

Resident Visit - Planning Timeline and Checklist

Adapted from the Global Child Health Educational Modules Project Preparation for Global Health Electives preparation packet, St Clair et al, AAP and CUGH, 2013

I. 12-16 MONTHS PRIOR TO DEPARTURE

PERSONAL REFLECTIONS AND REVIEW OF MOTIVATIONS

- Why do you want to do this?
- Consider your goals and objectives
- Can your goals be accomplished in a local elective?
- Are you willing to put time into preparing adequately for this experience, including clinical and cultural preparation?
- Have you considered your tolerance for travel uncertainties and risks, uncomfortable living conditions, challenging cultural expectations, disease and injury exposure, high morbidity and mortality, and frustrations about inability to help?

II. 6 MONTHS PRIOR TO DEPARTURE

- Contact your GWH Field Director on site to inquire about availability and suitability of timing
- Dialogue with someone who has worked at your host site
- Apply for a passport or ensure that yours will not expire for at least 6 months after you return. Note. If you have a passport look to ensure that you have at least four blank pages in your passport (and more if you plan to travel through multiple countries) to allow for country entry/exit stamps
- Start language training if needed

III. 3 MONTHS PRIOR TO DEPARTURE

- Begin reading and completing pre-departure curriculum requirements (on website)
- Send pre-departure form, risk reduction form and emergency contact form
- Make an appointment with the travel clinic
- Learn more about the country's health status, disease profile, health priorities, political structure, and priority issues, as well as about the city and community that you plan to visit
- Check the CDC website for outbreaks or special recommendations
- Check for U.S. State Department travel advisories or warnings
- Plan itinerary and purchase airline tickets
- Obtain emergency medical evacuation insurance and submit a copy to your faculty mentor
- Review packing list and begin collecting necessary items (some resources or items may need to be ordered)
- Discuss any concerns with your GWH Faculty

IV. 1 MONTH PRIOR TO DEPARTURE

- Submit a [helpdesk ticket](#) for international remote access to Stony Brook email & remote desktop.
- Confirm lodging and travel plans
- Set up a secondary email account (e.g., Gmail) because outlook exchange accounts can be problematic in certain settings
- Scan/copy important documents such as passport, itinerary, evacuation insurance card/information, and medical license and email copies to yourself, your emergency

contact, risk reduction form, and your faculty mentor (including secondary email account) so that they are available electronically wherever you are

- Meet with US Based GWH Faculty to review pre-departure checklist requirements, submit certificates of completion for pre-departure curriculum, and sign relevant forms.
- Make arrangements to maintain your home life (pet care, house maintenance, etc.) - NA
- Purchase trip-specific items and continue working on the packing list
- Register online with the U.S. State Department STEP program
- Obtain any necessary prescription and nonprescription personal medications
- Discuss any concerns with your GWH Faculty

V. 2 WEEKS PRIOR TO DEPARTURE

- Review luggage restrictions and items not permitted
- Start packing and finish as much as possible to determine items still needed
- Confirm emergency contact information (at home and at site)
- Confirm your arrival with site officials (and confirm your back-up plan for airport pick-up)
- Weigh your luggage to make sure it does not exceed the limit
- Finish any notes, charts, dictations, or patient-related follow-up or sign-out
- Set auto-reply for emails
- Download or print any resources/documents that are important for your work, as internet access and speeds will likely be unreliable
- Discuss any concerns with your GWH Faculty

VI. 1 WEEK PRIOR TO DEPARTURE

- Obtain cash (100-dollar bills after 2009)
- Start your malaria prophylaxis
- Call credit and debit card issuers to notify them of international travel
- Finish packing
- Discuss any concerns with your GWH Faculty

VII. AFTER YOU RETURN

- Allow extra time for rest and reflection
- Expect "reverse culture shock"
- Schedule your debriefing interview and any required presentations with your GWH faculty mentor. (NOTE: reflection paper is due before return to Field Director)
- Seek friends and colleagues who are eager to hear about your experiences
- Complete evaluation forms
- Provide feedback to others who may be going to that site
- Meet with occupational health if there were any occupational exposures during your elective