

## **Approving Away Electives**

**Authorizing Body:**

Curriculum Committee

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**Rationale:**

- To ensure the safety of students while participating in credit-bearing learning experiences outside of the Oakland University William Beaumont School of Medicine
- To ensure that credit-bearing learning experiences undertaken by our students outside of the OUWB School of Medicine are consistent with the educational objectives of the OUWB School of Medicine

**Scope and Applicability:**

This policy covers all enrolled Oakland University William Beaumont School of Medicine students wishing to participate in credit-bearing learning experiences outside of Oakland University William Beaumont School of Medicine.

**Standard Practice Guideline:**

The Associate Dean for Medical Education or designee must approve all credit-bearing learning experiences that are outside of the Oakland University William Beaumont School of Medicine. No more than four weeks of credit will be awarded for an away elective regardless of the length.

**Rotations in Countries with U.S. Department of State Travel Warnings**

OUWB does not generally permit study in a country with **U.S. Department of State Travel Warnings** however, some exceptions are available to medical students. These exceptions are typically granted to students who are current or former residents of the country with the Travel Warning, or who have significant family ties in the city or country they plan to serve/study.

Students must meet with the Associate Dean for Medical Education or designee to discuss travel plans. If approval to participate in a rotation in a country with a Travel Warning is granted from the medical school, the student must provide a

completed elective proposal form.

This form includes:

- acknowledging awareness of the Travel Warning
- steps to mitigate risks outlined in the Travel Warning
- an evacuation or shelter-in-place plan should the political or economic situation in the country worsen
- telephone contact information for residence, workplace and additional local contact
- the following statement, "I release the Oakland University William Beaumont School of Medicine, Oakland University, its Board of Trustees, Beaumont Health Systems, its Board of Trustees , and staff, faculty, volunteers and students from any liability that may result from my participation in this experience."
- **Timing**
  - - All medical students seeking credit for an elective outside of the Oakland University William Beaumont School of Medicine must apply to the Associate Dean for Medical Education or designee for away clinical activities or to the Associate Dean for Medical Education (for Research and Independent Study Electives) at least 12 weeks prior to departure.
    - VSAS Electives
    - Non VSAS Electives
- **Responsibilities**
  - The student must:
    - Complete an Away Elective Application Form obtained from the OUWB Office of Medical Education. In this application the student will be required to:
    - Prior to Approval:
      - Meet with the Associate Dean for Medical Education or designee
      - Provide the location (City/State/Country) of the educational activity.
      - Provide the name of the institution, hospital, or clinic where the educational activity will take place.
      - Provide the name and contact information of the individual supervising the activity. Please note that students will not receive credit if they are supervised by an immediate relative (Grandparent, Parent, Aunt, Uncle, Sibling, or Domestic Partner)
      - Provide a description of the educational activity. If this is a clinical activity the description must include contact hours, patient type (inpatient/ambulatory), care type (primary/specialty), and educational objectives. If it is a non-clinical activity the description should include educational purpose, contact hours, and educational objectives. The description must include the method of evaluation.
      - Provide proposed dates of travel and study.

- Provide a signed **AAMC Uniform Clinical Training Affiliation Agreement Implementation letter** from the host institution.
- Students may be required to sign a waiver of liability
- Submit a completed approval form to the OUWB Director of Records and Registration.
- Provide an AAMC Host Institution Implementation letter attesting to compliance with the standards and responsibilities in the AAMC Uniform Clinical Training Agreement
- After Approval
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  - Sign up for the University's Foreign Travel Insurance Program. Participants must register at least 2 weeks prior to departure and can register on line at the **Risk Management Web site**.
  - Visit their primary care provider or the Graham Health Center two months prior to travel for advice on immunizations and preventive medications.
- After the Elective is Completed:
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  - Submit a completed Elective Evaluation Form reviewing the quality of the educational experience to the Associate Dean for Medical Education. The final grade will not posted until this evaluation is received.
  - Ensure that a completed Elective Performance Evaluation Form is submitted to the OUWB Director of Records and Registration
- The Associate Dean for Medical Education or designee must:
  - Review the proposed activity to evaluate:
    - That it is educationally sound and meets the educational objectives of the School of Medicine
    - Is appropriately supervised
    - The safety and security of the environment based on criteria such as but not limited to the U.S. State Department Travel Warning List
    - Potential challenges to the OUWB Student Honor Code
    - Provide the student with an Elective Performance Evaluation Form to be completed by the individual supervising the experience.
    - Review and maintain a record of the student's review of the experience to advise future students who may wish to participate in an experience at the same location and for consideration in approving educational activities at outside locations.
    - Provide an annual report to the Curriculum Committee on the Student evaluations of outside learning activities.
  - The Host Institution or Organization must:
    - Provide sufficient documentation necessary to approve the experience.

- Provide adequate resources to ensure the health and safety of the student.
  - Provide a completed Elective Performance Evaluation Form assessing the student's performance within four weeks of completion of the experience.
  - Meet all of the requirements of a VSAS Host Institution as outlined in the AAMC Uniform Clinical Training Agreement.
- Provide a signed [AAMC Uniform Clinical Training Affiliation Agreement Implementation letter](#)

## **Procedures:**

## **Definitions:**

Credit-bearing learning experience: Any experience that provides credit towards graduation from the Oakland University William Beaumont School of Medicine.

## **Related Policies and Forms:**

[Scheduling and Elective Credit](#)

[Modified M4 Year Schedules for Students with Academic Difficulties](#)

[OU AP&P #1220](#)

## **Appendix:**

[Traveler Hold Harmless and Indemnity Agreement](#)