



# Application manual

## Student Advisory Committee (SAC)

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Co-chairs 2010-2011  
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# Important dates

Deadline for application:  
**October 3rd, 23h59 GMT**

Notifications to applications: Mid-October

First Meeting:  
Mid-October to late October

Next GHEC/CUGH conference:  
October 21st-23rd, 2011

# Executive Summary

Hello everyone,

The Global Health Education Consortium (GHEC) is a non-profit organization of health professionals, educators and institutions committed to addressing the health needs and human rights of populations around the world as well as improving the ability of the global workforce to meet the needs of underserved populations. GHEC is pleased to open applications for its Student Advisory Committee (SAC).

The main function of the SAC is to provide student input into GHEC products, programs and services, and to ensure their high relevance to student interests. It also acts as an advisor to the board for matters relevant to students.

The term in the SAC will go from November 1, 2010 to late October 2011 (term 2010-2011). Up to 10 SAC members will be selected, in additions to the two current co-chairs of the committee. You can expect to hear back from the co-chairs mid-October for the results of the SAC applications.

For any student interested in GHEC, other opportunities than the SAC are available, through GHEC's projects and areas of work. If you are interested in GHEC but not particularly interested in working on the SAC, those are possibilities.

## **Co-chairs**

Laura Pascoe and Geneviève Bois

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Please read the attached documents carefully before applying. Also, please distribute this widely to all your networks/listservs that you are on, as well as to anyone who you think may be interested.

Please note that the deadline for applications is October 3 23h59 GMT.

Applications and inquiries should be sent to both SAC co-chairs email:

**genevieve.bois@umontreal.ca** and **lfpascoe@ucdavis.edu**

We encourage applications from students of all disciplines and any country.

Kind regards,

Geneviève Bois and Laura Pascoe

SAC co-chairs, 2010-2011

# Introduction to GHEC

**GHEC Mission** GHEC is a non-profit organization of health professionals, educators and institutions committed to addressing the health needs and human rights of populations around the world and to improving the ability of the global workforce to meet the needs of underserved populations. It accomplishes this mission through the promotion, development and expansion of high quality, culturally sensitive global health education for faculty, students and professionals worldwide.

Health profession students, residents and fellows are the reason why GHEC exists, so it is essential that mechanisms exist for these groups to provide input to GHEC policies, programs and services. Two mechanisms now exist and more could be created, if deemed useful. They are:

1. **Participation on the Board of Directors.** At present GHEC has two student Board members. Their term is 2 years long. The positions are currently filled
2. **Student Advisory Committee (SAC).** The main function of the SAC is to provide student inputs into GHEC products, programs and services, and to ensure their high relevance to student interests. These inputs may be in response to queries by GHEC or be initiated by SAC. The Board will especially welcome opportunities to collaborate with student organizations on projects of mutual interest. The Board looks at the SAC to help GHEC involve students in its activities and strengthen and advocate for global health activities on their campuses. The SAC is recruiting up to 10 members at the moment.
3. **Student involved in a GHEC project.** For any student interested in GHEC, other opportunities than the SAC are available through GHEC's projects and areas of work. If someone is interested in GHEC and not the SAC or are not selected on the SAC, those are possibilities.

# Student Advisory Committee membership and organization

General SAC members are comprised of student leaders who are able to invest significant energy in a GHEC project or committee throughout the year. If they are active in national student organizations, they should also serve as a liaison between GHEC and their affiliate organization(s) so as to enhance the development and distribution of GHEC products. Students from outside of Canada and the US are encouraged to apply.

SAC membership qualifications: Each student SAC member should:

1. Be personally involved in activities relevant to global health
2. Have an active role in her or his student organization
3. Be able to attend the annual GHEC conference.
4. Be able to devote an average of 4 hours per month to SAC activities
5. Be willing to serve on GHEC committees, or projects
6. Be able to serve on the SAC for at least one year
7. Be able to commit to attending phone or online conference calls every 2-3 months to engage in and provide input on the direction of GHEC's products, programs and services, as well as discuss updates on any current projects.

# List of GHEC projects

## **Important Note**

This list was largely compiled in 2009, and thus may include some outdated information. It is intended to give you a sense of the kinds of projects SAC members might want to get involved in.

More information can be found at: <http://www.globalhealtheducation.org/Pages/default.aspx> on the right-hand side of webpage

## **Membership**

SAC member need to lead and recruit general student members to the student sub-committee of GHEC's Membership Committee. The student members of the GHEC Membership Committee will assist with development of appropriate benefits of membership, recruitment of new institutional members, and maintenance of institutional relationships. Students will serve as a sub-committee of the Membership Committee, helping to shape the GHEC strategy for the recruitment and retention of our members and the expansion of our membership efforts

## **Reviewing learning modules**

We are developing a semi-automated means whereby each module can be reviewed by at least two students and two peer reviewers. Module authors will use this feedback to revise their modules. In the late spring of 2009 we will start recruiting student and peer reviewers for the ~50 modules now on the website. Student reviewers require no prior knowledge of the topics reviewed and will receive \$25/review. We ask individual students to review at least four modules to keep the total number of students that we have to interact with and



reimburse down to a manageable number. Stay tuned: we'll post the information once the review procedures are operational.

## **Residency Guidebook**

A major review and expansion of this 119 pp. guidebook will start soon. A core team of authors has been recruited. They would appreciate having the views of students and residents regarding the Guidebook's content, sequence, ease of reading, appendices, etc., and sections that need expansion. The Guidebook may be reviewed in PDF form on GHEC's website and to be most useful, we'd appreciate having these comments by early summer.

## **Residency Inventory**

We'd like to have a searchable inventory of residencies offering a global health track. The starting point is developing a form with standardized headings. Residencies would be invited to complete the form and send it to GHEC for posting. GHEC would make no judgments or recommendations, and descriptions would have to fit on one page. We would like students and/or residents to propose the headings and provide guidance as to the information they would like to have available.

## **Global Health Competencies**

A Joint US/Canadian Committee is currently reviewing the literature related to global health-related educational standards and competencies. From this review and Committee discussions it hopes to provide guidance that can be useful to those developing curricula and teaching global health. The Committee is first addressing the question as to what should be taught to all medical students, not just those electing a global health course(s) or field experience. Later on the Committee would like provide similar guidance for those planning more advanced global health training. A draft report of the first phase of this project will be discussed at the April GHEC conference. At various points in the evolution

of this project we will post draft documents so that we may benefit from inputs by the membership.

### **Mentoring initiative**

The Student Advisory Committee is exploring the possibility of a 'mentoring program.' The objective is to provide students without good access to mentors and/or student leaders with specialized interests, to link up with suitable mentors. The way this program would work has not yet been defined, pending discussions by GHEC's Student Advisory Committee.

### **Membership recruitment**

We can provide information about the universities not yet members of GHEC and would wish to become a member. Student members of university chapters of AMSA, IFMSA or other student organizations could contact university officials to encourage them to join GHEC.

### **Annotated website update**

The validity of listed websites should be checked in 2009 and recommendations for additions, deletions and perhaps new categories added. A major update should be done in 2010, in collaboration with student organizations.

### **Website review**

GHEC would very much welcome a careful and critical review of the presentation and layout of its newly re-designed website. What improvements should be made? What new information should be added? What jumps and links are not working well?

## **Information Technology assistance**

If there are any students with substantial IT skills we could very much use their help. Tasks could include: design and management of a students-only section of the website; help with making the GHEC wiki and forum operational; serving as a manager / content screener of the open section of the website; managing updates of the annotated websites.

## **Curriculum Guidebook**

This 57 pp. guidebook, first published in 2005, was developed by IFMSA/AMSA/R4WH in collaboration with GHEC. We want to update this important document and have substantial Canadian input. The update would start with a careful review and critique, aiming for a 2nd edition by late 2010.

## **Clinical Case Studies Workbook**

This project started in January 2009 and a core team has been identified. Once draft cases become available we want to have them reviewed and field tested by students, residents and faculties. Experienced clinicians with extensive field experience in low resource countries may later be able to contribute cases.

## **University/field site agreements**

GHEC members have been seeking guidance from others regarding the negotiation and drafting of MOUs (Memorandum of Agreement) with overseas field sites and partner universities. GHEC would like to obtain and summarize information on these matters from its membership and optimally, provide a selection of illustrative agreements for adaptation.

## **Survey instrument inventory**

Many surveys have been made of student and resident global health interests and experiences, and to evaluate changes in career plans and attitudes as a result of these experiences. Each survey questionnaire is a one-off instrument making it difficult to track

changes over time and to compare program results across institutions. Moreover, new survey authors may not benefit from the experience of predecessors regarding survey methods, instruments and problems. GHEC would like to have a “bank” of survey instruments along with author contact information so that future surveys could benefit from the experience of predecessors.

### **Help with the 2011 conference**

The 2011 conference is slated to take place in Montréal, Canada in October. By mid-2011 we would like to identify a small number of students willing to help with the logistical aspects of the conference.

# What will SAC members gain from this experience?

1. Learn more about GHEC, Global Health and other organizations working in Global Health
2. How an international team works together on common goals and tasks – the do's and the don'ts.
3. Expand your knowledge and learn about new projects in Global Health
4. Acquire new or improve skills in leadership, teamwork, intercultural competence, project management, communication, self-management, burn-out prevention, conflict prevention and much more.
5. To share your knowledge, ideas and experiences and to work on your ideas that can positively influence GHEC
6. Most importantly: to have fun with a great team!

# Application Procedure

To apply on the SAC, make sure you fill the application form and send all the documents mentioned in the pink box by the deadline. It's as simple as that! Please do send your application to both co-chairs.

## **Application requirements**

1. Application form
2. Curriculum Vitae (max 2 pages)
3. Contact details (as applicable) including:

Email **all documents to both**

**genevieve.bois@umontreal.ca** and **lfpascoe@ucdavis.edu**

# Selection Process

Candidates will be selected primarily based on their experience and motivation. Previous involvement in Global Health through various positions is highly desirable, however it is recognised that there are potentially a large number of excellent applicants who have previously had little involvement in specific positions and organizations. If an applicant would like to be considered for selection and has previously had no involvement in GHEC, they should outline in their Motivation Letter how they plan to increase their knowledge of the organisation.

## **Reminder**

Deadline for application

**October 3rd, 23h59 GMT**

Notifications to applicants: Mid-October