

# Outgoingsbooklet

## Professional and Research Exchange

Exchange Season 2020-2021



### Professional Exchange (Klinische meeloopstage, SCOPE)

“The aim of SCOPE is to promote cultural understanding and co-operation amongst medical students and all health professionals, through the facilitation of international student exchanges (1951). SCOPE aims to give all students the opportunity to learn about global health, and attains this partly by having its exchanges accredited by medical faculties across the world.”

### Research Exchange (Onderzoeksstage, SCORE)

“Our mission is to offer future physicians an opportunity to experience research and diversity in countries all over the world. This is achieved by providing a network of locally and internationally active students that globally facilitate access to research exchange projects. Through our programming and opportunities, we aim to develop both culturally sensitive students and skilled researchers’ intent on shaping the world of science in the upcoming future.”

## Introduction

Dear student,

Congratulations, you have been assigned to or are going to apply for an IFMSA Professional Exchange or Research Exchange! On behalf of the Exchange Team and all three National Exchange Officers (NEOs) of IFMSA-NL, I welcome you to our extraordinary exchange program. Your journey with IFMSA starts here.

IFMSA provides the largest exchange program organized by students, with more than 13.000 exchange students per year. Our exchange program is part of two of the international working committees of IFMSA: the 'Standing Committee on Professional Exchange' (SCOPE) and 'Standing Committee on Research Exchange' (SCORE). SCOPE has been facilitating exchanges since 1951 in over 90 different countries. SCORE was established in 1991 and is currently active in more than 70 countries. The Dutch department of IFMSA, e.g. IFMSA-NL, is also active within SCOPE and SCORE. IFMSA-NL has signed agreements with different countries for the upcoming exchange year (from April 2020 to March 2021).

An IFMSA exchange provides a unique opportunity to experience the health care system in another country. We encourage our students to become independent and culturally sensitive medical doctors or researchers with an open mind towards worldwide health problems and dilemmas. Take every chance to make most out of this exchange: explore, be curious and never be afraid to ask questions!

Many important things have to be arranged in this upcoming period. This Information Booklet contains all practical information which you will need for the preparations prior to your exchange, during your stay and when you return to the Netherlands. You will obtain knowledge about IFMSA as a worldwide organization, how to maintain your own safety during your exchange and what to expect when you return back home. Therefore, I recommend you to read this booklet carefully. In case you still have questions after reading, please get in touch with your Local Exchange Officer (LEO) from your university hospital.

However, I would like to remember you that the Exchange Team of IFMSA runs this exchange program in their spare time and free of charge. We try to facilitate everything as optimal as possible in order to maintain the high quality of this exchange, so keep that in mind! And last, but not least: I wish you the greatest time during your stay abroad. Hopefully this experience will not only be educational, but also will exceed your expectations!

All the best,

Sharon Gerth  
*National Exchange Officer on Outgoing students 2018-2019 - IFMSA-NL*

## List with abbreviations

This is the list with the most important abbreviations we use in this information booklet.

- **IFMSA:** International Federation of Medical Students' Associations
  - A worldwide organization of medical students, making effort to improve 'Global Health'.
- **IFMSA-NL:** International Federation of Medical Students' Associations - The Netherlands
  - The Dutch department of IFMSA, representing the medical students in The Netherlands internationally.
- **LC:** Local Committee
  - The team of volunteers, responsible for facilitating the exchanges for your university. They act locally and therefore, they are your main source to contact during the preparations for your exchange.
- **LEO:** Local Exchange Officer
  - An IFMSA volunteer who organize the exchanges locally. The Dutch LEOs arrange both professional and research exchanges, while LEOs abroad are only responsible for the professional exchanges.
- **LORE:** Local Officer on Research Exchange
  - An IFMSA volunteer who organize the research exchanges locally. In other countries, professional and research exchanges are separated. Here in the Netherlands, we only operate as LEOs.
- **NEO:** National Exchange Officer
  - An IFMSA volunteer who organize the exchanges nationally. The Dutch NEOs arrange both professional and research exchanges, while NEOs abroad are only responsible for the professional exchanges. In the Netherlands, we have three NEOs: the NEO- General (for general affairs), the NEO-In (for incoming students) and the NEO-Out (for outgoing students). For you, the NEO-Out will be the most important person involved in your exchange.
- **NORE:** National Officer on Research Exchange
  - An IFMSA volunteer who organize the research exchanges nationally. In other countries, professional and research exchanges are separated. Here, we do not operate officially as NOREs but we do the same tasks as NOREs from other countries as well.
- **AF:** Application Form
  - The online form you will send to your exchange country as a request to facilitate your exchange. You can access your AF in the IFMSA database.
- **CA:** Card of Acceptance
  - The online form you will receive from your exchange country, confirming your exchange. You can access your CA in the IFMSA database.
- **CC:** Card of Confirmation
  - The online form you will send to your exchange country as a confirmation of your exchange. You can access your CC in the IFMSA database.
- **CoD:** Card of Documents
  - An important section within your AF. All required documents for your exchange must be uploaded here. You can access your CoD in the IFMSA database.
- **CP:** Contact Person
  - A student from your exchange country. He or she will be assigned as your main source for further information about your exchange. You will receive the contact information from your CP with your CA.

- **EC: Exchange Conditions**
  - An online document with the specific requirements and regulations of your exchange country regarding the exchanges. You can find these on the website ([www.ifmsa.org](http://www.ifmsa.org)).
- **IL: Invitation Letter**
  - A standard letter you can request at IFMSA in case this is required to apply for your visa at the embassy. Request this letter with your AF.
- **PDT: Pre-Departure Training**
  - The training events (two evenings and one whole day) to prepare you optimally for your exchange. Attending all meetings is mandatory. Very important information concerning your exchange will be mentioned during these PDTs, so you certainly do not want to miss these!
- **UAT: Upon Arrival Training**
  - A training from your exchange country which will prepare you for your exchange. This training will be focusing more specifically on your exchange country and department. Not every exchange country organizes an UAT.



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## IFMSA

IFMSA stands for International Federation of Medical Students' Associations. This organization was founded in 1951 and is currently active in 130 countries. It is the oldest and largest independent organization, representing medical students internationally. IFMSA operates as a platform for the opinions and ideas of medical students globally, cooperates with external partners and connects students worldwide to facilitate initiatives contributing to the consciousness and improvement of Global Health. In order to achieve that goal, IFMSA arranges projects, activities, training events, seminars, conferences, etcetera. Because Global Health is a broad and multivariable concept, IFMSA is structured in six different working groups or committees:

- Standing Committee on Sexual & Reproductive Health including HIV/AIDS (SCORA)
- Standing Committee on Public Health (SCOPH)
- Standing Committee on Human Rights & Peace (SCORP)
- Standing Committee on Medical Education (SCOME)
- Standing Committee on Professional Exchange (SCOPE)
- Standing Committee on Research Exchange (SCORE)

The IFMSA organization consists of medical (related) students who voluntarily commit to IFMSA and its goals. You might get involved in projects or initiatives organized by these other committees of IFMSA during your exchange. Take your time to figure out what your exchange country has to offer regarding these themes.

In the Netherlands, IFMSA-NL is representing IFMSA nationally. All eight medical faculties with their own Local Committees are involved. As we have mentioned, the professional (SCOPE) and research (SCORE) exchanges are organized by two different working groups. In contrast, in the Netherlands we operate through one working group; the Standing Committee on Research and Clinical Exchange (SCORCE).



## Professional and research exchanges

You are about to go on an IFMSA professional (SCOPE) or research (SCORE) exchange. One of the main characteristics of our exchanges is the bilateral aspect. Both countries make a profit by exchanging knowledge, culture and experiences. Through these exchanges, IFMSA offers medical students to enlarge their medical knowledge or research skills and thereby working together with students and medical professionals or researchers abroad. Besides, students learn how to approach cultural differences, which altogether will contribute to their development into better, independent doctors or researchers.

### Enlarging medical knowledge or research skills

Around the world, many topics in health care have been researched: influencing factors, endemic diseases and how to guarantee and realize good health care. Thanks to this information, policies are created about how we want to cope with health care, the rights around health care and how to deal with things which have a direct or indirect effect on healthcare (e.g. climate change, pollution and a fair distribution of medical drugs). As a future doctor and/or researcher, you have to work with policies determined on international and, partially, on national level.



Prior to your exchange, you are going to deepen into the worldwide policies around health care and how the Netherlands implemented them. During your exchange, you will experience how other countries deal with these policies, how they implement them and how they translate this into practice within the local cultures.

Furthermore, you will face different diseases, therapeutic methods, research techniques and skills. By working in another health care system, you will have the opportunity to enlarge your medical knowledge and research skills. Use your critical opinion on how we operate in the Netherlands and how we could improve things here.

### Intercultural differences

By going on this exchange, you get the opportunity to experience the culture of another country and its health care. It is unique in its way that you are able to participate in the daily hospital or lab routines and to be in touch with local students. This is your chance to observe, to start conversations and to form your personal opinion about inquiries, medical procedures, ethical dilemmas and the hospital culture since you do not have official obligations yet as a student. Make use of all the possibilities you get offered, because this will be very relevant for your future career as a medical professional in the Netherlands with its multicultural society.

### Personal development

During your exchange, you will be tested on your independence, assertiveness and social skills. It offers you a great opportunity to further develop your abilities, which will be very useful in the future as a doctor or researcher. Show some initiative to make sure you will get the most out of your exchange!

## Contact information and communication guidelines

At least 13.000 students go on an exchange with IFMSA every year. Because of this large size, IFMSA works via strict communication guidelines. As a student, you are in touch with your Local Exchange Officer (LEO). You can reach your LEO by e-mailing them:

- Amsterdam (both UvA and VUmc) [stages.amsterdam@ifmsa.nl](mailto:stages.amsterdam@ifmsa.nl)
- Groningen [stages.groningen@ifmsa.nl](mailto:stages.groningen@ifmsa.nl)
- Leiden [stages.leiden@ifmsa.nl](mailto:stages.leiden@ifmsa.nl)
- Nijmegen [stages.nijmegen@ifmsa.nl](mailto:stages.nijmegen@ifmsa.nl)
- Rotterdam [stages.rotterdam@ifmsa.nl](mailto:stages.rotterdam@ifmsa.nl)

### Before confirmation of the exchange

The communication between the student, the LEO/LORE and the exchange country will be according to the following guidelines:



### After confirmation of the exchange

By receiving the Card of Acceptance (CA), the exchange country confirms your application. Next to all the details concerning your exchange, you will find the contact information of your contact person in the CA. From this moment on, you can directly get in touch with your contact person for questions about your exchange. Nonetheless, your LEO in the Netherlands is still available for general questions.





## Overview of the exchange process



## Exchange Conditions

Every exchange country has set requirements for their exchanges and every student needs to fulfill these. These requirements can be found in the Exchange Conditions (EC). It is your own responsibility to be aware of the conditions for your exchange country, so look carefully into the EC for your exchange country. You can find them via the following link: <http://exchange.ifmsa.org/exchange/scope/explore/exchange-conditions>

## Additional requirements between exchange country and IFMSA-NL

The EC are requirements set by the exchange country. Besides, IFMSA-NL and the exchange country agreed on additional conditions when signing contracts. Many contracts have been assigned to specific months. Therefore, it is possible that students are able to go for an exchange throughout the whole year, while IFMSA-NL signed a contract specifically for June. All IFMSA-NL agreements and the most important EC per exchange country are summarized in the exchange world maps below:

### SCOPE



### SCORE



## Sending the application to the exchange country

Before going for an exchange, important paperwork has to be finished in order to send the application to your exchange country. You are responsible for sending the application correctly and within the time range. When you fulfill the requirements mentioned in the EC, the additional conditions from IFMSA-NL and when the exchange country still provide exchanges for your preferred month, you will be accepted. Therefore, we encourage you to finish your application as soon as possible! It enlarges your chances to be accepted with your preferences concerning city and department or project.

This manual helps you to be able to send your application yourself. If you face difficulties during the preparations for your application, you can always ask your LEO. Keep in mind that your LEO has more students to guide and that being a LEO is voluntarily, so try to find answers yourself in the first place.

Before sending the application, you have to fulfill the following assignments

- Filling in the Application Form (AF) and the Card of Documents (CoD) completely and correctly.
- Signing the Exchange Agreement together with the Terms & Conditions (on the 1st Local PDT).
- Sending the special documents for IFMSA-NL to your LEO:
  - Travel document copy (for Dutch passports, both front and back side), valid at the time of your exchange.
  - University's Proof of Enrollment
  - Hepatitis B titration and Mantoux test.
- Paying the invoice of your exchange costs.
- Preparing for arranging your visa if needed (in case you have to request an invitation letter in the AF or to plan an appointment at the embassy).
- Find out if you need any extra vaccinations (some vaccinations have to be done at least half a year before arrival).

## The Pre-Departure Training (PDT)

In order to prepare you as good as possible, we organize the Pre-Departure Training (PDT). The PDT consists of three different preparation meetings. There will be a National PDT day in March 2020 in the LUMC, Leiden. Furthermore, there will be two Local PDT evenings at your faculty. Your local IFMSA committee will inform you about these dates.

Through these PDTs, we would like to make you conscious about your motivation to go on an exchange. How would you like to contribute to the improvement of Global Health as a student and future medical professional? What is the worldwide future of our health care systems? Which personal goals do you want to achieve to get the most out of your exchange?

At the first local PDT, you will sign our Exchange Agreement and the IFMSA Terms & Conditions. During the National PDT you will get lectures and workshops about Global Health. The focus of the second local PDT will be on medical-ethical scenarios including a training about goal setting. The attendance is mandatory, so save the dates!

## The 1st Local PDT

Students who are going for an IFMSA exchange abroad are called 'outgoings'. During the 1st Local PDT, all outgoings from your faculty will gather for this meeting. The date of this evening has been announced by e-mail.

This evening, you will sign the Exchange Agreement and the LEOs will tell you everything about our exchanges. They will provide information about how to prepare for your exchange and the exact timeline for the upcoming period. Also, it is possible to ask all the questions you have concerning the application process. Before this meeting, you need to finish all the requirements mentioned in the section 'Sending the application to the exchange country' (see above). Therefore, take care of your AF and all your documents to be completed. It is mandatory to attend this evening, because you will sign your Exchange Agreement in person, together with the National Exchange Officer!

## Signing the Exchange Agreement and IFMSA Terms and Conditions

You will sign the Exchange Agreement from IFMSA-NL to be able to go for an exchange. IFMSA- NL agrees to request the exchange country to organize the exchange for you, while in return, you promise to send the application on time, not to perform any clinical invasive procedures and to meet the financial requirements. In addition, you will also sign the IFMSA Terms and Conditions. This contains all the rights and rules concerning your exchange.

When you applied for an IFMSA exchange by filling in the registration form, you provided some personal credentials. We will use this information for the Exchange Agreement. If something changed, please inform your LEO as soon as possible! Because you have to sign the Exchange Agreement three times, it saves time when the information is digitally filled in prior to the 1st Local PDT.

There are two types of agreements for both professional and research exchanges; bilateral or unilateral. In the next section, the differences will be explained.

### *Bilateral*

This is the most common agreement. The exchange takes place between two countries. As a Dutch student, you pay the costs for the incoming student from your hosting exchange country and vice versa. Because of this system, students from less wealthy countries are given the opportunity to do their exchanges in the Netherlands.

### *Unilateral*

According to this agreement, a Dutch student goes on an exchange to another country, but we do not receive an incoming student here. IFMSA-NL only receives the administration costs, the PDTs and the deposit from you.

The unilateral fee, which are the actual costs for the exchange, have to be paid in the hosting exchange country. It depends on the exchange country and you can find in the EC whether you have to pay upon arrival (more common) or in advance. For more information, feel free to ask the contact person from your hosting exchange country.

### Database IFMSA

IFMSA works with an online database, which is used during the whole exchange process. Via this database, you send your Application Form (AF) with the Card of Documents (CoD), receive your Card of Acceptance (CA) and submit your Card of Confirmation (CC). Your LEO will give you access to this database:

1. Go to [www.ifmsa.org](http://www.ifmsa.org);
2. Click on 'Exchange Platform' (upper right corner);
3. Log in with the account credentials you received from your LEO;
4. Update your profile and fill in the Application Form.

Together with this Outgoings Infobooklet, you received the database manual. Before contacting your LEO, please read this document carefully!

### Application Form (AF) and Card of Documents (CoD)

In order to apply for an exchange, you need to send the AF and CoD to your exchange country. Since availability might be limited because of many applications, we encourage you to complete your application as soon as possible, before the 1st Local PDT.

Go to the Exchange Platform on [www.ifmsa.org](http://www.ifmsa.org) and login with your personal account. In the Management Panel on the left, you can find the button 'Application Form'. To fill in the AF, click on this button and the function 'Fill in'. After completing, press 'confirm' at the bottom of the page. Keep the following things in mind:

- EC: Read the EC carefully to see whether you fulfill all the requirements. Moreover, take a look at the Explore Pages to find information about the country, their exchange program and the different cities.
- Passport: A valid travel document is required to go on an exchange. If you need to renew your passport after sending your AF, fill in AA00000 and explain this in the 'Student Remarks'.
- Languages: Clarify the proficiency levels of all languages you speak besides English.
- Clinical students: Only for professional exchanges. Provide the date you expect to start with your clinical rotations.
- Cities: Select three cities if optional.
- Departments: Select four departments. Keep in mind that your exchange will be mainly observational and that knowledge of the country's language might be useful. For example, in surgical departments you do not have to speak the local language.

However, patient interaction is limited and you cannot assist in any of the procedures. It is also important that you can only choose departments in which you passed the courses.

- **Projects:** Select three different projects. A comprehensive description of the different possibilities can be found in the project database: <https://exchange.ifmsa.org/exchange/score/explore/projects>. There is a difference between basic science, clinical project with and without lab work. Every project will be updated every year. Be aware that as a Dutch student, you are not allowed to perform any clinical invasive procedures during your exchange, e.g. collecting patient material.
- **Start date of the exchange:** Mostly, the exchanges start on the first Monday and end the fourth Friday of the month, but check the EC since some countries only accept students for calendar months.
- **Invitation Letter:** If traveling outside Europe, ask whether a visa is required and if you need an invitation letter to obtain one. Mention this in your AF!
- **Student Remarks:** It is mandatory to put the following sentence in this section: **'As a Dutch student I am not allowed to do any clinical procedures; observing only. Could you find me a department and professor willing to teach me by observing and without expecting me to perform clinical procedures.'**

In the CoD, you can upload all documents required for your exchange country. There is a distinction between standard, special and upon arrival documents. The 'standard documents' are required for your application, while the 'special documents' only need to be uploaded on request. The 'upon arrival documents' should be printed and brought to the exchange country. The documents in red, are the mandatory files to be able to send the AF. We encourage you to gather the documents altogether, so you do not have to worry about it later on! Take the following things in consideration when you upload your CoD:

- **Motivation Letter:** In most exchange countries, different motivation letters are required for every project/department you are applying for. Make sure the letter is formally written in the right language (mostly English) and provide information about your motivation for this specific project/department!
- **Vaccination Card:** It is important to obtain the necessary vaccinations prior to the start of your exchange, especially in a high-risk population. Although the risk of contamination is small because you are not allowed to perform clinical invasive procedures, we recommend you to ask the GGD (<http://www.ggdreisvaccinaties/nl>) or the Occupational Health Services ('Arbodienst') of your hospital if you need any additional vaccinations.

### Special documents IFMSA

IFMSA-NL needs the following documents before submitting the AF to your exchange country. Put these in a ZIP-file and send it to your LEO:

1. Travel document copy (for Dutch passports, both front and back side), valid at the time of your exchange.
2. University's Proof of Enrollment
3. Hepatitis B titration and Mantoux test.



## **Sending the Application Form (AF)**

In case your AF and CoD are complete, you can submit your AF to your LEO by clicking 'Make Draft'. From this moment, you cannot make adjustment in your AF. In contrast, the CoD is always accessible to make changes (e.g. uploading a new passport copy). The LEO will check your AF and when sufficient, make it ready for the NEO to finally submit the application.

## **Waiting for your Card of Acceptance (CA)**

After submitting your application, you probably have to wait for a long time since you will receive your Card of Acceptance (CA) at least 8 weeks prior to your exchange. Do not worry if you do not hear anything from your exchange country: behind the scenes, they are arranging everything and only contact you when necessary. During this period, you will be preparing for your exchange. Attend the PDTs and read this manual. If you have any questions, do not hesitate to contact your LEO.

Furthermore, we recommend you to wait booking your travel tickets. With the CA, your exchange is confirmed with the exact dates you have to be present. Planning your itinerary is at your own risk!

## **Receiving the Card of Acceptance (CA)**

Via your personal IFMSA database account you will receive the Card of Acceptance (CA) from your exchange country, which is the official confirmation your exchange. The CA contains the exact dates, the city and department or project. Furthermore, it provides information about your type of accommodation (dormitory, host family, etc.), meals included and whether a social program is organized. The CA also tells you who your contact person from your exchange country is. If you requested an Invitation Letter (IL) in the AF, you will find this in the panel under 'Invitation Letter'.

At least 8 weeks in advance you will receive the Card of Acceptance. Make sure you contact your LEO when the CA is late.

### **Contact person(s)**

From this moment, you can get in touch with the contact person(s) from your exchange country for questions about your exchange, the exchange country and what to bring.

### **Plan your itinerary**

Since you know the exact dates and the city where your exchange will take place, you can book your plane, bus or train ticket to complete your itinerary!

### **Visa**

Together with the CA, the IL (if needed) and your travel plan, you are able to finish your visa application. For questions about your visa, you can contact your contact person from the exchange country or the embassy in the Netherlands. Arrange an appointment at the embassy as soon as possible, because sometimes it takes a couple of weeks to settle a date.



## Insurance

### *Health, Travel and Liability insurances*

It is very important to be well insured when going for an exchange. For an IFMSA exchange, it is mandatory to have a health, travel and liability insurance as agreed in the Exchange Agreement. Nonetheless, it remains your own responsibility! The insurance policies ('polisbladen') need to be sent to your local committee/LEO at least 4 weeks before starting your exchange.

- **Health insurance:** Check whether your health insurance covers you during your stay abroad. A limited coverage is often the case when traveling abroad, so make sure you are not only insured for direct life-threatening situations.
- **Travel insurance:** According to Dutch guidelines, your travel insurance is only valid if it covers your whole itinerary. For instance, taking out your insurance even one day too late will result in an invalid travel insurance policy, so be aware! Moreover, it is important to find out whether it covers repatriation in case you have to return unexpectedly because of illness or injuries. It is recommended to be insured for that.
- **Liability insurance:** Check whether your liability insurance is valid in your exchange country, which means that you are also covered when causing damage to others. Note: do not confuse this with the malpractice insurance!

### *Malpractice Insurance*

The malpractice insurance covers you when causing damage to a patient by medical mistakes. As a student, it is not possible to take out a malpractice insurance here, because you do not have responsibilities yet as medical professional. Your supervisor/tutor in the exchange country is responsible for your medical related actions.

In most exchange countries, this is arranged similarly. We recommend you to put the name of your supervisor/tutor on the 'Student's Academic Quality Handbook/Logbook' (this is a document you receive prior to your exchange). However, the guidelines about malpractice insurance differ from ours in some other countries. This is stated in their EC and mostly, you can take out malpractice insurance upon arrival. For more information, please contact the LEO or LORE from your exchange country.

Most importantly, it is not allowed to perform clinical invasive procedures at all times, for which you are not qualified and competent besides not being insured. We will extensively discuss this during the PDTs.

## **Sending the Card of Confirmation (CC)**

At least 4 weeks before starting your exchange, you need to send the Card of Confirmation (CC) to your exchange country via the IFMSA database. In the CC, you confirm your stay and you provide the most recent information about the arrival date, your emergency contact person(s) at home and your insurances.

Do not submit the CC later than 4 weeks in advance. In case your CC is delayed, the exchange country has the right to cancel your exchange!

## Preparing for your exchange

### Extra suggestions

During the Pre-Departure Training (PDT), you will receive much information in order to prepare you optimally for your exchange. Attending these meetings is mandatory and for more information, see the section 'The Pre-Departure Training' on page 12. Furthermore, there are other additional ways to prepare yourself:

- Read about the general affairs of your exchange country
  - What are the codes of behavior?
  - How are cultural norms and values implemented?
  - What is their emergency number?
  - Which currency are they using?
  - What is the best way of transportation?
  - How to protect yourself in dangerous situations?
  - Etc.
- Be aware of the health care system of your exchange country: what are the most common endemic diseases and how to deal with these?
- Expand your knowledge in the local language of your exchange. English is often not the physician's first language and especially with patient contact, you can observe the intercultural differences even better by speaking their language. We recommend you at least to check medical terminology applicable for your department (a suggestion for European languages: <http://medine2.com/public/medinelingua.html>).
- Involve yourself in the Global Health theme, as mentioned during the National PDT. During the 2nd Local PDT, we will go deeper into this subject.

### Packing list

These are things you should not forget to bring for your exchange:

- Required valid travel documents (and an additional hard copy plus digital version in your inbox).
- Insurance policy number and telephone number of your insurance company.
- The 'upon arrival documents', see the EC. Keep the papers in one folder!
- The 'unilateral fee' (if applicable). Check in advance how much money you need to pay, in which currency and whether it should be a cash or digital payment.
- Student's Academic Quality Handbook (for professional exchanges) or Logbook (for research exchanges). Make sure you bring a printed version of the Handbook/Logbook to your exchange country.
- Tutor letter (signed by IFMSA-NL), which explains the policies around clinical invasive procedures to your supervisor.
- Clothes according to the dress code described in the EC. Check if your exchange country requires you to bring specific clothing or materials, e.g. white coats or stethoscope.
- Contact information of your contact person from your exchange country.
- Typical Dutch food, drinks or snacks. As a souvenir, it is nice to show your thankfulness for their hospitality and moreover, the local students often organize a party where you can explore the national food and drinks from other exchange students as well.

Also, do not forget to inform the embassy of your exchange country that you are coming for an exchange!

## During your exchange

In your exchange country, your placement in the hospital or the lab, accommodation and one meal per day (or money to buy one meal per day) will be arranged. Mostly, they organize a social program, but that is dependent on the availability of local students and if other exchange students are present as well. In this section, you find convenient tools which you can use during your exchange.

### Student's Academic Quality Handbook/Logbook

From experience, we observed that four weeks are over within no time and that students obviously benefit from goal setting prior to their exchange. Therefore, IFMSA created booklets in which you can write down your personal goals to get the most out of your exchange. For professional exchanges (SCOPE), this is the Student's Handbook, whereas for research exchanges (SCORE) the Academic Quality Logbook is used. In order to receive a certificate, it is mandatory to fill in this booklet!

At the 2nd Local PDT, you will get a training about setting goals you want to achieve in those four weeks. Please write them down in the Student's Handbook/AQ Logbook. It will be helpful for your first day, when you and your tutor will discuss your background level in medicine, your expectations and what you hope to learn from this department or project. In this booklet, you can keep track of the progress you make during your exchange. Moreover, when setting goals and expectations in advance, it is more likely to achieve these before the end of your exchange.

If your exchange does not meet your expectations or learning goals, please take the initiative to make a change (of course with all respect to their culture). Contact your LEO/LORE to look for solutions as soon as possible; your exchange is over before you know!

### Clinical invasive procedures

Professional (SCOPE) and research (SCORE) exchanges from IFMSA-NL are shadowing internships, which means clinical invasive procedures are absolutely not allowed. This is settled to guarantee safety for both you and the patient. For instance, assisting during surgery, stitching, taking blood samples, intubating, providing medication and wound care are part of clinical invasive procedures. For research exchanges, mostly it is about obtaining patient material by biopsy. During the PDTs you will get more information about this subject and it is part of the Exchange Agreement you signed.

In daily practice, it will be difficult sometimes to refuse doing clinical procedures. Nonetheless, we ask you to respect your boundaries since it is for your own safety. IFMSA signed an agreement with your exchange country about this rule and moreover, your LEO or LORE is informed as well because you filled it in your AF.

You will receive a tutor letter during the 1st Local PDT. Please give this letter to your supervisor on the first day of your exchange to make sure he or she and your department are informed that you are not allowed to do clinical invasive procedures. The more people know sooner, the better! If at some point you have difficulties to deal with this rule, make sure you contact your LEO in the Netherlands. He or she can provide you more information and tips to help you in this situation.

## Supervision

At all times you will be working under supervision in the hospital or the lab. Therefore, it is necessary to clear up who your main supervisor is. Often, this is the head of the department or the head of the research group. He or she is responsible for your work during your exchange, especially if something goes wrong and your insurance company needs to be involved. Make sure his or her name is written down in the Academic Quality Logbook/Student's Handbook. If you are not sure who is your main supervisor, please ask your LEO/LORE. Also, even when you are not accompanying your main supervisor, other doctors or researchers will be responsible for your work. Please notify these "daily tutors" when you are joining them on the job and what you want to learn from them.

## Safety measures

During your exchange you will be much involved with the local people, both inside and outside the hospital or lab. Therefore, it is important to have certain basic knowledge about different subjects concerning your exchange country, such as the political situation, travel safety and health care risks. It is useful to get yourself online registered at the Dutch Embassy in your exchange country: in case of an emergency the embassy is able to reach out to you and inform you about the safety situation. Furthermore, the Central Government ('Rijksoverheid') provides a travel advice for every country, see "Contact" below. As written down in the Exchange Agreement, IFMSA cannot be held responsible when a negative travel advice for your exchange country is provided and you still decide to continue your exchange.

### *Safety in developing countries<sup>1</sup>*

Here you can find the largest risks in developing countries and their corresponding area of concern. The travel advice from the Ministry of Foreign Affairs ('Ministerie van Buitenlandse Zaken') is key!

### *Travel accidents*

Avoid motor taxis and unsafe vehicles, only use the service of reliable and qualified taxi companies. Try to travel during the day rather than at night and always find someone to accompany you.

### *Violence and other crimes*

Avoid risky situations, keep the clothing customs in mind, do not wander around the streets alone at night and watch out during financial transactions. As already mentioned, register at the Dutch Embassy and be well aware of the travel advice.

### *Health care risks*

Since you work with patients, you have a higher risk of illnesses. Make sure you get your required vaccinations and keep onto the hygiene measures to reduce the risks. Below, you can find a summary of the main health care risk, but you are highly recommended to contact the Community Health Services ('GGD') for more advice.

- Food poisoning infection: wash your hands before cooking, eating and after every toilet use; do not drink tap water or fresh juices; only use packaged ice cubes instead of tap water made ones; wash vegetables and fruits with mineral water and try to peel fruits; do not eat raw meat or fish; protect your food against flies; keep leftovers in the fridge; wash your hands even more carefully in case you have stomach ache or diarrhea and notify your department in the hospital or the lab; avoid the use of Imodium, rather use ORS against dehydration.

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<sup>1</sup> International Office, (2013) 'Gezondheids- en veiligheidsrisico's in het buitenland', Onderwijsinstituut Geneeskunde AMC-UvA.

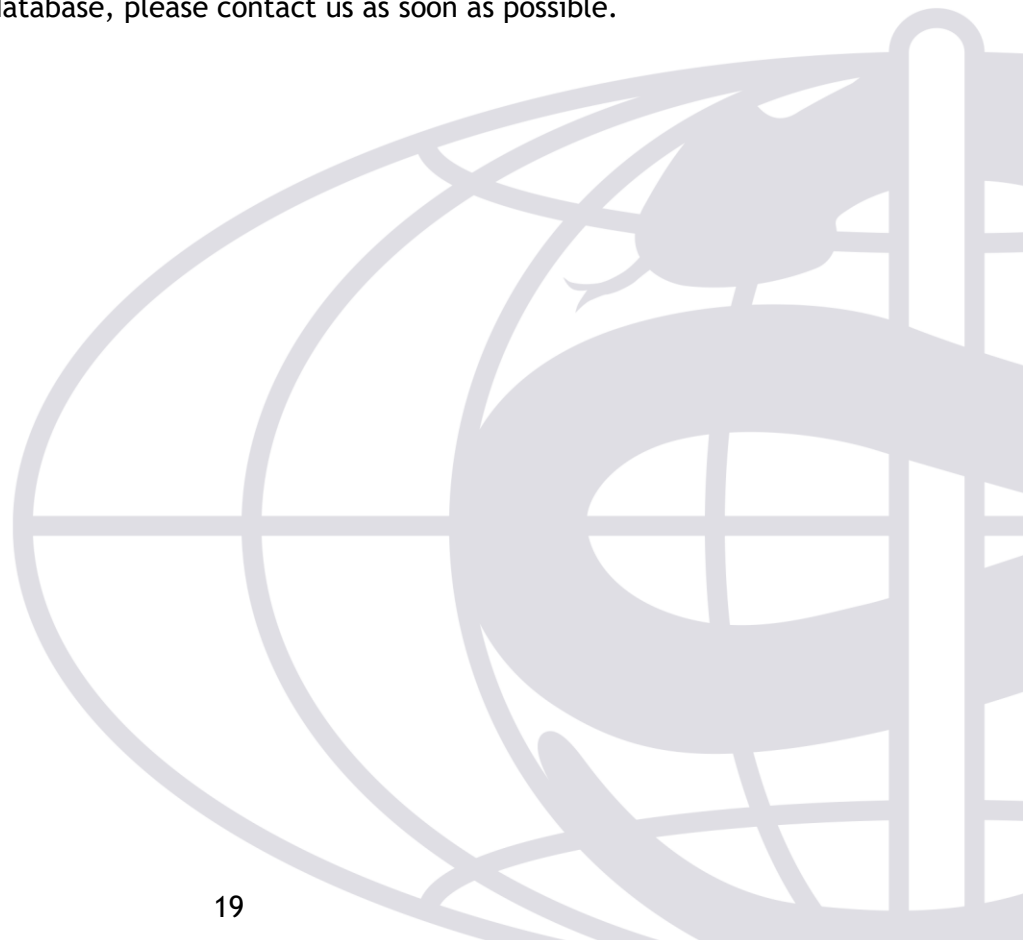
- Protect yourself against mosquito bites. Try to cover up as much as possible and apply anti-mosquito sprays such as DEET. It is also recommended to use an impregnated mosquito net and keep your room free of mosquitos during the day and night, depending on the kind of disease and the mosquito species. In case you travel to a malaria or dengue area, please inform yourself well and follow all the (preventive) measures. Early symptoms of malaria are fever, exhaustion, head ache and muscle pain. Fever attacks are frequent and you could also suffer from diarrhea, vomiting and coughing with shortness of breath. Immediately see a doctor when experiencing these symptoms.
- Sexually transmitted diseases (STDs or 'SOA's'): better be safe than sorry, always use a condom of great quality.
- Other contagious diseases such as HIV, Hepatitis B/C and TBC: do not get a piercing or tattoo, be aware of the main transmittable diseases in your exchange country and follow all preventive measures according to the Community Health Services.

Even though you will not perform clinical invasive procedures, there will always remain a risk of exposure outside the hospital. For unexpected situations, it is recommended to bring a HIV Post-exposure Prophylaxis (PEP) package with you and contact the International Office of your own university. Also, do not forget to contact us!

### Evaluation Form (EF)

In the last week of your exchange, you will get access to the EF in the database. As you did with your AF, you can log in with your username and password on [www.exchange.ifmsa.org](http://www.exchange.ifmsa.org). It is mandatory to fill in the EF before the end of your exchange and very important to keep improving our exchanges on an international level.

Your certificate will be visible after filling in the EF. Furthermore, your exchange country needs to provide you the certificate on paper. It needs to be signed by your supervisor, the NEO/NORE from your exchange country and by your LEO back in the Netherlands. In case the EF does not show up in the database, please contact us as soon as possible.



## After your exchange

Of course, the Exchange Team is very curious how you experienced your exchange. Therefore, you need to submit an exchange report and you are having an evaluation interview with your LEO. We will discuss this in the section below. In case you fulfill this within 4 weeks after your exchange together with the other requirements mentioned in the Exchange Agreement, you will receive your deposit. Also, do not forget to read the part about the Health and Safety Service ('Arbodienst').

### Exchange Report

The exchange report will be archived and will be visible for students who want to go for an exchange in the future. Do not hesitate to provide some useful tips and tricks, other outgoings will be very grateful! These are the requirements for the exchange report:

- Written in English.
- Mention the period of your exchange and describe the department/project, the hospital, your accommodation, the city and country.
- Provide information about your exchange
  - Describe the activities in the hospital and the skills you obtained;
  - The organized social program and your experience with your contact person (CP);
  - Digress into your expectations and goals prior to the exchange
- Compare the exchange country and the Netherlands, focusing on health care, culture and ethical dilemmas. Where did you face problems with during your exchange?
- Answer this question: do you see yourself differently as a doctor or researcher in the future because of this exchange?
- Add minimally three pictures of your exchange.

The exchange report must be submitted and mention the following in the subject (do not forget to name your report the same!): SCOPE/SCORE\_exchange country and city\_department or project\_year of exchange\_your name.

*For example: SCOPE\_Spain\_Madrid\_Gynaecology\_2018\_Anna.*

Do not forget to e-mail this to your local exchange committee and to cc this e-mail address: [klinisch.meeloopstageverslag@ifmsa.nl of onderzoek.stageverslag@ifmsa.nl].

### Evaluation Interview

In order to improve our organization, collaborations with the exchange countries and the facilitation of the exchanges, it is essential to know your opinions. Within 4 weeks after your return, the local committee will plan an evaluation interview where you are able to sign your certificate as well. Please make sure it happens within these 4 weeks in order to receive your deposit.

### Health and Safety Service ('Arbodienst')

After your return, please contact the Health and Safety Service of your university hospital. Often, you need to undergo a MRSA-test before working with patients again. In some cases, a Mantoux/TBC test will be mandatory.



## In case of problems and difficulties

Even though we expect your exchange to be great, we have some tips about who to get in touch with in case you do face difficulties. It is hard to solve and change anything if you mention the problems after your exchange, so do not hesitate to contact people immediately.

|  |   |
|--|---|
| <b>Difficulties with the organization around your exchange.</b>                            | <ul style="list-style-type: none"> <li>- Contact LEO and/or CP in exchange country</li> <li>- Inform LEO in NL and ask help if no solution</li> </ul>                                 |
| <b>Difficulties with the hospital of lab during your exchange.</b>                         | <ul style="list-style-type: none"> <li>- Talk to supervisor</li> <li>- Ask LEO and/or CP in exchange country</li> <li>- Inform LEO in NL and ask help if no solution</li> </ul>       |
| <b>Difficulties regarding clinical invasive procedures.</b>                                | <ul style="list-style-type: none"> <li>- Contact LEO and/or CP in exchange country and LEO in NL</li> <li>- Talk to supervisor</li> </ul>   |
| <b>Difficulties regarding access database or evaluation form.</b>                          | <ul style="list-style-type: none"> <li>- Contact LEO in NL</li> <li>- Inform LEO and/or CP in exchange country</li> </ul>   |
| <b>Liability issues concerning the hospital.</b>   | <ul style="list-style-type: none"> <li>- Contact supervisor</li> <li>- Contact LEO and/or CP in exchange country</li> <li>- Inform LEO in NL</li> </ul>                               |
| <b>Damage within the accommodation.</b>  | <ul style="list-style-type: none"> <li>- Contact LEO and/or CP in exchange country</li> <li>- Contact insurance company (for liability issues)</li> <li>- Inform LEO in NL</li> </ul> |
| <b>Problems with transportation or theft.</b>  | <ul style="list-style-type: none"> <li>- Contact LEO and/or CP in exchange country</li> <li>- Contact insurance company (for travel issues)</li> <li>- Inform LEO in NL</li> </ul>    |
| <b>In case of passport issues or a doubtful safety situation in your exchange country.</b> | <ul style="list-style-type: none"> <li>- Contact LEO and/or CP in exchange country</li> <li>- Contact Dutch Embassy in exchange country</li> <li>- Inform LEO in NL</li> </ul>        |

## Contact

Database IFMSA [www.exchange.ifmsa.org](http://www.exchange.ifmsa.org)  
Community Health Services travel vaccinations: [www.ggdreisvaccinaties.nl](http://www.ggdreisvaccinaties.nl)  
National coordination center of traveler advices: [www.lcr.nl](http://www.lcr.nl)

### *Dutch Embassies:*

<http://www.rijksoverheid.nl/onderwerpen/ambassades-consulaten-enoverige-vertegenwoordigingen>

### *Ministry of Foreign Affairs (travel and safety advices):*

<http://www.rijksoverheid.nl/onderwerpen/>  
<https://www.nederlandwereldwijd.nl/reizen/reisadviezen>

### International Offices:

Amsterdam - UvA: [M.J.Lenoir@amc.uva.nl](mailto:M.J.Lenoir@amc.uva.nl)  
Amsterdam - VUmc: [E.Goldsteen@vumc.nl](mailto:E.Goldsteen@vumc.nl)  
Groningen [owi-international@umcg.nl](mailto:owi-international@umcg.nl)  
Leiden [intoff@lumc.nl](mailto:intoff@lumc.nl)  
Nijmegen: [intoffice@iwoo.umcn.nl](mailto:intoffice@iwoo.umcn.nl)  
Rotterdam: [internationaloffice@erasmusmc.nl](mailto:internationaloffice@erasmusmc.nl)

### LEOs in The Netherlands:

Amsterdam - UvA en VUmc: [stages.amsterdam@ifmsa.nl](mailto:stages.amsterdam@ifmsa.nl)  
Groningen: [stages.groningen@ifmsa.nl](mailto:stages.groningen@ifmsa.nl)  
Leiden: [stages.leiden@ifmsa.nl](mailto:stages.leiden@ifmsa.nl)  
Nijmegen: [stages.nijmegen@ifmsa.nl](mailto:stages.nijmegen@ifmsa.nl)  
Rotterdam: [stages.rotterdam@ifmsa.nl](mailto:stages.rotterdam@ifmsa.nl)