

University of Hawaii
John A. Burns School of Medicine
**Medicine Elective in Asia (MED 545-D) Information and
Instructions for Students**

If you are interested in the Medicine Elective in Asia (MED 545-D), carefully follow the instructions below:

1. **Read** the description of the elective and all of the information that follows.
2. **Contact Dr. Junji Machi or Paula Uchima** to choose an elective site (see MOU list on Page 8 of [Global Health Handbook](#)). Paula will coordinate with Department of Medicine, Dr. Machi and the elective site.
3. **Email Julieta Rajlevsky & Dr. Elizabeth Kiefer** (cc Paula) for Department of Medicine approval, which requires Credit for MED 531 or MED 532
4. **Email Dr. Larry Burgess** for OSA approval, which requires good academic standing
5. At least 6 months before the start of the elective, submit your **Education Plan** to Dr. Elizabeth Kiefer (cc Paula) for Department of Medicine approval.
6. Dr. Kiefer will review your **Education Plan**. If approved, Paula will forward your Education Plan along with a **Medicine Elective in Asia Description Form** to the elective site for the site to complete. Dr. Kiefer will review the completed Description Form to confirm that it matches your Education Plan. The completed Description Form will then be forwarded to you.
7. Complete any **site-specific applications and requirements**, as needed.
8. **Paula Uchima will notify you** once all of the above are submitted and approved.
Note: You should not purchase any travel arrangements, including airplane tickets, until all of the above are approved.
9. At least 1 month before departure, submit to the Department of Medicine (copies will be forwarded to OSA):
 1. **Checklist for Students** – completed and signed
 2. **Assumption of Risk, Release and Indemnity Agreement** (“Travel Waiver”)
 3. **Copy of Flight Itinerary**
 4. **Copy of Passport**
 5. **Copy of Visa**, if needed
 6. **Copy of Travel Insurance information**
 7. **Copy of Health Insurance information**
 8. **Contact information for you** (cell number while overseas)
 9. **Emergency Contact** in Hawaii (name, relationship, phone numbers, email)
10. **Complete the elective** - as described in your Education Plan and the site’s Description Form.
11. During the last week of the elective, ask your elective preceptor(s) to complete a **Student Evaluation Form** and submit to the Department of Medicine, IMcoord@hawaii.edu (copies will be forwarded to OSA).

12. Within 2 weeks after the elective ends, complete a **Student Evaluation of Elective** online.
13. Within 4 weeks after the elective ends (by the end of the Senior Seminars if the elective is in Block J):
 - a. Submit a **Written Report** and **History and Physical** (per Dr. Kiefer's instructions, to be emailed before you leave) to Dr. Elizabeth Kiefer, in the Department of Medicine (copies will be forwarded to Dr. Junji Machi and Paula).
14. Once all of the above requirements are completed satisfactorily, the Department of Medicine will give **Credit** for the elective and notify OSA.

Contact information:

Dr. Junji Machi

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Dr. Elizabeth Kiefer

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