

West Virginia University School of Public Health
Graduate Medical Education Policy on International Rotation

In order for a resident physician enrolled in any graduate medical education training program sponsored by the West Virginia University School of Public Health to obtain permission to complete an International Health Rotation for academic credit, the following approval process must be followed:

1. At least 3-4 months before the rotation, a written request for an international rotation must be addressed to the Program Director specifying:
 - a. An education rationale for the rotation including specific goals and objectives
 - b. Date and Length of rotation (maximum is one month duration)
 - c. Where the rotation will be located
 - d. Who the supervising physician will be
 - i. a copy of his/her CV
 - ii. documentation that he/she has agreed to supervise
 - e. Include the sentence: *I understand that I am responsible for all educational related costs associated with this experience including but not limited to travel, housing, food, passports, etc.*
2. Give all documentation to the Program Manager.
3. The Program Director will review the request with the program's education committee (PEC). If approved,
4. The Program Director will place the request on the next regularly scheduled Graduate Medical Education Committee (GMEC) agenda.
5. The GME office will notify the Program Director, the Resident and the Dean that the rotation has been approved.
6. The Dean will have the final approval authority to approve or deny the rotation request, once the recommendation of the GMEC is received.
7. Appeals of an unfavorable decision may be pursued through the GME Bylaws academic grievance process.

Once approval has been obtained at the level of the Dean, the resident is responsible for all educational related costs associated with this experience including but not limited to: travel, housing, food, passports, etc.

International rotations for credit will not be permitted beyond one calendar month during the entire training period required for successful completion of the program.

The resident is to complete the required One Step Travel Registration + Export Control on the following website: <https://international.wvu.edu/travel/registration>

Approved by the GMEC: January 23, 2019