

Postgraduate Medical Education Global Health Elective Guidelines

1. 1 year to 6 months prior to departure:
 - a. Elective approved by Program Director
 - i. PD send approval letter with dates to PGME office and copy Office of Global Health
 - b. Begin research of required medical license & insurance, visa, permits, immunizations, travel insurance, etc.
 - c. Contact Office of Global Health to begin application process
2. 6 to 4 months prior to departure:
 - a. Submit application to Office of Global Health
 - b. Schedule meeting with Office of Global Health Program Manager
 - c. Complete online pre-departure training module
3. 3 months prior to departure:
 - a. Schedule meeting with Office of Global Health faculty lead
 - b. Submit pre-departure assignment to Office of Global Health
4. 2 months prior to departure:
 - a. Complete and submit Off-Campus Activity Safety Policy (OCASP)
 - i. In OCASP application, select:
 1. "I am undertaking one of the following activities: **Medical Elective**"
 2. "Department Overseeing Activity: **School of Medicine - Postgraduate Medicine**"
 - b. Register (via Office of Global Health) and attend group meeting to discuss ethics of global medical electives
5. 1 month prior to departure:
 - a. Register with Department of Foreign Affairs – Canadians Abroad
<http://travel.gc.ca/travelling/registration>
6. Upon return to Queen's:
 - a. Schedule debrief meeting with Office of Global Health
 - b. Complete elective feedback form