

## DGSOM's Travel Policy for Medical Residents

UCLA's David Geffen School of Medicine (DGSOM) is committed to minimizing the risk to residents participating in academic programs. Travel to locations with a Level 1 or Level 2 US State Department Travel Advisory will typically be approved. Traveling for electives to countries with a Level 4 Advisory is not allowed.

Residents will *not* be approved to undertake international DGSOM-approved activities in a location for which a US Department of State Travel Advisory Level 3 is currently in place, unless a formal safety plan has been established and approved. **For residents**, the safety plan and request for exception must be approved by the residency director, the Associate Dean of Students Affairs, and the Dean of Graduate Medical Education.

The purpose of the safety plan is to a) establish that travel to the specific location poses minimal risk to the resident, and b) determine if travel to this particular location presents a unique opportunity from a learning perspective. This safety plan must include the following items.

- A Request for Exception for State Department Warning Advisory Form from the UCLA residency director regarding the safety of the site **and** the plan for monitoring safety and evacuating the resident in case of an emergency. If the country has a Level 3 Travel Advisory, but the specific location within the country is safe, this situation should be made explicit in the letter. The letter should also indicate areas to be avoided and should reference the US State Department's official Travel Advisories and/or the iJet/WorldCue assessments that can be found at (<http://ermisp.ucop.edu/uctrip>), if applicable. A formal I-Jet assessment of the location should be included with the request;
- A Travel Waiver signed by the resident, which states that they a) have read the State Department Travel Advisory in detail, b) have obtained a formal, written assessment of the location from I-Jet, c) understand the safety plan as described by the mentor, d) agree to avoid areas that have been indicated by the mentor, and e) acknowledge the additional risk that they are undertaking.
- Proof of UC evacuation insurance that covers the evacuation of the resident from the location in question (<http://www.ucop.edu/risk-services/loss-prevention-control/travel-assistance/enrolling-in-uc-trip-insurance.html>);
- Proof of enrollment in the State Department's STEP program (<https://step.state.gov/STEP/Pages/Common/Citizenship.aspx>)

Questions may be directed to the Global Health Program's **Directors of Resident and Fellow Education**, Drs. Cecily Gallup ([CGallup@mednet.ucla.edu](mailto:CGallup@mednet.ucla.edu)) and Hijab Zubairi ([HZubairi@mednet.ucla.edu](mailto:HZubairi@mednet.ucla.edu)).