# UFCD humanitarian /educational trip

## Guidelines for faculty

Dear colleague.

I would thank you very much for agreeing to lead an UFCD humanitarian/educational trip. These trips have a major impact on the student’s dental and general cultural education and your leadership is most significant.

You are kindly requested to comply with the following simple guidelines which have the purpose to assure the success of the trip, and prevent any unwanted complications.

**Before the trip:**

1. Coordinate the trip objectives, travel, meals, housing etc. with the foreign country contact.
2. Provide me with a complete list of participants (Students, faculty, staff, etc.).
3. Provide me a detailed itinerary from Gainesville and back (transportation in Florida, flights, transportation in the foreign country, etc.).
4. Address(es) of your location(s) in the foreign country by date(s).
5. The contact information in the foreign country (name of contact), address, telephone, fax, e mail, etc.).
6. All students must agree and sign the UFCD Personal data and emergency contact information, and the UFCD Behavior agreement form (attached) and return them to Dr. Bimstein.
7. All the participants must get MEDEX from the UF International Center, **in addition** to health insurance that covers health problems inside and outside the United States. Any participant without MEDEX coverage will not be allowed to participate in the trip.
8. Assure that all participants have the required passports and visas.
9. Coordinate the Customs clearance with your local contacts. If required you may also receive a letter from the UFCD regarding the objective of your trip, and the materials and instruments that you will be taking on the trip.
10. Donations for the trip should be coordinated with the UFCD Dean’s office. Checks should be to the UF Foundation.\*

**During the trip**

1. You are responsible for the student’s wellbeing, professional behavior, clinical performance and demeanor 24/7. Please, take in consideration that your own behavior will lead all the participants’ behavior.
2. The participant’s safety must be assured during the whole trip. These include travel arrangements, infection control, meals, leisure activities, etc.
3. Be aware of the whereabouts of every participant during the whole trip.
4. Activities should be conducted as a group. Avoidance of independent (by individuals) activities is essential; caring and protecting each other has demonstrated to avoid potential serious dangers.
5. Be ready for possible first aid or medical needs.
6. Review the MEDEX procedures for requesting and receiving help.
7. First aid kits to be taken for the trip are available in my office.
8. Recommend the participants to assure they take enough medicaments that will cover their personal needs (HIPPA limitations avoid the possibility to request information regarding the participants health condition).
9. Collect your travel and expenses receipts in order for the UFCD to be able to reimburse you.\*

**After the trip**

1. You are requested to provide a report to me, cc. to Dr. Robert Primosch. The report should include:
2. A detailed description of the trip activities and their outcome.
3. Adverse events or complications during the trip.
4. Pictures of the trip.
5. A yearly presentation of all the UFCD humanitarian/educational trips will take place (date to be announced). For this purpose your group will be requested to present a 15 minutes power point presentation.
* Not required for trip that will have a non-UFCD budget, such as trips within “Project Heal”.