



GME Global Health Rotation Checklist for Program Coordinators

**Green indicates PLA/AA workflow happening during application workflow.

Allow 90 Days for processing

- _____ 1. Resident/Fellow completes Global Health Elective Application in Qualtrics on [GHP Website](#)
- _____ 2. Resident/Fellow clicks "Download PDF" on "Thank You" page to receive email copy of application.
- _____ 3. Resident/Fellow sends Application PDF to Program Director (PD) for approval/signature.
 - _____ a. Residency PD (or designee) obtains Global Health AA Template + PLA template and fills in the highlighted sections for both documents. The documents can be accessed on the [GME Policies and Procedures](#) webpage under the 'Global Health Electives' dropdown.
 - _____ b. Residency PD (or designee) sends the AA and PLA to the International Affiliate.
 - i. If Affiliate request edits to AA or PLA, ask them to "track changes" for any language they would like to modify. *If they do not request edits, see step d below.*
 - ii. If Affiliate requests modifications, PD (or designee) must send proposed changes to [Claire Yan](#), Senior Counsel, UCLA Health Sciences Office of Legal Affairs. Legal counsel may route to IRM (Risk Management) if needed.
 - iii. Once UCLA legal counsel and/or IRM accept or reject the Affiliate's proposed edits, PD (or designee) returns the copy to the Affiliate for their signature.
 - _____ c. Upon receiving the returned signed PLA and AA from the international institution, PD Signs PLA. PD (or designee) should then complete visual compliance and if there are no issues with the site/county residency PD (or designee) emails [Morgan Fultz](#) in the Dean's Office to secure the signature of Dr. Soohoo, the Associate Dean for Graduate Medical Education on the PLA, and Drs. Dubinett and Fan on the AA. For questions regarding visual compliance, please contact: export.controls@research.ucla.edu.
 - _____ d. 5) [Morgan Fultz](#) will send fully executed copies to the [Global Health Program](#), Program Director and Program Coordinator, Marie Hugley in the GME Office and Kathryn Paul in VP Fan's office.
 - _____ e. Program Director (or designee) receives fully executed AA/PLA and sends to international institution:
 - f. AA + PLA will need to be renewed every 5 years.

- _____ 4. Signed Application PDF returned to resident/fellow who sends following to GMEGlobalHealthApp@mednet.ucla.edu:
 - a. Completed/signed Elective Application
 - b. Signed Code of Conduct
 - c. Health & Safety Quiz
 - d. Travel Security and Safety Briefing Request (Level 3 countries only)
 - e. If required: ACGME approval letter

- _____ 5. Application/forms reviewed by GHP Faculty and, if approved, GHP sends to GME office for DIO Signature.

- _____ 6. Signed documents sent to GHP who notify resident/fellow + PD (I suggest - GHP sends final approval to GME and GHP notifies resident/fellow)

- _____ 7. Resident completes:
 - a. Occupational Health/Travel Medicine visit
 - b. Registration of trip through UC Travel to obtain travel insurance
 - c. State Department STEP Registration
 - d. If traveling to Level 3 country/region: Safety briefing with RM and sign Safety & Emergency Preparedness Agreement