

International Activity Policies and Procedures

University of Wisconsin Department of Family Medicine and Community Health

Important notice for individuals planning international work or attendance at CME: Preapproval is REQUIRED for all “international activities” (defined below). Please see “International Activity Checklist” for steps to be completed if possible ≥3 MONTHS prior to travel (see below).

Global Health Mission Statement

To foster the development of medical and academic leaders who have the skills, knowledge, and desire to improve the health of individuals, families, and communities worldwide.

Purpose of This Document

The UW DFMCH recognizes that faculty, fellows, and staff¹ may participate in “international activities” (see definition below) for a variety of reasons, with varied durations, arrangements, and funding sources. Careful planning helps to ensure that international activity enriches and contributes to the missions of the department, and does not unduly impact other UW DFMCH activities and personnel. The purposes of these policies are:

- To provide planning guidelines and information for UW DFMCH faculty, fellows and staff members who are considering work or study abroad.
- To establish a rational and consistent approach for approving or denying time away and reimbursement for international activity.
- To develop protocols supporting the safety and welfare of UW DFMCH employees in their international activity.
- To implement UW DFMCH guidelines consistent with UW system, the UW Global Health Institute (GHI), and UW SMPH policies and procedures.

Definition of International Activity

These policies define “international activity” as any international activity that is undertaken as part of one’s professional responsibilities in the UW DFMCH or UW SMPH and approved by the Chair of the UW DFMCH. These international activities can include:

- Service work that provides a demonstrable, direct, tangible benefit to the DFMCH that goes above and beyond individual gratification received by that person for service work. Trips involving service work should include UW students/DFMCH residents or take place at a site where there is a DFMCH approved program or relationship.
- Global health research where fieldwork is required
- Attending or presenting at conferences/CME in international locations

The decision of whether an individual’s activity is considered “work-related” will be handled on a case-by-case basis. In making these decisions, the Chair of the UW DFMCH will be advised by the International Advisory Committee (defined below) and will use the following broad guidelines:

- All activities outside the US that satisfy the same rules, regulations and requirements of the DFMCH as domestic Professional Development/CME are work-related. <https://inside.fammed.wisc.edu/documents/tcs/52>
- Presentations at global health conferences are subject to the same time criteria as domestic presentations in the US and are work-related.

¹ Specific policies and procedures for residents can be found on the UW DFMCH intranet under: Administration/Department Policies/Residency/Other Policies & Procedures/International Rotation Policy for Residents.

- It should be noted that UW Risk Management expects that UW employees must continue to receive their salaries in order for them to be covered by the State's Liability Program and Workers' Compensation while away. Thus, work abroad undertaken solely as vacation or unpaid leave time will not be considered by the UW DFMCH as work related international activity.
- Due to UW requirements, ANY activities that use UW/UWSMPH/DFMCH grants, FTA allotment, CME time, CME funds, travel awards and/or other UW-supplied funds to cover ANY part of time away MUST be considered international activity. In these situations neither vacation days nor a Leave of Absence can be used to cover time away. These situations require consultation with the DFMCH Director of HR to obtain the necessary approvals and planning for time away.

An algorithm has been created to help you determine what is considered "International Activity" and therefore what Policies and Procedures apply (see "[Is My Proposed Travel Considered DFMCH "International Activity?"](#)").

Scope

All UW employees are expected to adhere to the UW System and the GHI policies and procedures. The policies and procedures described in this document apply specifically to UW DFMCH employees and are meant to complement those of the UW System and the GHI.

These policies are applicable to UW DFMCH employees:

- Faculty (including Physician Assistant [PA] Program)
- Fellows
- Academic and University (classified) staff (including PA Program)
- Faculty with affiliate appointments in the DFMCH who travel under DFMCH sponsorship

These policies do not pertain to individuals in the following categories, who should refer to the policies and procedures specific to their employers or programs:

- Resident physicians (including DFMCH residents). Specific policies and procedures for residents can be found on the UW DFMCH intranet under: Administration/Department Policies/Residency/Other Policies & Procedures/International Rotation Policy for Residents.
- Staff employed by the UW Medical Foundation
- UW students including medical, PA, pharmacy, nursing or other students
- Faculty, staff, fellows, or residents employed by Aurora or Aspirus

The International Advisory Committee

The International Advisory Committee (IAC) will advise and assist the Chair of the UW DFMCH on an ongoing basis on issues relevant to international activity. It will consist of members appointed by the Chair and will include members representing UW DFMCH faculty, academic staff, and HR.

The purpose of the IAC will be to:

Review and make recommendations on acceptance or rejection of requests for international activity for DFMCH faculty, staff and fellows, and for foreign visitors.

- Establish departmental priorities for global health activities.
- Update policies and procedures and ensure that they are consistent with current UW System, School of Medicine and Public Health (SMPH) and GHI requirements.
- Advise DFMCH GMEC on policies and procedures relevant to global health electives.

Policies and Procedures

Application Process

(Note: See below for the fast track option available for faculty, fellows and staff attending conferences or CME activities in foreign countries AND are not accompanying or supervising learners during their time away)

Faculty considering international activity must do the following, preferably at least three (3) months prior to departure:

- Discuss and obtain approval for time away from the supervisors of all his/her areas of responsibility (clinical, research, teaching, and administrative) using the “Faculty Absence Reporting Form”, which is available on the HR website (<https://inside.fammed.wisc.edu/documents/cs/26>).
- Prepare a proposal using the “International Activity Proposal” [see below].
- Review the “International Activity Checklist.” This checklist indicates the items recommended ≥ 3 months prior to departure and those required at least 2 weeks prior to departure [see below].
- Submit the “Faculty Absence Reporting Form” and “International Activity Proposal” to the UW DFMCH Director of Human Resources. Upon receipt of the completed required paperwork by the Director of Human Resources, s/he will forward it to the International Advisory Committee (IAC). Individuals planning international travel can expect a decision regarding approval within 4 weeks of submission.

The completed “International Activity Checklist” should be submitted to the DFMCH Director of Human Resources no later than two (2) weeks prior to departure.

NOTE: FAILURE TO FOLLOW THE POLICIES DESCRIBED IN THIS DOCUMENT MAY PROHIBIT THE REIMBURSEMENT OF TRAVEL EXPENSES, INCLUDING CME FUNDS

Approval Process

The IAC will review all requests and make recommendations to the Chair on the following:

- Whether this activity is considered an “international activity” as defined above
- Whether the time away should be granted as part of the faculty’s FTA, CME and/or grant allocations
- Whether travel-related expenses that should be reimbursed by the DFMCH (e.g., airfare, lodging, meals) from individual CME funds or other sources of department funding

The Department Chair has the final authority to approve, modify, or reject the recommendations of the IAC.

Determination of Whether or Not Time Away is Granted or Denied

In this determination, issues considered will include, but not be limited to, the alignment of the work-related activity with the mission and/or initiatives of the UW DFMCH, impact on colleague workloads, overall work performance, and the extent of other time away from the UW DFMCH.

Determination of How Days Away are Allocated

The allocation of days away will be made according to the congruence of the work-related activity with the overall missions and initiatives of the department. If the faculty/fellow/staff member’s FTA does NOT allocate time for the international activity, s/he must first use his/her CME time for the activity. If vacation time or Leave of Absence is used to cover ANY portion of the time away, additional planning is required [See definition of International Activity, above]. If the traveler intends to take more than four days of vacation and/or LOA time, he/she must contact the Chair of the IAC for specific guidance.

Determination of Whether Travel Expenses are Reimbursed by the Department

This determination will be made according to the alignment of the international activity with the missions and initiatives of the department. If the traveler combines “international activity” with either vacation or LOA and the vacation/LOA is more than 50% of your time away, none of the travel expenses (hotel, flight, etc) will be reimbursed by the DFMCH.

Other Considerations

- Faculty/fellows/staff should review the Policies and Procedures for Faculty and Staff on the Global Health Institute's (GHI) website (<http://ghi.wisc.edu/global-health-policies/>) to ensure compliance with all relevant rules and regulations not covered in this document.
- Learners who accompany UW DFMCH faculty/fellows/staff and who are students or employees of other UW departments are required to be in compliance with the policies of their home departments or schools and of the GHI. Documentation of compliance should be submitted in letter form to UW DFMCH Human Resources.
- Learners who accompany UW DFMCH faculty/fellows/staff and who are students of institutions other than UW are encouraged to enroll in a UW course that would allow for such educational activity. Otherwise, the UW DFMCH faculty/fellow/staff must insure that the learners are in compliance with the rules and regulations of their home institutions. Documentation of compliance must be submitted in letter form to UW DFMCH Human Resources. The letter should be from an administrator or teacher of the learner's home institution.
- Medical evacuation and repatriation insurance is provided at no cost through the State of Wisconsin to all UW faculty, fellows and staff. The link to a downloadable card and information about the policy is found at: http://www.bussvc.wisc.edu/risk_mgt/europ_assistance.html
- Travel health insurance through Cultural Insurance Services International (CISI), which includes evacuation and repatriation, is available at low cost to UW faculty, fellows and staff and their dependents accompanying the UW employee on work-related activity. This coverage is required for students. Further information and an application can be obtained online at: http://www.bussvc.wisc.edu/risk_mgt/international%20health%20insurance.html . Note that this coverage provides low-cost, weekly rates, and the coverage includes a zero-deductible, direct payment to providers overseas, and special links to emergency travel. Dependents of UW DFMCH faculty, fellows and staff are strongly encouraged to obtain this coverage.
- Faculty/fellows/staff who plan to extend their stays beyond the time that they will be engaged in international activities must check with UW Risk Management (see below) to determine the extent to which they will be covered by the UW insurance umbrella (malpractice, evacuation, repatriation and traveler's health insurance).
- Faculty/fellows/staff who engage in international activity and who take the time away as vacation must contact Debbie Beich at UW Risk Management to determine if they will remain covered under CISI's policy and UW liability while abroad on personal time. CISI allows for some personal time at the beginning or end of international activity but does not cover purely leisure travel. Documentation of UW Risk Management's determination must be submitted to DFMCH Director of HR. For further information about liability and insurance coverage, contact Debbie Beich at UW Risk Management (debbie.beich@wisc.edu ; 608-262-8926).
- Additional legal review, **required** for any clinical activities outside of the U.S., can be obtained by contacting the UW Office of Legal Affairs at 263-7400.
- If there are questions more generally about the safety and security of a location or concerns due to current events, contact UW-Madison's International Safety and Security Director (ISSD) (<http://internationaltravel.wisc.edu/>, currently Ron Machoian rmachoian@bussvc.wisc.edu or 608-890-2446). Individuals taking learners to countries for which there is a U.S. Department of State travel warning must contact UW-Madison's International Safety and Security Director (ISSD) for consultation. All parties traveling to such countries must sign the DFMCH Notice for Countries with U.S. Department of State Travel Warnings.
- Faculty/fellows/staff who engage in work in foreign countries while on vacation or leave of absence (LOA) are not acting as employees of the University of Wisconsin School of Medicine and Public Health/UW Health for activities undertaken during the leave of absence, and their international activity will not be considered as part of their employment. For that reason, they are encouraged to purchase a liability insurance policy which would provide coverage. Those who plan to engage in work abroad while on LOA must inform in writing the DFMCH Director of HR of their intent. In addition, they must send a letter to the foreign host or agency informing them their work their will NOT be done as a UW or UWMF employee. Templates for both of these letters can be obtained from the UW DFMCH Director of HR. Signed copies of these letters must be sent to the DFMCH Director of HR. The Chair of the DFMCH will write a letter to the faculty/fellow/staff member stating that he or she is not acting as an employee of the University of Wisconsin School of Medicine and Public Health/UW Health for activities undertaken during the vacation or leave of absence, and that the international activity will not be considered as part of his or her employment. Faculty/follows/staff planning to work abroad while on vacation or LOA are NOT required to follow the other procedures for international activity for employees described elsewhere in this document (see "[Is My Proposed Travel Considered DFMCH "International Activity?"](#)" for guidance in determining the status of your time away).

Fast Track Approval Option for Conferences or CME Activities in Foreign Countries (also see following checklist for fast track option)

- This option is available for faculty, fellows and staff who will be traveling abroad for up to 10 days to attend professional conferences or CME meetings. The individual cannot be accompanying or supervising learners during the time away.
- The time away must be approved as CME time and/or be part of one's FTA.
- The faculty, fellow or staff member may not engage in clinical activity while abroad. If he/she is planning to engage in clinical activities, he/she must follow the standard approval processes described in this document.
- If the individual is using CME time for his/her trip, he/she should send to the DFMCH Director of Human Resources a completed copy of the "**Faculty Absence Reporting Form**" with appropriate signature(s). Upon receipt and approval by the IAC the request will be forwarded to the DFMCH Department Chair. The Chair of the DFMCH will send a letter to faculty, fellow or staff member if the international activity is approved.
- Two weeks prior to departure, the faculty, fellow or staff member will forward to the DFMCH Director of Human Resources his/her travel itinerary, a copy of his/her passport, a completed UW DFMCH International Emergency Card, a completed Emergency Contact information sheet, and a completed "International Activity Acknowledgement of Risks" form.
- Medical evacuation and repatriation insurance (Europ Assistance or MEDEX) is provided at no cost through the State of Wisconsin to all UW faculty, fellows and staff. The link to a downloadable card and information about the policy is found at http://www.bussvc.wisc.edu/risk_mgt/europ_assistance.html
- Additional emergency medical and evacuation insurance (CISI) is available at low cost to UW faculty, fellows and staff and their dependents accompanying the UW employee on international activities. For further information go to http://www.bussvc.wisc.edu/risk_mgt/risk_mgmt_forms.html. Dependents of UW DFMCH faculty, fellows and staff are strongly encouraged to obtain this coverage.
- Individuals traveling to countries for which there are U.S. Department of State Travel warnings must sign the DFMCH Notice for Countries with US Department of State Travel Warnings and submit it to the DFMCH Director of Human Resources within a week of departure.

UW DFMCH Faculty, Fellows, and Staff
International Activity Checklist—Fast Track Option

Note: This option is available only for faculty, fellows and staff who will be:

- traveling abroad for up to 10 days to attend professional conferences or CME meetings AND
- who will not engage in any clinical activities AND
- will not be accompanying or supervising learners.

All others must follow the “International Activities Checklist – Standard Request” (below).

Name: _____

Dates of Travel (Start/End): _____

Destination(s): _____

Complete and submit to the DFMCH Director of Human Resources at least two weeks prior to departure:

- UW DFMCH’s “Faculty Absence Reporting Form” (<https://inside.fammed.wisc.edu/documents/cs/26>).
- Submit copy of proposed travel itinerary.
- Submit copy of passport.
- Submit copy of completed UW DFMCH International Emergency card.
- Submit completed “Emergency Contact Information” Form.
- Submit completed “International Activity Acknowledgement of Risks” Form.
- Print a copy of the **Europ Assist Identification** card (http://www.bussvc.wisc.edu/risk_mgt/europ_assistance.html). This is proof of coverage for the UW’s medical evacuation insurance policy and should be carried at all times while abroad.
- If you have elected to purchase **CISI** insurance, print a copy of the insurance card (http://www.bussvc.wisc.edu/risk_mgt/2016-17%20myCISI%20Participant%20Portal%20Overview.pdf)
- Review U.S. State Department website to determine if any travel warnings apply to the country(ies) to which you will be traveling (<http://travel.state.gov/content/passports/en/alertswarnings.html>). Submit signed waiver for country(ies) with U.S. travel warnings to DFMCH Director of HR.

I confirm that I have completed the above steps:

Signature

Date

Director of DFMCH Human Resources

Date

UW DFMCH Faculty, Fellows, and Staff
International Activity Checklist- Standard Request

Name: _____

Dates of Travel (Start/End): _____

Destination(s): _____

Note: This form must be submitted to the Director of UW DFMCH Human Resources no later than two (2) weeks before departure but the “Application Procedures” (below) should be completed, if possible, at least three (3) months prior to departure.

Application Procedures

The following should be completed at least 3 months prior to departure:

- Review UW DFMCH and Global Health Institute (GHI) International Activity Policies and Procedures (<http://ghi.wisc.edu/global-health-policies/>).
- Obtain approval for time away from the supervisors of all areas of responsibility (clinical, research, teaching, administrative) using the UW DFMCH’s “Faculty Absence Reporting Form” (<https://inside.fammed.wisc.edu/documents/cs/26>).
- Prepare the “International Activity Proposal.”
- Submit the completed UW DFMCH “Faculty Absence Reporting Form” and “International Activity Proposal” to the UW DFMCH Director of Human Resources. These materials will be forwarded to the IAC Committee, and if recommended, to the Chair of the UW DFMCH. S/he will inform you of his/her decision within four weeks.

Pre-Trip Procedures

The following should be completed no later than two [2] weeks before departure:

- Submit copy of completed UW DFMCH International Emergency card.
- Submit completed “Emergency Contact Information” Form to the UW DFMCH Director of Human Resources.
- Submit completed “International Activity Acknowledgment of Risks” to the UW DFMCH Director of Human Resources.
- Submit copy of passport to the UW DFMCH Director of Human Resources.
- Submit copy of travel itinerary to the UW DFMCH Director of Human Resources.
- Print a copy of the **Europ Assist Identification** (previously known as MEDEX) card (http://www.bussvc.wisc.edu/risk_mgt/europ_assistance.html). This is proof of coverage for the UW’s medical evacuation insurance policy and should be carried at all times while abroad.
- If you have elected to purchase **CISI** insurance, print a copy of the insurance card (http://www.bussvc.wisc.edu/risk_mgt/2016-17%20myCISI%20Participant%20Portal%20Overview.pdf)
- Review U.S. State Department website to determine if any travel warnings apply to the country(ies) to which you will be traveling (<http://travel.state.gov/content/passports/en/alertswarnings.html>). Submit signed waiver (below) for countries with US Department of State travel warnings to DFMCH Director of Human Resources.

Only if you are taking learners who are neither students nor employees of the UW DFMCH:

- Submit documentation that they are in compliance with the rules and regulations of their department, college or home institutions (if other than UW).
- If you are traveling to a country with a US Department of State Travel Warning, consult with UW-Madison’s International Safety and Security Director (ISSD) (<http://internationaltravel.wisc.edu/> , currently Ron Machoian, PhD rmachoian@bussvc.wisc.edu or 608-890-2446)
- (Encouraged) Attend a travel health clinic.
- (Encouraged) Review CDC website for health-related travel advisories (<http://wwwnc.cdc.gov/travel/>).

Only if you plan to extend your stay beyond the time you will be engaged in international activities **and** you are interested in being covered by the UW insurance umbrella, including health and evacuation/repatriation insurance, for the extra time.

- Request that UW Risk Management determine the extent to which you will be covered by the health and evacuation/repatriation insurance for the extra time abroad. Send documentation of UW Risk Management's determination to the DFMCH Director of Human Resources.

Only if you are going to engage in clinical activities (i.e., hands-on patient care):

- Contact the UW Office of Legal Affairs at 263-7400 to ensure you will be covered by the UW liability umbrella.

Only if you will be accompanied by learners who are students or employees of other UW departments:

- Submit to the DFMCH Director of Human Resources documentation that they are in compliance with the policies of their home departments or schools and the Global Health Institute.
- If you are traveling to a country with a US Department of State Travel Warning, consult with UW-Madison's International Safety and Security Director (ISSD) (<http://internationaltravel.wisc.edu/>), currently Ron Machoian, PhD rmachoian@bussvc.wisc.edu or 608-890-2446)

Only if you will be accompanied by learners who are students of other institutions:

- Submit to the DFMCH Director of Human Resources documentation that they are either enrolled in a UW class that allows for such educational travel **OR** a letter from an administrator or teacher of their home institutions that they are in compliance with the rules and regulations of that institution.
- If you are traveling to a country with a US Department of State Travel Warning, consult with UW-Madison's International Safety and Security Director (ISSD) (<http://internationaltravel.wisc.edu/>), currently Ron Machoian, PhD rmachoian@bussvc.wisc.edu or 608-890-2446)

Only if plan to work abroad while you are taking time away as a Leave of Absence:

- Notify the DFMCH Director of Human Resources about your plans to work abroad while on leave. Send a letter to the foreign host or agency informing them that you will not be acting as an employee of the University of Wisconsin School of Medicine and Public Health/UW Health and your work at the host agency will not be considered as part of your employment. Examples are available from the DFMCH Director of HR.
- Send a copy of this letter to the DFMCH Director of Human Resources. The Chair of the DFMCH will write a letter to you stating that because you are taking a leave of absence you will not be acting as an employee of the University of Wisconsin School of Medicine and Public Health/UW Health, that your work at the host agency will not be considered as part of your employment, and that you will not be covered by the State for liability.

I confirm that I have completed the above steps:

Signature

Date

Director of DFMCH Human Resources

Date

Please submit this form and all paperwork and documentation to the UW DFMCH Director of Human Resources.

**UW DFMCH Faculty, Fellows and Staff
International Activity Proposal**

Submit a copy of this proposal to the Director of Human Resources along with the completed "Faculty Absence Reporting Form" or equivalent form for non-faculty staff at least three (3) months prior to your departure.

Name: _____ Travel Dates: _____

Country(ies): _____

Describe the purpose of the activity:

How will your time be spent? (i.e., amount of time spent in hospital, outpatient setting, home visits, community activities, etc.)

Is there a sponsoring group/institute/etc. and will they provide any funding for this activity? Please describe:

Describe your request for department/grant funding, use of vacation, CME and/or Leave of Absence, etc., below. If you are requesting departmental funds to pay for any portion of transportation, food or lodging, include a budget on a separate page.

Will friends/family be accompanying you on this activity? Please describe:

Not applicable

Will the friend/family member have patient care or other clinical functions in conjunction with your international activity?

Not applicable

Note: Any friend, spouse, child or other accompanying you on the international activity, must obtain their own private medical and evacuation insurance, as they are not covered by University of Wisconsin liability or other policies.

UW DFMCH Faculty, Fellows, and Staff International Emergency Plan

Purpose

The purpose of the International Emergency Plan is to identify the appropriate procedures in the event that an emergency occurs involving an employee participating in a UW DFMCH-approved international activity.

Scope

The International Emergency Plan is designed to assure appropriate, effective response to a variety of emergency situations that could affect the safety of UW DFMCH employees working or studying abroad.

Definition

The UW DFMCH has made every reasonable effort to assure the safety of employees working or studying abroad. There are unavoidable risks in overseas experiences that may not ordinarily be encountered otherwise. The following events are examples of situations that should activate the International Emergency Plan but is by no means an exclusive list:

- Injuries related to travel to/from and during an elective rotation or worksite
- Any potential serious medical condition or illness
- Political unrest
- Involvement with legal authorities
- Natural disasters
- Situations in which an employee feels their safety is or has the potential to be in jeopardy

In the event of a serious health or safety related emergency, call the emergency numbers listed on the employee's Europ Assistance (formerly MEDEX) and/or CISI insurance cards for medical care and repatriation.

The abroad employee should also contact the UW Message and Paging Center by calling 608-262-2122 and request assistance via the Global Health Emergency – Family Medicine protocol. Using this protocol the Paging Center will be able to contact the Chair of the UW DFMCH International Advisory Committee (IAC), other IAC members or designee. Should the IAC Chair not be reachable by phone, the UW Message and Paging Center will contact other members of the IAC or Program Director, if known (e.g. the caller can identify the individual's Program Director). It is the responsibility of the Chair of the IAC to designate a backup person if he or she will be unable to respond to telephone calls for an extended period of time.

The Chair of the IAC, program director, or other committee member who receives an emergency call, will provide support, assistance and guidance as necessary for the abroad employee. This may include, but not be limited to, contacting the Chair of the UW DFMCH, Program Director, international site contact and/or the employee's Personal Emergency Contact. In the event of a reported sexual assault while away, the UW-Madison Title IX coordinator will be contacted. He or she will have required actions and resources that have to be communicated to the victim, either directly or through a program director or other responsible party with the victim. Accommodation will be made to the victim's potential desire of confidentiality in regards to the required contacts described above.

The program director or IAC member in direct contact with the faculty/fellow/staff member will complete an Incident Report that must be returned to the DFMCH Director of HR within 24 hours of the initial phone call.

Emergency Contact Information

EMPLOYEE INFORMATION

LAST NAME:	FIRST NAME:	MI:
RESIDENCY OR PROGRAM:	PASSPORT #:	PASSPORT EXP DATE:

UNITED STATES EMERGENCY CONTACT INFORMATION

LAST NAME:	FIRST NAME:	MI:		
RELATIONSHIP TO EMPLOYEE:	EMAIL ADDRESS:			
CURRENT ADDRESS:	NUMBER AND STREET	CITY	STATE	ZIP CODE
HOME PHONE:	CELL PHONE:	WORK PHONE:		

_____ (*initial*) I authorize a DFMCH representative to contact this person in the event of an emergency

ON-SITE EMERGENCY CONTACT INFORMATION (FOR CONFERENCES, PUT ORGANIZATION AND LODGING INFORMATION)

LAST NAME OF CONTACT*:	FIRST NAME OF CONTACT*:		
TITLE/POSITION*:	EMAIL ADDRESS*:		
CURRENT ADDRESS*:	NUMBER AND STREET	CITY	COUNTRY
HOME PHONE:	CELL PHONE:	WORK PHONE:	
NAME OF ORGANIZATION/CONFERENCE*:	CITY/COUNTRY*:	HOTEL/OTHER LODGING NAME, ADDRESS, PHONE NUMBER*:	
PREFERRED WAY TO BE CONTACTED:			

*If applicable

UNITED STATES EMBASSY INFORMATION

EMBASSY LOCATION/ADDRESS:
EMBASSY PHONE NUMBER:

ADDITIONAL ACTIVITY PLANS (IF APPLICABLE)

PRE- OR POST-INTERNATIONAL ACTIVITY PLANS (PLEASE INCLUDE DATES, LOCATIONS, ACCOMPANYING FRIENDS & FAMILY):

(Completed form should be routed to the UW DFMCH Director of Human Resources)

**UW DFMCH Faculty, Fellows and Staff
International Emergency Card**

The card below is to be completed by the employee and carried with them at all times during their work or study abroad.



International Activity

EMERGENCY CONTACTS

Call Instructions:

Contact the **UW Message and Paging Center: 608-262-2122**
The UW Message and Paging Center staff will initiate the “Global Health Emergency –Family Medicine” Call Protocol. The first point of contact is the Chair of the UW DFMCH International Advisory Committee who will then provide the necessary support, assistance and guidance.

Name:	
Passport #:	
DFMCH Program (e.g. residency, PA program[include primary site such as Madison],)	
Primary U.S. Emergency Contact including name and phone number:	
Host Site Contact including name and phone number:	
U.S. Embassy:	

UW DFMCH Faculty, Fellows and Staff
International Activity Acknowledgement of Risks

I hereby indicate my desire to participate in international activity in (city/country) _____, during the period of _____ to _____.

If and/or when my proposal is approved, I:

1. Acknowledge that I have been advised to carry personal health insurance that will cover medical costs I may incur during my international activity, as well as insurance for medical evacuation and repatriation. I acknowledge that I am ultimately responsible for obtaining insurance sufficient for my needs while overseas. I understand that the DFMCH encourages me to have appropriate insurance coverage for the entire time I am abroad.
2. Acknowledge that the State of Wisconsin worker's compensation plan provides benefits if an employee is injured if the injury occurred while the employee was working within the scope of employment, regardless of work location.
3. Agree to conform to all applicable policies, rules, regulations and standards of conduct as established by the UW DFMCH, SMPH and Global Health Institute (GHI) and any sponsoring institution and/or foreign affiliates.
4. Acknowledge that, as a general rule, State of Wisconsin employees acting within the scope of their employment are covered for liability protection through the State of Wisconsin's self-funded liability plan as described in Wisconsin Statute section 895.46(1). Work that is not a typical day-to-day duty, such as clinical, teaching or research outside the U.S. must be recognized by my Department Chair or Dean as related to the service, teaching or research mission of the University and must be approved in writing by my Department Chair or Dean prior to departure.
5. Additional legal review, **required** for any clinical activities outside of the U.S., can be obtained by contacting the UW Office of Legal Affairs at 263-7400.
6. Acknowledge that there are unavoidable risks in international travel and work that may not ordinarily be encountered at home or at my workplace. Those risks include, but may not be limited to:
 - traveling to and within, and returning from, one or more foreign countries;
 - foreign political, legal, social and economic conditions;
 - different standards of civil defense procedures, design, safety and maintenance of buildings, public places and conveyances;
 - local medical and emergency services;
 - local weather and environmental conditions.
7. Agree to abide by the laws and customs of the country where the work will take place.

I have read the foregoing entire document and have had the opportunity to ask questions about it. I hereby acknowledge that I understand it.

Participant's Name (please print): _____

Signature: _____

Date: _____

Waiver for Countries with U.S. Department of State Travel Warnings

I understand and acknowledge that my participation in international activity in a country with an issued U.S. Department of State Travel Warning (<https://travel.state.gov/content/passports/en/alertswarnings.html>) is voluntary. I understand that there are always many unpredictable and serious risks associated with travel abroad, and that such risks are common in countries for which a Travel Warning has been issued. These risks can and do have many underpinnings, including but not limited to the following: travel to and from and within a particular state, country or region; foreign political, legal, military, social and economic conditions; different standards of civil defense procedures, design, safety and maintenance of buildings, public places and modes of transportation; local medical and emergency services; local weather and environmental conditions.

Given the range of risks generally associated with travel, and the likelihood that some or all of these risks are pertinent to an academic program located in a country with a U.S. Department of State Travel Warning, I hereby acknowledge that I am freely and voluntarily choosing to travel to a country with an issued U.S. Department of State Travel Warning. I further acknowledge that no person at the University of Wisconsin, the UW Department of Family Medicine and Community Health or the Global Health Institute has or can offer me any guarantees regarding my personal health, safety and welfare, and that I have not been provided with any assurances about local conditions in the country to which I will travel that I construe as such assurances.

Participant's Name (please print): _____

Signature: _____ **Date:** _____

**UW DFMCH Faculty, Fellows, and Staff
Incident Report Form**

In the event of a serious health or safety related emergency, call the emergency numbers listed on the Europ Assistance (formerly MEDEX) and/or CISI insurance cards for medical care and repatriation. Also call the UW Message and Paging Center: 608-262-2122 and initiate the “Global Health Emergency-Family Medicine” call protocol.

After you have called, or in the event of a less serious incident, please use this form to record details of the incident and submit to the DFMCH Director of Human Resources as soon as possible. There is space at the end of the form to include additional pertinent information. Please send this form to the DFMCH Director of HR by fax [608-262-1215]. Please do not send via email due to confidentiality concerns.

Name of DFMCH

Program/Division: _____ **Your Name:** _____

Today’s Date: _____ **Local Time & Date of Incident:** _____

Name of Individual(s) Involved¹: _____

I. Nature of Incident (medical, theft, assault, etc.). Describe the incident. Include how and when you heard about the incident, the names of witnesses (if any) and their contact information if available.

II. MEDICAL EMERGENCIES (if not applicable, skip to part III):

Was medical attention offered to the individual? (circle one) **YES** **NO**

If no, please explain why: _____

Did the individual accept the offer to seek medical attention? (circle one) **YES** **NO**

If no, please explain why: _____

If yes, where was the individual taken? (name and address of doctor/hospital): _____

¹ By “individual, we are referring to anyone who is a UW DFMCH employee or person for whom he/she is responsible (e.g., a UW student or student from another institution).

UW DFMCH

Policies and Procedures for Visiting Foreign Faculty, Fellows and Residents

Visiting foreign faculty, fellows and residents are important for the reciprocal nature of our global health enterprises. Such visits must be approved by the DFMCH Chair in consultation with the IAC. Any visiting faculty, fellow or resident must have a sponsor who is a member of the DFMCH faculty. The sponsor will ensure that the visitor comply with all UW DFMCH requirements for visitors. Visitors who observe clinical care must be approved by the facilities in which the observation takes place. Physician visitors to any UWMF facilities must apply through the UW Medical Affairs Office. An online form can be found on U-Connect at <https://uconnect.wisc.edu/depts/uwhealth/vendor-liaison-office/observer/visiting-physician-observer-process/>. Non-physician observers are vetted through the Vendor's Office. The application can be found <http://apps.uconnect.wisc.edu/emailforms/form.jsp?ef=50>. For St. Mary's Hospital in Madison, contact Mandy Ferber, the Medical Staff Coordinator (mandy_ferber@ssmch.com). Faculty or staff sponsoring visitors to other institutions must check with the administration of those the institutions regarding their policies and procedures. Foreigners visiting the department as part of exchanges or similar official programs must have their own medical and evacuation insurance. These need to be arranged in the visitor's home country prior to arriving in the United States. Official exchange or related programs between the UW DFMCH and foreign institutions must be authorized by the Chair in consultation with the IAC.

It may be possible to appoint foreign visitors as Honorary Fellows in our department. This must be authorized by the DFMCH Chair in consultation with the IAC. Foreign scholars requiring J-1 visas must follow the procedures specified by the UW's J Scholar program: <http://www.ohr.wisc.edu/ifss/imminfo/JScholar/JScholarindex.htm>.