

# Traveling Abroad

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**How much in advance should the preparations start for this trip?**

Traveler should start preparing one year prior to departure, if possible, but a minimum of three months. Actual time depends on the country.

**Help**

- An expediting service is usually used to obtain the needed documents. (Individual Cost)
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**Passport requirement**

- Passport expiration date must extend more than 6 months from end of visit.
  - Passport Card is usually valid only in Canada, Mexico, and the Caribbean.
  - Passport should be acquired at the traveler's expense.  
<http://www.uspassportnow.com/?gclid=CJDs3tHh1aUCFc9a7Aodelvolg>
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**Visas**

- For list of countries requiring visa, check the website of the Vanderbilt Office of International Services (OIS) (<http://www.vanderbilt.edu/visit/>).
  - Traveler can Google the specific country and download and complete the required Visa forms.
  - Visas are always needed for African Countries (sometimes available at airports).
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**Credentialing**

- This needs to be done prior to departure and only if traveler is going to work with patients. If yes, this needs to be coordinated with the host country Ministry of Health for the institution or medical facility where practicing abroad. The host should assist the traveler with in-country credentialing.
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**Work Permit**

- The work permit is completed after credentialing in-country and working through their Labor Department.
  - The traveler will often need a letter of invitation in the host country in order to work. Check the website of the destination country, especially the host country Department of Labor and Ministry of Health website.
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**Language barriers and local customs**

- Familiarize yourself with languages spoken.
  - No interpreter should be needed but, if necessary, will be paid for by the individual.
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**Health Records**

- Carrying health records other than the immunization record is the traveler's choice but should be considered if the traveler is staying for an extended period of time.

HOST COUNTRY SPECIFIC REQUIREMENTS

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## ***Immunization Record***

- Immunization records are always needed.
  - Always carry the document with you and check with both the VU Occupational Health Clinic and the VU Travel Clinic as soon as possible but at least 2 months before departure (hepatitis immunization requires six months). Both Clinics follow CDC guidelines but offer different shots which vary by country.
  - <http://www.vanderbilthealth.com/travelclinic/>
  - <http://occupationalhealth.vanderbilt.edu/>
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## ***International Drivers License***

- Not necessary.
  - VU does not authorize its employees to drive.
  - If driving is necessary, hire a local driver at individual expense.
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## ***Should the VU General Counsel Office be contacted?***

- General Counsel is usually only involved if there is a legal document such as a letter of instruction or memorandum of understanding.
  - If the traveler is told they need to contact General Counsel or if the traveler feels they should, even without direction, the first point of contact is Ms. Cathryn Rolfe in the VUMC Vice Chancellor's office. Ms. Rolfe will direct the traveler to the proper places for approvals.
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## ***Does the Office of Risk Management need to be contacted?***

- Yes the traveler's Department should notify the Office of Risk Management early in the process and prior to departure. One reason for this notification is to address Workers Compensation issues, which may occur.
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## ***If there is clinical work being conducted, who is liable for issues that arise?***

- Host country malpractice insurance should be purchased by the traveler in the host country. This should be funded by the traveler and should probably cost no more than several hundred dollars.
- Alternatively, the traveler can contact the host hospital and ask them to provide malpractice coverage.
- VU malpractice coverage still needs to be determined by the Institution (possibly on a case-by-case basis).
- Malpractice suits in third world countries are almost non-existent.

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***Approval process for a resident***

- Travel has to be approved to by the Program Director, the Chairman of the Department, and Chairman of the Section of Surgical Sciences.
  - Dean Don Brady's (Associate Dean for GME) office has to be notified.
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***In the case of a resident, is he/she bound by the 80 hour work week?***

- This needs to be determined by Dr. Don Brady and the responsible Program Director.
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***In the case of a resident, is a resident evaluation necessary?***

- Yes, if this period of time is to be considered part of the resident's training program. The time period for evaluation is to be determined by the Program Director and approved by the GME office.
- If the time abroad is to be considered part of the residency, then the roles and responsibilities need to be written, detailed, well documented and approved the by Program Director.

***If yes, at what point is the evaluation needed (i.e., after 30 days, or 90 days, etc.)?***

- There should be a mentor in the host country.
  - The curriculum should be well documented and specific to the resident's department.
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***How detailed does the role of the traveler need to be and does it need to be in writing?***

- The degree of detail depends upon the traveler. If the traveler is a resident and the travel is to be included in his/her program, then it must be very detailed and in writing with a mentor in-country.
- If this is a faculty member on mission of short duration, very little detail is necessary. If the duration is extended, then more detail could be necessary at the discretion of the chairman and the institution.

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***Vanderbilt Travel Policy:***

- Receipts are necessary when the traveler can get them, and detailed receipts for meals over \$25.00 are required, if possible.
  - If not, a log and a letter of explanation should suffice.
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***Traveler's budget:***

- This is the responsibility of the traveler.
  - Needs to be discussed with Mr. David Noel's office (Vice Chairman for Business and Administration).
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***What about accompanying family members?***

- This is not a Vanderbilt responsibility. This is the sole responsibility of the traveler.
  - Emergency evacuation insurance (very affordable) is recommended for all family members as well as immunization & hepatitis and malaria prophylaxis, etc., if required.
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***Finances in Country?***

- Traveler should establish, before departure, where his/her compensation will be deposited and ensure that bank conducts business in the host country and that these funds will be available to him/her when needed.
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***What role does the Institute for Global Health provide?***

- The institute can offer help. They are quite experienced in operating in various under-developed and developing countries.
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***Equipment requirements (computers, cell phones, software, flash drives and other equipment):***

- The equipment requirements will vary by individual and should be approved the departmental administrator in conjunction with Export Management Control department (currently, check with Ms. Marsha Williams).
  - Traveler is required to visit the export management control website prior to departure.  
<http://www.vanderbilt.edu/exportcompliance/>
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***Hygiene items (e.g., water purification, toilet paper, etc.):***

- Find out by asking someone who is already in the country or who has traveled to that country.
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### ***How is extraction handled (for medical as well as political reasons)?***

- An extraction company called International SOS (ISOS) already has a contract with VU for both Medical and Political extraction.
  - The ISOS information is on the OIS website.  
<http://www.vanderbilt.edu/vio/node/658>
  - The traveler must register at the above website prior to departure.
  - Traveler should have necessary contact information prior to departure to host country.
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### ***Vanderbilt Benefits***

- Vanderbilt benefits remain in place during travel abroad.

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## PROPOSED DRAFT FORM

	Today's Date
Date of Departure for Host Country	Date of Return To VU

Name of Traveler	SSN or Employee ID
Home Address	
Phone Number(s) Home	Cell
Work	
Department	
Email Address	

Traveling to (Host Country Name)
Address
Phone Number
Email Address

Is consult with Legal Counsel required for the traveler?	Yes	No
Are there Risk Management or Liability issues or concerns?	Yes	No
If Traveler is a Resident, is he/she bound by 80 hour work week?	Yes	No
If Traveler is a Resident, will a Resident evaluation still apply?	Yes	No
Has the Program Director approved the request? Name of Director _____	Yes	No
Are there additional approvers; such as Section Chair? Name _____	Yes	No
What is the Role or Function of the individual? _____ _____  Name of Principal Investigator _____	Research only	Research & Clinical

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Has a curriculum been established? If yes, location of hardcopy_____	Yes	No
If no, will it be developed prior to departure?	Yes	No
Who will ensure the curriculum is followed while abroad? Name_____		
Has a Mentor for the traveler been established? Name_____	Yes	No
Will International Office have a responsibility or be a major source of contact for the traveler?	Yes	No
Will the U.S. Embassy need to be contacted for this traveler?	Yes	No
Import and Export management: Will Traveler need encrypted equipment, i.e., computer, printer, cell phone, software, flash drive device, etc.? If yes, please list.  _____ _____ _____ _____ _____	Yes	No
For extended stay; will Vanderbilt Travel Policy apply?	Yes	No
Who is responsible for making the travel arrangements? Name_____		
Phone number if not the traveler_____		
Will there be a travel allowance for additional items?		
Immunization Record & Hepatitis and Malaria Prophylaxis (if needed)		
Malpractice coverage	VU	Host Country