

## **GWH Elective - Planning Timeline and Checklist**

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

### **6 - 12 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 the timeframe proposed?
- 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?

### **6 MONTHS PRIOR TO DEPARTURE**

- Contact the 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 2 blank pages in your passport (and more if you plan to travel to multiple countries) to allow for country entry/exit stamps.
- Start language training if needed

### **3 MONTHS PRIOR TO DEPARTURE**

- Read predeparture curriculum on website (optional)
- Continue language training if needed
- Make an appointment with the travel clinic (make sure to ask for: antimalarials, antidiarrheals, yellow fever vaccination, and PEP for HIV)
- 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.  
<https://wwwnc.cdc.gov/travel>
- Apply for a visa using <http://evisa.senami.gov.mz/#/>
- Plan flight itinerary and purchase airline tickets.
- Notify Karen Kutner of need for malpractice coverage while abroad – she will notify Nickels indemnity
- Obtain emergency medical evacuation insurance <https://www.internationalsos.com/> and submit a copy to Director of GWH
- Review packing list and begin collecting necessary items (some resources or items may need to be ordered)
- Discuss any concerns with the GWH Director

### **1 MONTHS PRIOR TO DEPARTURE**

- Confirm lodging and travel plans
- Set up a secondary email account (eg, 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, and the GWH Director so that they are available electronically wherever you are.
- Make arrangements to maintain your home life (pet care, house maintenance, etc)
- Purchase trip-specific items and continue working on the packing list
- Obtain donated items for transport from Stony Brook and send list to GWH director to make an official letter for customs
- Register online with the U.S. State Department STEP program
- Obtain any necessary prescription and nonprescription personal medications
- Discuss any concerns with the GWH Director

### **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
- Obtain official letter for customs for donated items
- 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 speed can be unreliable. (e.g. Uptodate, Butterfly, Epocrates, FIGO misoprostol dosing, CDC STI guidance, US MEC etc.)
- Discuss any concerns with the GWH Director

### **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 the GWH Director

### **AFTER YOU RETURN**

- Allow extra time for rest and reflection
- Expect "reverse culture shock"
- Schedule your debriefing interview and any required presentations with the GWH Director
- Seek friends and colleagues who are eager to hear about your experiences
- Provide feedback to others who may be going to that site
- Meet with occupational health if there were any occupational exposures during your trip