



*This tool represents an outline for developing policies and procedures related to International Clinical Rotations. It is in no way exhaustive, and should be modified to align with individual programs' policies, goals, and mission.*

Time to ICR start date	Timeline/Checklist	New ICR	Established ICR
<b>9-12 months before</b>	<ul style="list-style-type: none"> <li>Identify rotation site &amp; student interest (may include site visit per program)</li> </ul>	√	
	<ul style="list-style-type: none"> <li>Setting (hospital, clinic, etc.)</li> </ul>	√	
	<ul style="list-style-type: none"> <li>Supervision (physician, PA-equivalent)...familiarity with PA scope of</li> </ul>	√	√
	<ul style="list-style-type: none"> <li>Catchment area/patient population</li> </ul>	√	
	<ul style="list-style-type: none"> <li>Previous student training experience? Foreign language skills required?</li> </ul>	√	
	<ul style="list-style-type: none"> <li>Need for affiliation agreement?</li> </ul>	√	
	<ul style="list-style-type: none"> <li>Malpractice coverage issues</li> </ul>	√	
	<ul style="list-style-type: none"> <li>Student safety/living arrangements</li> </ul>	√	
	<ul style="list-style-type: none"> <li>Costs</li> </ul>	√	√
	<ul style="list-style-type: none"> <li>Assess security and safety of site</li> </ul>	√	√
<b>6-9 months before</b>	<ul style="list-style-type: none"> <li>Check USDOS website for travel warnings/alerts (<a href="http://www.state.gov/">http://www.state.gov/</a>)</li> </ul>	√	√
	<ul style="list-style-type: none"> <li>Passport , visa applications</li> </ul>		
	<ul style="list-style-type: none"> <li>Formal application to international rotation sponsoring organization if applicable</li> </ul>	√	√
	<ul style="list-style-type: none"> <li>Student travel medicine evaluation/begin vaccine series if indicated</li> <li>Begin university International Rotation approval process</li> </ul>		
<b>3-6 months before</b>	<ul style="list-style-type: none"> <li>Identify ICR preceptor</li> </ul>		
	<ul style="list-style-type: none"> <li>Finalize applications/approvals</li> </ul>	√	√
	<ul style="list-style-type: none"> <li>Begin student ICR orientation</li> </ul>		
	<ul style="list-style-type: none"> <li>Confirm travel arrangements (air travel, airport transfer/pickup, in-country and clinic related travel)</li> </ul>		
<b>1-2 months before</b>	<ul style="list-style-type: none"> <li>Provide &amp; discuss rotation objectives w/ ICR preceptor</li> </ul>		
	<ul style="list-style-type: none"> <li>Provide &amp; discuss evaluations/assessments w/ ICR preceptor</li> </ul>		
	<ul style="list-style-type: none"> <li>Begin monitoring US Dept of State travel country</li> </ul>		



	<ul style="list-style-type: none"> <li>recommendations/warnings</li> <li>• Confirm completion of required vaccinations</li> <li>• Student registration Smart Traveler Enrollment Program (STEP) <a href="https://travelregistration.state.gov/">https://travelregistration.state.gov/</a></li> <li>• Student provides program with emergency family contact information/Indemnity release (assumption of risk)</li> <li>• Verify safety and security of site</li> </ul>	√	√
<b>2 weeks before</b>	<ul style="list-style-type: none"> <li>• Final student pre-travel orientation briefings</li> <li>• Final confirmation of site housing arrangements, travel arrangements</li> </ul>	√	√
<b>Student Departure</b>			
<b>During Rotation</b>	<ul style="list-style-type: none"> <li>• Mid/End Rotation evaluations</li> <li>• Site visit if indicated</li> </ul>	√	√
<b>1 month after</b>	<ul style="list-style-type: none"> <li>• Student debrief &amp; reflective assignment or presentation</li> </ul>	√	√