

<b>Policy Name:</b>	Oversight of Extramural Electives
<b>Original Approval Date:</b>	6/11/2021
<b>Approving Officer/Committee:</b>	Medical Curriculum Committee
<b>Revision Dates and Notes:</b>	9/17/2021 – Added Appendix 1 regarding LSUHSC-S School of Medicine’s Global Health Elective
<b>Related LCME Element(s) (if any):</b>	11.3

**A. Policy** – LSUHSC-S School of Medicine screens all extramural elective choices at LCME-accredited and non-accredited institutions to carefully assess the potential risks to student health and safety and to patient safety. The school evaluates the following criteria in its review of extramural electives:

1. The availability of emergency care (e.g., Emergency Department or Urgent Care), particularly for exposure to infectious and environmental hazards and ailments requiring emergent care;
2. The possibility of natural disasters, political instability, and exposure to disease, particularly global health experiences;
3. The need for additional preparation prior to, support during, and follow up after the elective (e.g., vaccinations or other health care requirements);
4. The level and quality of supervision;
5. Potential challenges to the code of medical ethics adopted by the home school.

The School of Medicine recognizes that most LCME-accredited programs, by virtue of their accreditation status, meet these listed criteria. For elective experiences proposed by students at non-LCME-accredited programs, students must submit documentation to ensure that the standards listed above are adequately addressed. International electives are not permitted except the School of Medicine’s own Global Health Elective, which is offered by the Department of Family Medicine (see Appendix 1).

Students are responsible to familiarize themselves with visiting student policy of the host institution.

- B. Purpose** – The purpose of this policy is to provide structure for the oversight of extramural electives to ensure student safety.
- C. Scope** – This policy applies to all School of Medicine students.
- D. Procedure** –  
Application

- In order to participate in an extramural elective, a student must be in good academic standing with successful completion of all of their clinical core clerkships and promoted to year four of training.
- The majority of extramural electives will be obtained through AAMC Visiting Student Learning Opportunities (VSLO) program.
- The VSLO application must include a curriculum vitae, transcript, completed health status form with all immunizations, tuberculosis screening, and other aspects up-to-date; and completion of all questions in the Verification Field, such as anticipated graduation date, certification for infection control precautions, basic life support, respiratory mask fit-testing, HIPAA certification, adequate medical malpractice insurance coverage, adequate personal health insurance in-effect, criminal background check date, dates for clinical core clerkships, and achievement of a Pass score on USMLE Step 1.
- Transcripts will be uploaded by the Office of the Registrar to VSLO. For non-VSLO applications, the student may ask the Office of the Registrar to send a transcript directly to the program.
- The criminal background check performed prior to matriculation is acceptable for most programs. If the host requires a more recent one, the student will be responsible for getting another criminal background check completed and submitted on his/her own.
- For extramural electives at non-LCME-accredited programs, students must obtain all required documents by the host institution which may include but is not limited to: letter of good standing, official transcript, HIPAA compliance, and proof of malpractice insurance.
- The student will submit a “Request for Approval of Away Elective” form to the Office of the Registrar at least six weeks prior to the start date of the extramural elective. This form requires the approval of the student’s faculty advisor and the Associate Dean for Academic Affairs along with written documentation from the host institution of elective approval and a copy of the course description.
- If a student is accepted for an extramural elective outside of VSLO, an AAMC Uniform Clinical Training Affiliation Agreement must be executed between LSUHSC-S and the host institution of the extramural elective to ensure compliance with accreditation criteria including:
  - Access to appropriate resources for medical student education;
  - Primacy of medical education program;
  - Treatment and follow-up after exposure to an infectious or environmental hazard or other occupational injury;
  - Appropriate learning environment.
- If a VSLO host institution requires an affiliation agreement, LSUHSC-S will only execute the AAMC Uniform Clinical Training Affiliation Agreement.

#### General Procedures While on Elective

- Students MUST know where to report should they obtain a needle stick or blood/body fluid exposure or other emergent/urgent situations (see LSUHSC-S School of Medicine Student Exposure to Infectious and Environmental Hazards Policy)
- Students MUST carry their LSUHSC-S ID badge with them at all times as well as their health insurance card.  
For emergent situations, students should contact the Associate Dean for Students Affairs.

### Professionalism

- Students are expected to remain professional at all times and abide by the Student Code of Conduct regardless of location.
- Students are expected to maintain a demeanor and appearance commensurate with the professional status of a student physician caring for patients.
- Students will be expected to fulfill all obligations as specified to them by the host institution.
- Once a rotation has been scheduled, any changes must be done at least 30 days prior to the start of the rotation.

### Performance Assessments of Medical Students

Any student who completes an extramural elective is responsible for providing an Away Elective Evaluation Form to the appropriate designee at the host institution department. This form is located on the Registrar's website. The Away Elective Evaluation Form must be completed within 4-6 weeks upon completion of the elective and returned to the Office of the Registrar. Course credit for the extramural rotation will not be recorded until the evaluation form is received by the Office of the Registrar.

### Evaluation of Extramural Electives

Students are asked to complete an evaluation after completion of extramural elective. The data from these evaluations are tallied by the Office of Academic Affairs and used to help guide future students in surveying extramural electives with regards to clinical experience, ease of accommodations, cost of elective, etc.

## **E. Related Forms**

1. Request for Approval of Away Elective
2. Away Elective Evaluation Form

**Appendix 1:  
LSUHSC-S School of Medicine  
Global Health Elective**

Louisiana State University Health Sciences Center at Shreveport (LSUHSC-S) School of Medicine offers its own international elective in rural western Kenya, which is coordinated through “Volunteer Kenya” also known as ICODEI: Inter-Community Development Involvement, a community-based organization registered under the Kenya Ministry of Gender and Cultural Affairs. Faculty members from the LSUHSC-S Department of Family Medicine travel with the students and supervise the elective on site.

The school evaluates the following criteria in its preparation of this elective to ensure that the safety, health, supervision, and educational experience of the students is maintained:

- a. **Availability of Emergency Care.** When in Kenya, students and faculty have access to a local hospital for any needed emergency care that cannot be provided by the local clinic. Students and faculty are also given personal responsibility for monitoring of safety and sign a waiver of liability prior to travel for this elective. Travel insurance, which is required, also provides for medical evacuation if needed.
  
- b. **Possibility of Natural Disasters, Political Instability, and Exposure to Disease.** The safety of travel to Kenya is reviewed by the course director from the Department of Family Medicine immediately prior to the departure date for the Global Health Elective. If travel through Nairobi, Kenya is deemed to be unsafe, alternative travel can occur through Uganda, as this country is actually closer to the final clinic site than the Nairobi International Airport. Students and faculty are required to purchase travel insurance. The required insurance policy includes health insurance and provisions for emergency evacuation as well as common coverage for lost luggage, trip interruption, and change of flights. Pre-trip instruction includes a talk on the safety of travel in Kenya as well as a discussion covering possible regional political instability and how this will be mitigated by the travel regulations and restrictions on travel during the elective. Training provided on the topic of personal safety also addresses safety of the student’s health in the treatment of patients in this setting. Students and faculty regularly review the U.S. Department of State travel warnings regarding travel to Kenya prior to and during the trip and are required to register for the Smart Traveler Enrollment Program (STEP) in order to receive the most up-to-date security information and to facilitate the U.S. Embassy's ability to contact them in case of emergency. Of note, the clinic site is in western Kenya, which is very far from the Somalian border where prior security breaches have occurred.
  
- c. **Preparation, Support, and Follow-up.** Students and faculty review educational modules on the Consortium of Universities for Global Health website (<http://www.cugh.org/resources/educationalmodules>) covering the following areas: Global Health: Priorities, Problems, Programs, Policies; Infectious, Parasitic and

Communicable Diseases, Non-Communicable Diseases, Injuries and Related; Health Systems, Services, Resources, Programs, Priority and Vulnerable Populations; Methods, Tools, Skills and Related; and Working and Visiting in Low Resource Countries. These modules have a range of course levels from introductory to advanced and are designed for medical students in either instructor-led or self-led modes. These teaching modules also include information on ethical considerations for medical care in the global low resource settings, professionalism, and cultural sensitivity. The same material is also reviewed during preparatory meetings. Each student who participates in the Global Health Elective is required to select a topic for presentation to the current group of students who have registered for the elective and to the student-led organization, Support for Humanitarianism through Intercontinental Projects (SHIP), which is a 501c3 tax exempt organization established to solicit and raise funds for the expenses incurred by students participating in this elective. Students also raise funds for medications such as multivitamins for distribution during the elective period. Students may join the organization at any time and participate in fundraising as well as the educational sessions given as preparation for the elective. The SHIP organization includes a large number of MS1 through MS4 students who anticipate participation in the Global Health Elective either in the current or a future academic year. A debriefing session is conducted at the conclusion of the elective. At this time students and faculty discuss the elective experience including challenges that occurred for the students and faculty. The students are then able to complete formal faculty and course evaluations. Students are also required to complete a contemplative essay on their experience in Kenya for a portion of their final grade, following which each student receives a final summative evaluation[10] for the course. Course evaluations are also distributed to student participants through the Office of Academic Affairs. With regard to vaccinations and preparation not directly related to the LSUHSC-S School of Medicine educational program, all students are required to obtain CDC-recommended vaccinations, consult with a medical professional on travel to Kenya, and provide a signed statement that the consultation has taken place. Also, students are required to take malaria prophylaxis. An extensive checklist is utilized to ensure that all required elements have been met by all students and faculty prior to travel to Kenya. This checklist includes the signing of waivers of liability, proof of immunizations, medical and travel insurance, emergency contact information, and required attendance at didactic conferences in preparation for the elective.

- d. **Level and Quality of Supervision.** During this elective, medical students see patients under the direct supervision of LSUHSC-S faculty. Students take patient histories with the aid of translators and perform physical examinations, make a plan of management and present the patient to the faculty who confirms the patient history and findings and final plan of management. Each student sees an average of 10 to 20 patients per day either in the home clinic or in a mobile clinic. As the students are working directly with supervising faculty, real-time formative evaluation takes place on a daily basis.
- e. **Potential Challenges to the Code of Medical Ethics Adopted by the Home School.** During participation in the Global Health Elective, LSUHSC-S medical students are required to

adhere to the LSUHSC-S School of Medicine's Code of Conduct as well as other school policies covering student responsibilities and professional behavior. The education sessions held prior to the Global Health Elective include sessions on ethical challenges to healthcare delivery in a low resource setting as well as issues of cultural sensitivity. Educational modules covered in the pre-trip educational sessions are available on the Consortium of Universities for Global Health website and include the following subjects: Global Health: Priorities, Problems, Programs, Policies; Infectious, Parasitic and Communicable Diseases; Non-Communicable Diseases, Injuries and Related; Health Systems, Services, Resources, Programs; Priority and Vulnerable Populations; Methods, Tools, Skills and Related; and Working and Visiting in Low Resource Countries. Other topics covered in preparatory sessions include counterfeit and substandard medicines as well as traditional and ritual healers. These teaching modules include information on ethical considerations for medical care in the global low resource setting, professionalism, and cultural sensitivity.

**System for Collecting Performance Assessments of Medical Students.** As an official LSUHSC-S School of Medicine offering, the Global Health Elective adheres to the school's Grade Notification Policy. The registrar is responsible for monitoring the reporting of all grades. In the clerkship phase, grades are submitted within four weeks of end of the clerkship, course, or elective. Course, clerkship or elective directors who fail to submit 100% of grades within six weeks of the end of a course, clerkship or elective will meet with the associate dean for academic affairs with notification to the relevant department chair or designee.

**System for Collecting Evaluations of Electives from Medical Students.** Students complete an evaluation at the end of the Global Health Elective. These evaluations are managed through the One45 curriculum management system, which distributes evaluations, tracks completions, and generates reports.