CHECKLIST

for Students traveling abroad to do field experience projects during the Winter Break

REQUIRED THINGS TO COMPLETE

Fill in and sign the Graduate Student Release Form and return it to Lisa Lassiter in the MPH office. To access the Release Form, log into my.jhsph.edu → Academics → Master of Public Health → MPH Students → Document Library → Field Experience During Winter Break.

Assess whether your project requires IRB approval by completing the IRB Worksheet. The appropriate IRB approval may need to be obtained for any project that uses data gathered from human subjects. Even in cases where the data are de-identified, a determination should be sought from the IRB office. The deadline for submitting for IRB approval is mid November. Thomas Bradsher is the MPH contact in the IRB office.

Create a travel profile record and itinerary in the Johns Hopkins International Travel Registry (JHITR). If you haven’t already informed us about your travel, please let us know as soon as possible and we will give you access to the JHITR. If you have informed us about your travel, you will soon receive an automated email message with the link to the JHITR. Your travel profile information will help University administration to ensure your safety and well-being in the event of an emergency. This is a secure site and your information will only be accessed in the event of an emergency. Anything could happen such as losing important documents, a medical problem, natural disaster, political unrest, etc., and your record will contain critical information, which could be accessed by University representatives to assist you. It will not be used for other purposes. Please fill in the Itinerary before departing for the winter break. You will be able to print the trip itinerary and you should share a copy of it with a family member or friend—in the case of an emergency.

Print your International SOS Card. The “JHU ISOS Membership Card” is in the same Field Experience During Winter Break folder as the Graduate Student Release Form (see first item). ISOS is a traveler assistance program that provides 24-hr assistance in the event of an emergency. The ISOS coordination is free to JHU students and there is nothing you need to do to activate the membership. Print a copy of the ISOS card which provides the JHU membership number. Make sure to have the card with you at all times when traveling. If you need assistance, contact one of the emergency phone #s on the card. You can access the ISOS information at anytime in the JHITR. Services include: Dispatch of medication and medical supplies; Medical and dental referrals; Lost document advice; Emergency personal cash advances; Translations and interpreters; Emergency evacuation.

Media Permission form (adult and minor child) If you plan to include photographs of people in your project summary, you will need to have the person(s) complete a Media Permission form for an adult and minor child for photos that may be posted on the website. The MPH Program may post information about selected field experience projects on the website.

Complete the Practicum Learning Plan if you plan for this experience to fulfill all or part of the MPH practicum requirement. Submit the Plan to the Practicum office for review and approval prior to the start of the experience. The Practicum Educational Plan outlines the roles and responsibilities of the student, field counterpart preceptor, and JHSPH, as well as the practicum project description, specific goals and objectives, and proposed timeline. More information and all forms can be found on the Practicum website.

IMPORTANT RESOURCES
Johns Hopkins University International Programs - Travel Resources: Johns Hopkins students, faculty and staff travel the world in pursuit of research opportunities, business ventures, and scholarly experiences. These resources provide essential information for travel planning, risk awareness, emergency assistance, and more.

Johns Hopkins International Travel Orientation: The Center for Global Health developed a series of modules for students who are traveling overseas. The modules are housed on CoursePlus and students can register for the course at any point during a term. There are other resources on the Center for Global Health website, including past seminars, located here: http://www.hopkinsglobalhealth.org/resources/index.html.

JHU Travel Center: JHU has made arrangements with a few designated travel agencies for discounts (of up to 25% off) of published air fares. The discounts are available for tickets issued directly with the designated travel agencies. These costs would be charged directly to you; not through the University. There are likely to be service fees associated with purchases through travel agencies.

Please note that the Student Health Plan does not cover costs for travel-related vaccines & medication.

JH Travel Medicine Clinic: The clinic provides travel-related prescriptions, immunizations, destination-specific consultation, and post-travel diagnosis & treatment. Clinical days are generally Tuesdays, Wednesdays, & Thursdays. The last clinical day before the winter break is Friday, December 19th (by appointment only). The office will be closed from Monday, 12/22/14 thru and including Tuesday, 1/6/15. Contact the clinic to schedule an appointment, 410-955-8931 (located in the JHSPH basement, Room WB031).

You may find lower-cost travel medicine options through the Maryland State Health Department. The DHMH website has a list of certified Maryland physicians and Yellow Fever Vaccination Centers which offer international travel health and vaccinations information.

Trip Insurance:
These are 2 options for travel medical insurance shared with us by previous MPH students:

- DAN (Divers) Alert Network: Offers trip insurance (about $150), even though they are an insurance company dedicated to the needs of divers.
- Global Underwriters

If you are a U.S. citizen, you may also want to register with the U.S. Department of State Smart Traveler Enrollment Program. This is a free service for U.S. citizens to register information about their overseas trip. In the event of an emergency, the State Department will be able to assist you. If you are not a U.S. citizen, you may want to check with your own country’s embassy for a similar service.

U.S. Department of State Travel Information:
For those traveling to high-risk areas of the world, you should be aware of any travel advisories. The State Department provides country-specific security travel warnings and other information.

Centers for Disease Control & Prevention Travelers’ Health provides health-related travel advisories and information for staying safe including a vaccinations link with country-specific recommended and required vaccination information.

For international students here on visa, the Office of International Student Services (OIS) reminds you that you will need a travel signature on your I-20 or DS-2019 if you do not already have one. The OIS will hold a travel workshop for students traveling during the Winter Break on Friday November 14th, 12:00-1:30 p.m. W3008.