











Independent International Rotation Checklist

FOR ROTATION APPROVAL

- FORM**  return completed International Programs Application and Supplemental Application for International Medicine Rotation or International Research Rotation form to Mary Dailey, Office of International Programs at the address below (both applications must be returned).
- FORM**  return completed Faculty Profile and Disclosure form (www.ohiocore.org/gfx/media/contribute/ProfileandDisclosureFormJanuary1-13-09.pdf) – MUST be completed by the preceptor.
- FORM**  OUCOM CORE students must provide written approval from their respective CORE administrator in order to participate in the rotation.
- INFO**  provide Mary with the contact information for the director of the hospital, clinic or university where you will be rotating so that we can initiate an affiliation agreement.

ONCE ACCEPTED

- FORM**  register for OCOM 891 – international elective rotation
- FORM**  return completed *Conditions of Participation in an International Program* form .
- FORM**  obtain HTH Worldwide travel insurance through the OU Education Abroad Office (Mary will facilitate this). This insurance costs approximately \$7.50 per week and is added to your bill.
- INFO**  register with the U.S. Department of State (embassy) at http://travel.state.gov/travel/tips/registration/registration_1186.htm, please include us as contacts so we may act on behalf of the university should there be an emergency. Under the *Privacy Act Information* section, please mark *others* and include the following in the space provided for waiver comments: Dr. Gillian Ice (740 593-2128 iceg@ohio.edu) and Mary Dailey (740 593-2183 dailey@ohio.edu), Office of International Programs, Ohio University College of Osteopathic Medicine, Athens, Ohio 45701. Send Mary a copy of the entire form – you will need to copy and paste the information into a Word document or an email before hitting submit. You will NOT be able to go back to retrieve a copy.
- INFO**  send Mary a legible copy of the information page of your passport.
- INFO**  coordinate travel arrangements with program director, send Mary a copy of your itinerary, including flights.

- coordinate visa with program director. You can find information and forms on the U.S. Department of State website at http://travel.state.gov/travel/tips/brochures/brochures_1229.html)
- obtain immunizations (as recommended by CDC guidelines – www.cdc.gov/travel) and your health care provider.
- fulfill all requirements outlined in *Requirements for International Medicine Rotation or International Research Rotation*.

WHILE ON ROTATION

- maintain weekly email contact with Gillian Ice, Director of International Programs, if possible at location. Emails should be sent to iceg@ohio.edu.
- maintain a procedure log (clinical rotations only) as required for all 3rd and 4th year rotations.

UPON RETURN – FOR CREDIT

- for credit, complete a 3-5 page paper (you will receive an incomplete if not completed one month prior to the end of the quarter in which you seek credit)
 - ♦ for clinical rotations: prepare a 3-5 page paper containing medical and cultural experiences and case studies
 - ♦ for research rotations: prepare a scientific paper on research results
- complete the appropriate evaluation(s) within one month, including:
 - ♦ CORE Student Evaluation (as required for all 3rd and 4th year rotations)
 - ♦ International Programs Evaluation
 - ♦ International Medicine Site Evaluation or International Research Site Evaluation
 - ♦ Preceptor Evaluation of a Student
- coordinate a presentation to OUCOM students with your program director
 - ♦ for clinical rotations: prepare a slide/PowerPoint presentation describing your experience. This can be conducted at your CORE site but should be broadcast
 - ♦ for research rotations: prepare a poster presentation on research results to be delivered at a state or national medical convention

NOTE: Thank you for meeting paperwork deadlines. You will not be able to participate in the program unless all of the necessary paperwork is received by the appropriate deadlines.