

SECTION C. UNIVERSITY OF WISCONSIN HOSPITALS AND CLINICS EMPLOYEES

(This section is under development by the UWHC housestaff office and legal counsel.)

1. Professional Liability Coverage for International Activities

- ◆ The University of Wisconsin Hospitals and Clinics (UWHC) professional liability policy provides coverage for employees engaged in international clinical, research, and service related pursuits anywhere in the world provided a claim for damages or legal action is filed, commenced and concluded in the United States of America, its territories or possessions, Puerto Rico, or Canada. Employees of UWHC must be performing duties on behalf of the hospital or within the scope of their residency or fellowship program.

2. Authorization of International Travel for UWHC Staff Employees

- ◆ UWHC staff employees are required to discuss international travel plans with their supervisor and to submit a Request for Leave of Absence form, signed by the supervisor, to the Human Resources Department for approval prior to departure.

3. Authorization of International Travel for UWHC and Department of Family Medicine Housestaff Employees

- ◆ Housestaff (residents and fellows) planning international rotations are required to submit a written request from their graduate medical education program director to the UWHC Housestaff Office administrator. The letter should describe the proposed rotation experience, supervision arrangements, and dates of leave, and specifically request continuation of salary support and liability coverage. The Housestaff Office and UWHC General Counsel will review all requests.
- ◆ UW Graduate Medical Education programs are advised to review their ACGME program requirements related to offsite rotations to ensure that any proposed rotation is in compliance with these requirements.
- ◆ Housestaff in the Department of Family Medicine (DFM) should contact their campus program directors for approval of international rotations. Written documentation should be on file which includes the rotation description, dates, and a request for salary and liability coverage. DFM residents are not required to send copies to the UWHC housestaff administrator for approval.

4. Medical and Evacuation Insurance Coverage

- ◆ UWHC employees are strongly advised to carry medical and evacuation insurance which provides emergency coverage for international travel. Employees are advised to check the applicability of their personal medical insurance coverage while traveling outside the country.
- ◆ The University of Wisconsin or UWHC does not provide overseas health or emergency assistance to UWHC employees. The CISI and MEDEX insurance policies offered by the State of Wisconsin and the UW are not available for purchase from the State or the UW by individuals who are not State of Wisconsin employees 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.