

# Pre-Departure Checklist for Global Health Education Programs

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This checklist was developed to assist **medical students participating in elective global health experiences** in locating the relevant resources needed to complete the Pre-Departure Requirements associated with participation in global health experiences and receipt of Global Health Experience award funding.

This tool is best utilized once you have access to the Feinberg Global Health Experience course in Canvas. While the course should lay out your assignments, it is used by students from various programs. If you have questions about whether you need to complete something, you can always reference and take direction from this checklist or email the Education Program Assistant, Megan Garrison ([megan.garrison@northwestern.edu](mailto:megan.garrison@northwestern.edu)).

All the following checklist items must be completed to be considered ready for travel. Please note that all forms and documents will not be recorded as received unless they are uploaded to the Canvas course. Although there are no due dates listed, everything should be completed or submitted according to the recommended timeline shown below.

**NOTE:** There are three [IGH Pre-Departure Seminars](#) offered for students participating in the Global Health Experience. You will eventually be asked to confirm which talks you attended and on what date via the corresponding assignment within the Pre-Departure Curriculum Module.

Please remember these are all **required**:

- Global Health Ethics
- Top 10 Habits of Successful Global Health Practitioners
- Global Risks: Guidance and Resources for Responsible Travel (Lecture is available as a recording on Canvas)

Canvas Course Assignment Checklist			
As soon as possible, or at least 7-8 months prior to travel			
Module: Predeparture Curriculum		Review	Complete
<input type="checkbox"/>	Pillars of Global Health : <ul style="list-style-type: none"><li>- Global Health Definitions and Discourses</li><li>- Global Health Ethics</li></ul> <i>*Note that if you are participating in a CFHI program, you will be prompted to register for the Pillars course by CFHI. You will not be registered by the IGH Education Team.</i>	X	X
Module: Required Waivers, Attestations, & Registrations		Review	Complete
<input type="checkbox"/>	Passports and Visas	X	
<input type="checkbox"/>	Quiz: Contact, Passport & Visa Information	X	X
<input type="checkbox"/>	Records & Registration Office – Student Attestations		X

At least 5 - 6 months prior to travel				
Module: Predeparture Curriculum		Review	Upload	Complete
<input type="checkbox"/>	Pillars of Global Health <ul style="list-style-type: none"> <li>- Planetary Health and One Health</li> <li>- Diversity, Equity, and Health Disparities</li> <li>- Social Determinants of Health</li> </ul>	X		X
Module: Required Waivers, Attestations & Registrations		Review	Upload	Complete
<input type="checkbox"/>	Office of Global Safety and Security (OGSS)	X		

At least 3 - 4 months prior to travel				
Module: Predeparture Curriculum		Review	Upload	Complete
<input type="checkbox"/>	Pillars of Global Health <ul style="list-style-type: none"> <li>- Cross Cultural Effectiveness and Adaptability</li> <li>- Health Systems</li> <li>- Course Evaluation</li> <li>- Final Quiz</li> </ul>	X		X
<input type="checkbox"/>	Pillars of Global Health Course Progress Submission	X		X
Module: Travel Funding		Review	Upload	Complete
<input type="checkbox"/>	Internal Funding Opportunities for Global Health Experiences	X		
<input type="checkbox"/>	Global Health Experience Funding Application	X		X
<input type="checkbox"/>	Travel Funding Payroll Process for Students <i>*Will only be visible to students upon approval of funding application</i> <i>**Please note that if you are not on track with your ECMH requirements, your eligibility for funding can be impacted.</i>	X	X	

At least 2-3 months prior to travel				
Module: Pre-Departure Curriculum		Review	Upload	Complete
<input type="checkbox"/>	Global Health Away Elective Credit	X		X
<input type="checkbox"/>	Ethics & Global Health Travel	X		
<input type="checkbox"/>	Analytic Memo and Introspection Paper	X		X
<input type="checkbox"/>	Quiz: Global Health Seminar Series Attendance Attestation			X
<input type="checkbox"/>	Policies	X		
<input type="checkbox"/>	Quiz: Policies Review			X
<input type="checkbox"/>	Post-Exposure Prophylaxis Guidelines	X		
<input type="checkbox"/>	Quiz: PEP Guidelines			X
<input type="checkbox"/>	Student Handbook for Global Health	X		
<input type="checkbox"/>	Culture Shock & Communication	X		
<input type="checkbox"/>	A note on Post-Program Deliverables and Reflection	X		

At least 30 days prior to travel				
Module: Required Waivers, Attestations & Registrations		Review	Upload	Complete
<input type="checkbox"/>	<a href="#">GeoBlue Travel Health Insurance</a>	X		
<input type="checkbox"/>	<a href="#">International Travel Registry</a>	X		X
<input type="checkbox"/>	Security & Health Information Resources	X		
<input type="checkbox"/>	Quiz: Health, Safety, and Security Attestations			X

Within 30 days of return from travel				
Module: Post-Program Deliverables		Review	Upload	Complete
<input type="checkbox"/>	Post-Program Evaluation on Global Health			X
<input type="checkbox"/>	Post-Program Reflection	X		X
<input type="checkbox"/>	Post-Program Photo Deliverable	X		X
<input type="checkbox"/>	Post-Trip Debriefing (Optional)	X		