checkbox"/> Food options at hospital and at housing
<b>On-Site staffing &amp; supervision</b>	<input type="checkbox"/> On-site preceptorship (for duration of GH elective) <input type="checkbox"/> Overall staffing (patient volume, nurse:patient ratios, etc.)
<b>Clinical</b>	<input type="checkbox"/> Specific skills or competencies needed to rotate at site <input type="checkbox"/> Expectations of the visiting trainee (patient load, caring for children and/or adults, training level at which the visitor will be functioning, hours, call, procedures, access to mentor/attending, etc.) <input type="checkbox"/> Overview of clinical resources (pharmacy, laboratory, radiology, supplies, intensive care unit, consultants, etc.) <input type="checkbox"/> Overview of reference materials (textbooks, manuals, online clinical resources, local protocols, etc.) <input type="checkbox"/> Consider maintenance of a patient log

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<b>Projects or research</b>	<input type="checkbox"/> Engage host institution stakeholders in project development, implementation, interpretation, and dissemination of results, including co-authorship <input type="checkbox"/> On-site review and approval at early stage, including IRB when pertinent, for any projects or research that will be performed during the elective <input type="checkbox"/> Home institution IRB approval, when applicable
<b>Communication</b>	<input type="checkbox"/> Trainee access to phone, internet services <input type="checkbox"/> Communication/professionalism guidelines for trainee (pertaining to social media, photography, etc.) <input type="checkbox"/> Communication plan with home mentor and on-site mentor/supervisor <input type="checkbox"/> Communication options between on-site supervisor and home mentor <input type="checkbox"/> Pre-return trainee debriefing with on-site supervisor
<b>Partnership</b>	<input type="checkbox"/> In-country partner who expresses interest in and commitment to a sustained partnership <input type="checkbox"/> Approval from the in-country program director and departmental chair, when applicable <input type="checkbox"/> Mutually beneficial partnership agreement <input type="checkbox"/> Administrative infrastructure to support logistical coordination for the elective and/or larger partnership
<b>Evaluation</b>	<input type="checkbox"/> On-site competency-based objectives pertinent to the GH elective <input type="checkbox"/> Trainee assessment (for on-site supervisor to complete, refer to <a href="#">Chapter 6</a> ) <input type="checkbox"/> Assessment of value of the program to the host institution <input type="checkbox"/> Elective site evaluation (for trainee to complete, refer to <a href="#">Chapter 6</a> )