PEDIATRIC GLOBAL HEALTH TRACK
MENTOR TOOLKIT

CORE FACULTY:
Chandy John, MD, MPH
Cynthia R. Howard, MD, MPHTM
Tina Slusher, MD
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TRACK GOALS
Stimulate interest among residents in the health of children in or from developing countries, including immigrant and refugee children and internationally adopted children.
Provide a comprehensive introduction to pediatric residents of the health care issues affecting these children.
Inspire pediatrics residents to long-term involvement in global child health care.

TRACK OBJECTIVES
Develop a global perspective of child health
Determine common diseases of children in developing countries
Promote understanding in disease epidemiology in developing countries
Gain knowledge of social, cultural and political issues relating to child health in developing countries
Examine causes of health disparities and potential solutions
Appreciate the difficulty of practicing medicine/research in communities with overwhelming medical needs and extremely limited resources
Promote the knowledge of medical and social issues of immigrant, refugee and internationally adopted children
Promote clinical competence in multicultural settings
Build advocacy for child health needs and rights
Teach how to medically care for immigrant, refugee and internationally adopted children and children traveling abroad
TRACK TIMELINE

FIRST YEAR
1. Enroll
2. Pre-test in ONLINE LEARNING MANAGEMENT SYSTEM (by July 1)
3. Attend noon conferences
4. Attend evening seminars
5. Consider adoption medicine elective
6. Consider Global Health Course
7. Initial mentor meeting (by Aug 31). With mentor, define learning objectives in global health for year 1 and begin discussing career plans
8. If you plan to do an international elective in year 2, complete online application on ONLINE LEARNING MANAGEMENT SYSTEM by Feb 1st and review International Elective Timeline & Checklist on ONLINE LEARNING MANAGEMENT SYSTEM

SECOND YEAR
9. With mentor, define learning objectives in global health for year 2 and discuss career plans (by Aug 31)
10. Attend conferences and seminars
11. Attend international orientation session, if applicable (Sep)
12. If you plan to do an international elective in year 3, complete online application on ONLINE LEARNING MANAGEMENT SYSTEM by Feb 1 and review International Elective Timeline & Checklist on ONLINE LEARNING MANAGEMENT SYSTEM
13. Begin planning academic project (view “How To Do An Academic Project” and past examples on ONLINE LEARNING MANAGEMENT SYSTEM)

THIRD YEAR
14. With mentor, define learning objectives in global health for year 3 and discuss career plans (by Aug 31)
15. Attend conferences and seminars
16. Attend international orientation session, if applicable (Sep)
17. Complete international or other global health elective + applicable post-travel documentation
18. Complete academic project and presentation of project
19. Post-test in ONLINE LEARNING MANAGEMENT SYSTEM (by date of graduation ceremony in June)
20. Ensure certificate requirements are met
## CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>TRACK COMPONENTS</th>
<th>CERTIFICATE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Learning as part of monthly noon lecture series</td>
<td>100% of noon lecture attendance + ONLINE LEARNING MANAGEMENT SYSTEM participation (complete quiz)</td>
</tr>
<tr>
<td>Evening seminars (Sep – May)</td>
<td>Recommended but not required</td>
</tr>
<tr>
<td>Pre- Knowledge Test @ PL1</td>
<td>Yes</td>
</tr>
<tr>
<td>Mentoring/Individualized Learning Plan (ILP)</td>
<td>Recommended but not required</td>
</tr>
<tr>
<td>Clinical Experience/Electives</td>
<td>Complete @ least one of the three electives – local or international</td>
</tr>
<tr>
<td>Global Health Project (can be used as scholarly project)</td>
<td>Complete global health academic project</td>
</tr>
<tr>
<td>Post- Knowledge Test @ PL3 or MP4</td>
<td>Yes</td>
</tr>
<tr>
<td>Additional Opportunities:</td>
<td>Optional</td>
</tr>
<tr>
<td>• Global Health Course w/ ASTMH certification (Department of Medicine)</td>
<td></td>
</tr>
<tr>
<td>• Travel and Tropical Medicine Series (DOM) attendance</td>
<td></td>
</tr>
<tr>
<td>• Preparation for Global Health Work (School of Public Health)</td>
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</tbody>
</table>
MENTOR PROGRAM – FREQUENCY OF MEETINGS
Newly enrolled interns are matched with a global health mentor based on their responses to the enrollment form questions. The first meeting is to occur by August 31 of the intern year.

Thereafter, residents who elect to have both a global health and a categorical peds or med/peds mentor are to have one meeting per year with their global health mentor. Those residents who elect to have a global health mentor exclusively are to meet with their mentor in the fall and in the spring (as per the Pediatrics mentor requirement).

Mentors and mentees are emailed their mentor matches as soon as possible after the enrollment period ends.

Mentors are to email, fax or send the mentor form, including their notes on what was discussed with the resident, to the program administrator so the meetings can be tracked.

MENTOR RESPONSIBILITIES
Meet formally at least once annually (Aug 31) with the mentee – and summarize each of these meetings using the blank form found in the appendix to this document, returning forms promptly to ADMINISTRATOR, who will track this activity. Be available by email to field their questions and concerns.

WHO ARE THE GLOBAL PEDIATRICS MENTORS?
NAME
NAME
NAME

COMPETENCIES
The global pediatrics curriculum is based on competencies authored by Cynthia R. Howard, M.D. The most current full version of this document is linked from ONLINE LEARNING MANAGEMENT SYSTEM (under Nuts and Bolts header), which includes competencies for every level of residency training. Versions broken down by resident levels are on the Track website, http://www.med.umn.edu/peds/global/Competencies/home.html.

GLOBAL HEALTH COURSE
WHAT: Intensive training course most current and relevant tropical and travel medicine information AND ASTMH certificate preparation course

REGISTRATION: Registration is a separate step from notifying their residency office. Registration for both the in-person and online courses is through UMN CME: http://www.globalhealth.umn.edu/course/registrations/home.html
UNFUNDED ELECTIVES
RESIDENCY PROGRAM allows up to three total unfunded electives over the course of the residency, generally one per year. Med Peds residents are allowed four (broken down two Peds, two Medicine).

LOCAL ELECTIVE OPPORTUNITIES

**FUNDED ELECTIVE**

**ADOPTION MEDICINE**
The 3-4 week elective includes two mornings per week in International Adoption Clinic; orientation to adoption medicine; didactics in Fetal Alcohol Syndrome, social emotional and cognitive development, sensory processing issues, uncommon diagnoses, and orphan issues in Africa; and experience doing pre-adoption medical reviews. **Resident must be able to spend a minimum of 20 a.m. and p.m. blocks on-site with this elective.**

**FUNDED ELECTIVE**

**LOCAL GLOBAL HEALTH ELECTIVE**
The focus is primarily immigrant and refugee health. It is ideal for the resident who would like a global health experience but is unable to travel abroad.

**THIS ELECTIVE MAY BE FUNDED; PENDING**

**INDIAN HEALTH/TRIBAL CLINIC ELECTIVE**
Participation requirements and procedures are the same as for the international elective. Complete intent-to-travel form on ONLINE LEARNING MANAGEMENT SYSTEM to participate.

INTERNATIONAL PARTNER SITES
Currently (Aug 2010), our partner sites (sites with which we have Institutional Affiliation Agreements, or IAA, with) are: Bolivia, Cambodia, Ethiopia, Nicaragua, Tanzania, Uganda, Zambia

It is possible, though not necessarily encouraged, that residents may travel to a site other than one of these partners. The resident is responsible for working with the RESIDENCY PROGRAM office to do a one-time IAA with the international site, if that is what they want to do. See below Criteria For Exception To Partner Site.

CRITERIA FOR EXCEPTION TO PARTNER SITE
Residents may choose to do an international elective at a site other than one of the Track’s approved and established partner sites for any of the following reasons:

1. Resident is planning to work in that country.
2. Resident is from that country or their spouse or partner is from that country.
3. The resident wishes to study a topic not available at any of the partner sites.

Residents will then coordinate the elective directly with their selected site.
RESIDENT LEVEL FOR INTERNATIONAL ELECTIVE PARTICIPATION

In general, the resident must be PL3/MP3,4 in order to travel to an elective site. This requirement is relaxed if a University-side attending will be accompanying them and will be supervising their ward activity. See section Second-Year Resident Travel Requirements.

Residents must also be enrolled on the Track and have completed 100% of the required curriculum that has been introduced by the date of their travel in order to receive credit. See below, International Elective Process for Credit.

INTERNATIONAL ELECTIVE PROCESS FOR CREDIT

If the resident travels to a partner site but is not a Track participant, it is understood that they have coordinated the logistics of the trip on their own and are taking vacation time to do that elective. To receive elective credit and to be eligible for the stipend reimbursement, the resident must complete all of the following:

1. Complete intent-to-travel form on ONLINE LEARNING MANAGEMENT SYSTEM (by Feb 1 of the year prior to travel)
2. Complete appropriate form to notify RESIDENCY PROGRAM office of intent to go on elective
3. Review International Travel Timeline & Checklist, How To Prepare An Academic Project, Examples of Past Academic Projects, and Health and Safety Abroad on ONLINE LEARNING MANAGEMENT SYSTEM
4. Schedule pre-planning meeting with a Global Pediatrics faculty to write objectives for the rotation and to plan the academic project they will do during their elective
5. Attend group international orientation session (held each fall; notices will be emailed to everyone who registered intent to travel the year prior)
6. Attend individual orientation session (optional)
7. Submit required pre-travel paperwork to Track coordinator:
   - Site-specific Pre-planning & Elective Evaluation form (including objectives for academic project)
   - Proof of travel/evacuation insurance
   - Proof of required immunizations
   - UMN Liability Waiver (signed by resident)
   - Copy of flight itinerary
   - Copy of passport
8. (Go on elective)
9. Attend individual debriefing session with a Global Pediatrics faculty
10. Return required post-travel documents to Track coordinator within 2 months of return:
    - Reflective essay
    - 3-4 photographs of the resident in action
    - Case study (template available)
    - Academic Project Summary
    - Project Pre-planning/Resident Evaluation
    - Disease Record
    - Stipend worksheet (if applying for available stipend of $750)
11. Prepare and present on your travel experiences, either at annual evening seminar (each May) or Peds Grand Rounds (also in May).
SECOND-YEAR RESIDENT TRAVEL REQUIREMENTS

Residents who travel to a partner site during their second year of residency but who plan to also travel as a PL3 or MP3 or 4 need only submit the above up through item #8 (debriefing), plus the Disease Record. No academic project, case study or large-group presentation is required at that time.

SUGGESTED CONTENT FOR INITIAL MENTOR MEETING

Background. Review their CV prior to meeting, and then go over it again with them (which discussion often reveals much more detail on their background).

General inventory. How things are going in general for them in the residency?

Career plans in global health. Determine global health goals and discuss how these can be achieved. Particular emphasis on preparation during the remainder of residency, which leads into:

Elective opportunities. We have four types of electives: Indian Health/Tribal Clinic, local global health, adoption medicine, and the international electives at any of six sites (see site-specific info in Appendix II).

Global Health (ASTMH) Course. Should this resident plan to take the course? In general, residents planning a career in global health should strongly consider it. See Global Health Course section of this doc.

ONLINE LEARNING MANAGEMENT SYSTEM. How to access, how to make time for the ONLINE LEARNING MANAGEMENT SYSTEM portion of the curriculum during residency. The activities that are required for each year of residency are in ONLINE LEARNING MANAGEMENT SYSTEM for the current academic year. Lectures and activities (usually a quiz post-lecture) are posted within a week of the event itself.

Global health certificate. International elective requirements and certificate requirements are the same – completion of 100% of the curriculum up until the time of the elective and through graduation (which averages out to a total of about 8 new offerings per year). See Certificate Requirements table.

Scholarly activity/academic project. An academic project is a requirement of the Pediatrics residency may be fulfilled with a project that has a global health emphasis. Is also a requirement of the international elective if they plan to do an international experience. For Medicine-Pediatrics residents, an academic project is only required if they are involved in the Global Health Pathway, or if they take a research month. For Med-Peds, it should be noted that while not required, an academic project is highly encouraged, and most residents do end up doing some sort of research project during their AHCC months or for the ACP regional meeting, etc.

Residents should begin planning for this as interns. You may be the resident’s project mentor, or you may refer them to a colleague if you feel that’s more appropriate to their long-term interests.

Goals. Help them devise an individual learning plan – at this point, a simple framework of how the next two years will look based on your conversation thus far (see also Track timeline).
Global health competencies. (See also Competencies section below.) It is important for residents to be aware of the framework that was used to implement Track curriculum. We just want them to be familiar with the competencies; the only other expectations are that they complete the curriculum and that they establish and maintain an active relationship with their mentor.

Schedule next meeting. Only one meeting per year is required for residents who have a categorical peds mentor in addition to their global health mentor. For those who have you as their exclusive mentor, Dept of Peds requires two meetings per year. You will receive a reminder about when those are to occur (February)

Unfunded months. Residents can take up to 3 during their residency, or 4 if they’re Med Peds. One unfunded elective per year. For Med Peds, it has to be two Peds unfunded months and two Medicine months.
## SITE-SPECIFIC INFO

### PARTNER SITE – LOGISTICAL INFO

<table>
<thead>
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<th>Setting</th>
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| PARTNER + WEBSITE | 1. Track enrollment  
| | 2. PL2, or 3 and MP 2, 3 or 4 (PL2 or MP2 must be accompanied by faculty)  
| | 3. Attend/participate in 100% of core curriculum  
| | 4. Participation in international orientation  
| | 5. Participation in pre-planning meeting  
| | 6. Turn in required post-travel reflections and other paperwork w/in 2 months of return |

| DURATION | 4 – 8 weeks |

| IDEAL FOR |

| LANGUAGE |

| STRUCTURE/TYPICAL DAY |

| ADDITIONAL OPPORTUNITIES |

| CLINIC SITE INFO |

| OBJECTIVES |

| US-SIDE FACULTY |

| ON-SITE FACULTY MENTOR |

| IDEAL TRAVEL MONTHS |

| LIVING QUARTERS |

| AIRPORT AND TRANSPORT |

| IMMUNIZATIONS |

| APPROPRIATE DRESS ON WARDS |

| INTERNET ACCESS? |

| REQUIRED READING/VIEWING |

| COSTS |

| AIRFARE |

| HOUSING |

| FOOD |

| TRAVEL INSURANCE |

| TRAVEL MEDS |

| TRAVEL VACCINES |

| MEDICAL LICENSE |

| GROUND TRANSPORT |

| VISA |

| OTHER |

| TOTAL |
# PEDIATRIC GLOBAL HEALTH TRACK INITIAL MENTOR MEETING FORM

<table>
<thead>
<tr>
<th>MENTOR:</th>
<th>MENTEE:</th>
<th>DATE OF THIS MEETING:</th>
<th>DATE OF NEXT MEETING OR PLAN FOR SCHEDULING THIS MEETING:</th>
</tr>
</thead>
</table>

## AGENDA & PROGRESS NOTES
1. Career plans
2. Elective plans
3. Global Health Course plans
4. Review online curriculum (ONLINE LEARNING MANAGEMENT SYSTEM) – develop plan for integration into other activities
5. Review certificate requirements
6. Review competencies
7. ILP
8. Schedule next meeting

Return completed form to ADMINISTRATOR; ADMINISTRATOR@EMAIL