

**SECTION B. UNIVERSITY OF WISCONSIN MEDICAL SCHOOL FACULTY AND STAFF
(STATE OF WISCONSIN EMPLOYEES)**

1. Professional Liability Coverage for International Activities

- ◆ As a general rule, State of Wisconsin employees (including Medical School faculty, staff, and student employees), acting within the scope of their employment or responsibilities, are covered for liability protection through the State of Wisconsin Self Funded Liability Plan. Any work that is not a typical day-to-day duty, such as volunteer medical care, teaching or research outside the U.S., must be:
 - a) Recognized by the employee's department Chair or Dean as related to the teaching, service, or research mission of the University.
 - b) Approved by the employee's department Chair or Dean prior to departure. Chair or Dean's approval must be documented in writing and indicate the date, location and nature of the services being provided. Electronic communication is considered acceptable documentation of approval.
- ∴ UW volunteer (zero dollar) faculty and staff who participate in international teaching, research, or service activities must have primary liability coverage through their own employer's policy, or carry personal professional liability protection. The State Self Funded Liability Plan provides secondary coverage if the activity has been approved in writing by the department or school in which the faculty or staff person holds a volunteer appointment.
- ◆ Community health professionals who are not UW paid or volunteer (zero dollar) employees, but who wish to participate in UW-sponsored international health activities outside the U.S., must obtain a volunteer faculty appointment and written authorization for participation by the appropriate school or department prior to undertaking such activities. Liability coverage is provided as stated for volunteer (zero dollar) employees.
- ◆ Retired UW faculty and staff members who maintain volunteer appointments have primary liability coverage through the state liability plan provided that 1) the international work done is under the direction and control of the UW; and 2) written approval has been obtained by the sponsoring department or school.

2. Authorization of International Travel for UW Faculty and Staff (State of Wisconsin Employees)

- ◆ Health science faculty and staff undertaking international work-related travel are required to follow established travel reporting and approval procedures in their respective schools or departments and utilize forms developed for such purposes. Faculty and staff are asked to submit requests at least 10 working days prior to their anticipated absence and to make arrangements for coverage of their professional responsibilities.
- ◆ Leave arrangement (paid or unpaid) for the activity does not affect liability coverage, but should be agreed upon prior to travel absence.
- ∴ Expenses incurred for international travel on University business should be discussed with the appropriate school or department official in advance. Expense reimbursements should comply with established department, school or grant guidelines.

- .. Faculty and staff are advised to carefully review the risks of travel to countries where State Department or Centers for Disease Control travel warnings have been issued. The University of Wisconsin cannot guarantee the health and safety of its employees or students traveling abroad.

3. Medical and Evacuation Insurance Coverage

- ◆ The State of Wisconsin provides **automatic evacuation and repatriation** insurance coverage at no cost through MEDEX for University of Wisconsin employees traveling abroad for business purposes. Employees should obtain information about such coverage through the UW Office of Risk Management prior to travel. Medical expense coverage is not provided through the MEDEX policy.
- .. UW employees are advised to carry personal health insurance that will cover medical costs incurred during international work-related travel.
- ◆ Employees may purchase optional medical and additional evacuation coverage through a University of Wisconsin contract with Cultural Insurance Services International (CISI) provided employees are engaged in UW work-related educational activities abroad. Coverage is not provided for University of Wisconsin Hospital and Clinic employees who are not employed by the State of Wisconsin.
- ◆ The State of Wisconsin worker's compensation plan provides benefits if an employee is injured in the course of employment, regardless of work location.
- ◆ Employees on official leave should verify their employment status with human resource personnel to determine eligibility for worker's compensation and MEDEX coverage. CISI insurance may be purchased by any employee, including employees on **official** leave/sabbatical, provided they are engaged in work-related educational activities abroad.
- ◆ Volunteer (zero dollar) faculty and staff not on the University of Wisconsin payroll are not covered by the MEDEX evacuation insurance policy unless travel is authorized by and at the expense of the University and the volunteer is conducting business or research on behalf of the University. CISI medical and evacuation insurance may be purchased by faculty or staff engaged in UW-sponsored educational activities abroad.

4. Faculty and Academic Staff Conduct Abroad

- ◆ As outlined in the UW System Policies for the Conduct of International Programs (ACIS 7.2) (<http://www.uwsa.edu/acadaff/acis/acis-7.pdf>), faculty and academic staff abroad are governed by the same policies that define faculty and academic staff rights and responsibilities on the home campus. Faculty and staff abroad should be sensitive to the customs of the host country and act in accordance with the laws of the host country. Faculty and staff abroad should be willing, upon return to the home campus, to provide the broadest value to the institution for the time spent abroad.

5. Approval and Risk Management for the Conduct of UW Group Programs Abroad

- ◆ UW faculty and staff conducting or supervising group study tour, education, research, or medical service programs abroad as UW–approved activities are required to comply with the UW System Policy Guidelines for the Conduct of International Programs Section 7.1, (<http://www.uwsa.edu/acadaff/acis/acis-7.pdf>). The System guidelines apply to all student, faculty and staff participants and include requirements for disclosure of health and safety risks, pre-departure orientation, insurance, emergency procedures, financial management, and participant and sponsor responsibilities. Designated faculty leader(s) and their departments are expected to advise participants of requirements and risks of participation in sponsored programs.
- ◆ The Chair or Dean of the sponsoring department or school should approve faculty-led group programs no less than three months prior to the planned departure. Group international activities for which students will receive University of Wisconsin credit must be reviewed and approved by the Medical School Office of Academic Affairs.
- ◆ The Medical School Office of Academic Affairs will review plans on a case-by-case basis for faculty-led groups of undergraduate, graduate, and professional students to countries with U.S. State Department or Centers for Disease Control travel warnings. Permission may be denied. Participants are required to sign the UW System Uniform Statement of Responsibility (liability waiver).
- ◆ Group international activities such as medical service trips that include UWHC employees or housestaff must be reviewed and approved by the appropriate UWHC supervisor(s) and Graduate Medical Education program director(s), in addition to the department Chair(s).

6. Conduct of UW- Sponsored Research Overseas

- ◆ Faculty or staff engaged in conducting research abroad are bound by the same policies and procedures applicable to the conduct of research within Wisconsin.