

INTERNATIONAL ROTATION APPROVAL PROCESS FOR RESIDENTS/FELLOWS
(effective as of May 21, 2024)

- The resident/fellow initiates a Program Letter of Agreement (PLA) request through the GME office (if not already established) no later than 120 days prior to the proposed travel date according to the respective process in Tucson or Phoenix.
 - The US State Department travel advisory threat level will be assessed at the time of the PLA submission by the GME office, using the following link: [Travel Advisories \(state.gov\)](https://travel.state.gov). The US State Department employs four levels of travel advisory threats:
 - Level 1: “Exercise Normal Precautions”
 - Level 2: “Exercise Increased Caution”
 - Level 3: “Reconsider Travel”
 - Level 4: “Do Not Travel”
 - Any requested international rotation to an area with a Level 3 (Reconsider Travel) or a Level 4 (Do Not Travel) travel advisory threat levels will be denied.
- If the requested international rotation is to an area with a Level 1 (Exercise Normal Precautions) or a Level 2 (Exercise Increased Caution), a member of the GME office will email an SBAR to Chris Frank (christopher.frank@bannerhealth.com) at Banner Health (Banner) regarding the requested international rotation that includes the resident/fellow name, the specific travel destination (country, region, city), the specific site name where the rotation will occur, the specific region/city where the resident/fellow will live, and the rotation dates.
 - The member of the GME office submitting the SBAR will also copy the applicable Program Director and the designated contact at the Office of Global Health for the applicable College of Medicine on the email to Chris Frank.
- Chris Frank will solicit feedback from Banner Risk Finance & Business Health Operations, Banner Security and Banner Workers Compensation & Team Member Health/Safety.
 - If Banner is supportive of the requested international rotation, Chris Frank will reply to the member of the GME office who submitted the original SBAR and will send a Resident/Fellow International Rotation Travel Acknowledgment (Travel Acknowledgment) to be signed by the resident/fellow participating in the requested international rotation.
 - A copy of this notification will be sent to the applicable Program Director, the applicable Banner—University Medical Group (B—UMG) Physician Executive and to the Banner Director of Provider Transactions for the Academic Division.
 - If Banner is not supportive of the requested international rotation, Chris Frank will notify the member of the GME office who submitted the original SBAR.

- A copy of this notification will be sent to the applicable Program Director, the applicable Banner—University Medical Group (B—UMG) Physician Executive and to the Banner Director of Provider Transactions for the Academic Division.
 - The applicable Program Director will advise the resident/fellow that the requested international rotation has been denied.
 - All inquiries related to the denial of the requested international rotation should be directed only to the applicable Program Director or the applicable B—UMG Physician Executive.
- For Banner-supported international rotations, the resident/fellow will do the following:
 - Sign the Travel Acknowledgment and return the signed Travel Acknowledgment to the applicable GME Office.
 - A copy of the signed Travel Acknowledgement will be kept in the resident's/fellow's file in New Innovations.
 - Complete the University of Arizona travel authorization.
 - In international travel section of the travel authorization, note that the international travel registry for DCCs is not required.
 - Complete any site specific paperwork.
 - Schedule/attend travel medical appointment for any necessary vaccines and/or medications with provider of choice.
 - Schedule/attend an optional appointment with the College of Medicine – Tucson Office of Global and Border Health or at other clinic for additional travel instruction and/or advice.
 - Additional resources may be found at: [Find a Clinic | Travelers' Health | CDC](#)
- For Banner-supported international rotations, the Designated Institutional Official (DIO) will place the requested international rotation on the agenda for the next meeting of the Education Committee.
 - If the requested international rotation is recommended for approval by the Education Committee, the requested international rotation will be referred to the Academic Management Council (AMC) for final action.
 - If not recommended for approval by the Education Committee, the Program Director will advise the resident/fellow that the requested international rotation has been denied.

- The AMC will approve or deny the requested international rotation.
 - If the requested international rotation is approved by the AMC, the PLA will be finalized and the requested international rotation may proceed as scheduled.
 - Should the travel advisory threat level for the specific travel destination be increased at any time prior to the actual travel date as a result of unexpected hostilities or other circumstances, Banner reserves the right to request reconsideration of the AMC's approval based upon the increased risk of danger to the resident/fellow.
 - If the requested international rotation is not approved by the AMC, the Program Director will advise the resident/fellow that the requested international rotation has been denied.
- Upon receipt of notification of the AMC's approval of the requested international rotation from the Banner Director of Provider Transactions for the Academic Division, Chris Frank will provide information to the resident/fellow about travel accident/international travel insurance coverage for the area where the international rotation will take place.
- If the requested international rotation is approved by the AMC and the resident/fellow is making travel arrangements through the Banner-contracted travel agency, the resident/fellow will complete and submit to the applicable Program Director/Manager the Employee Travel Request Form – Resident/Fellow – International.

Resident/Fellow International Rotation Travel Acknowledgement

By signing below, the Resident/Fellow acknowledges:

1. Participating in a medical residency/fellowship rotation abroad (“Rotation”) involves an inherent risk of injury, damage, and loss to property and person, including death, and the Resident/Fellow assumes full responsibility for any such injury, damage, and loss.
2. The Resident/Fellow has read and understands the level of travel advisory the US State Department has issued for the proposed destination.
3. The Resident/Fellow acknowledges participation in the Rotation is voluntary and that Banner Health does not require such participation.
4. The Resident/Fellow knows of no medical reason that should limit or prohibit their participation and that Banner Health advises the Resident/Fellow to consult a travel medicine physician before leaving the United States.

Resident/Fellow Signature: _____

Printed Name: _____

Date: _____