

Clinical Elective/Selective Handbook

For Non-ANU Medical Students

Clinical Elective/Selective Handbook

This handbook is for non-ANU students of Medicine programs or degrees who want to complete a clinical elective/selective placement in The Canberra Hospital.

The aim of the handbook is to outline:

- * General Information
- * The requirements for you to be placed in an ACT Health facility
- * The fees associated with the placement
- * The application process

General Information

All applications for elective/selective placements are processed through the ANU Medical School, Canberra Hospital Campus. Students should **NOT** apply directly to any departments. Students should correspond directly with the Electives Co-ordinator.

Due to the high demand for elective/selective placements, the School will only accept applications from medical undergraduate students who will be in their **last** or **last but one** year at the time of the elective/selective placement.

Due to the limited number of places available, applications must be received a **minimum of six months in advance** of your intended placement commencement. The due dates for applications are as follows:

- * For placements in February and March the deadline would be 1st August the previous year.
- * For placements in April to June the deadline would be 1st October the previous year
- * For placements in July to September the deadline would be 1st January that year
- * For placements in October to December the deadline would be 1st April that year

Do not email or telephone to ask if there is availability in a particular department as this can frequently change. Applications are processed on a first come, first served basis. If your preferences are not available you will be offered alternatives.

All paperwork, including proof of vaccination/immunisation requirements, must be received and finalised a minimum of **one month prior** to the commencement of the placement.

A current *Deed of Agreement* and a *Medical Student Placement Schedule* between ACT Health and Australian Educational Institutions is required to allow placements to go ahead. The following Universities have signed. If your University is not listed please talk to your medical school to find out when this will be signed:

Adelaide University	Monash University (incl. Sunway Campus)
Deakin University	Newcastle University
Flinders University	University of NSW (will expire in June 2015)
Griffith University	University of Western Sydney
James Cook University	University of Wollongong

Overseas elective students from non-English speaking countries are required to have a reasonable level of English language proficiency, both written and oral, before commencing an elective placement. If applicable, IELTS (International English Language Testing System) or TOEFL (Test of English as a Foreign Language) certified test scores or other proof of English proficiency must be submitted with your application form.

Length of placement

Each student is permitted to apply for one placement during their medical course. The maximum time offered for elective/selective placements is 8 weeks. If desired and your time permits, it may be possible to split the elective/selective period and spend time attached to 2 different departments for 4 weeks each. The minimum placement duration is 4 weeks. Placements commence on a Monday morning after a short orientation with the Electives Co-ordinator.

Timing for placement

The availability of a clinical elective/selective placement is dependent upon the preferred discipline area and the ANU academic calendar. Not all disciplines are available throughout the year.

Can I Obtain Formal Credit for the Elective?

An elective/selective is an opportunity to broaden a student's clinical experience and **no formal credit or assessment** will be given for the elective.

What Departments are Available?

Placements may be available in the following areas:

Accident & Emergency	Medical Imaging/Radiology
Anaesthesia	Neurology
Cardiology	Neurosurgery
Endocrinology	Oncology
Gastroenterology	Orthopaedic Surgery
General Surgery	Paediatrics and Paediatric Surgery
Geriatrics and Aged Care	Plastic Surgery
Haematology	Renal Medicine
Immunology	Rheumatology
Intensive Care Unit	Shock/Trauma
Medical Assessment & Planning	Thoracic Medicine

Departments not listed may be able to accept elective/selective students. Please contact the Electives Co-ordinator if your preferred department is not listed.

Limited placements may be available during December and January, however most departments will not accept students during the Christmas/New Year shutdown period when departments are on reduced staff. You may be able to commence a placement in December and return after New Year to complete it but please be aware that this is the summer holiday period in Australia and outpatient clinics will be closed or minimised and there will be limited surgical sessions.

There are no academic activities at the ANU Medical School during December and January due to student vacation time

Insurance

The ANU Medical School does not provide insurance cover for medical indemnity for elective/selective students. Before commencement of your elective/selective you will need to provide written proof from your University or other appropriate body that you are covered by insurance for professional liability of AUD\$20million, including medical malpractice, whilst doing your elective/selective in Australia.

Personal health insurance should be arranged before coming to Australia; however the Australian Government has reciprocal healthcare agreements with the governments of Finland, the Republic of Ireland, Italy, Malta, the Netherlands, New Zealand, Norway, Sweden and the UK. This entitles you to limited subsidized health services for immediately necessary treatment while visiting Australia. It does not cover healthcare costs incurred en route.

Criminal Record Check

All students are required to submit a Criminal Record Check (CRC). The CRC must be dated within 12 months of the commencement date of your elective/selective placement. The CRC is not required as part of the application but must be received **minimum of 2 months prior** to commencement of your elective/selective placement. A CRC is required from the Australian Federal Police (AFP) **and** any country where you been a resident for more than 12 months since the age of 18.

A CRC (National Police Check) from the AFP can take up to one month to be processed.

Even if you have never been to Australia, an AFP check is required due to the increased incidence of identity theft.

Here is the link to the AFP website:

<http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>

You have two options for submitting your application:

- Online;
- A downloadable form which you may complete on your computer or print for completion by hand and submit via the post.

The **Type of Check** you need is 'Name Check only'. You do not need the Fingerprint check.

The Purpose of Check:

Purpose Type:

Online form select: 'Working in the Australian Capital Territory (ACT)'

Downloadable form: 'A.C.T Purpose/Employment'

Purpose of Check:

Online form select: 'Disabled Care provided/worker or Hospital Employment'

Downloadable form tick: 'Code Number 13'

There is an option to have the Police Certificate forwarded directly to a person or organisation, rather than being sent to you and then you sending it on. Please use the address details listed on page 7 to have the Certificate sent directly to the Electives Co-ordinator.

Infectious Diseases/Immunisation

Students are required to comply with the ANU Medical School policy on infectious diseases and immunisation. The policy can be read at:

http://policies.anu.edu.au/policies/infectious_diseases_and_immunisation_for_students undertaking_clinical_placements_in_health_facilities/policy

Students should complete a Vaccination Declaration Form (Appendix D) as part of their application and be prepared to provide documented evidence of the vaccinations/immunisations listed on Appendix E.

Accommodation

Accommodation may be available onsite at The Canberra Hospital but **this cannot be guaranteed**. The current rate for students is AUD\$13.00 per night, but this is subject to change without notice. The accommodation can only be booked by the Electives Co-ordinator. Do not contact the hospital directly. If onsite accommodation is not available there are other accommodation options available in Canberra. Information will be provided to you if necessary.

Visas for international students

Applying for and obtaining the correct type of visa is solely the responsibility of the applicant.

ANU does not provide information about the type of visa required. For more information about the type of visa, contact the Department of Immigration and Citizenship through their website at <http://www.immi.gov.au/>

Please note The ANU Medical School is unable to act as a sponsor on your behalf and will not complete sponsorship forms for a Study Visa

Travel and Weather

Placements commence on Monday morning at 9.30am. Please ensure you arrive in Canberra by the Sunday afternoon. This means leaving UK/Europe or North America on the previous Friday to allow travel time. Canberra is approximately 3.5 hours drive or a 50 minute flight from Sydney.

If you are flying to Canberra, the following website provides information about the bus service into the city centre:

<http://www.canberraairport.com.au/travellers/parking-transport/buses-and-coaches-2/>

Once in the city centre (also called Civic), or if you arrive by coach or rail, the following website is the local bus information:

<http://www.action.act.gov.au/>

For those students coming from the Northern Hemisphere, the seasons in Australia are “upside down”. Many students have thought they were coming to Australia for their summer holiday and found themselves in Canberra in the middle of winter. Average temperatures in Canberra are listed on the following page:

Season	Average Minimum*	Average Maximum*
Spring (September - November)	6 (40)	19 (66)
Summer (December - February)	12 (54)	27 (81)
Autumn (March – May)	7 (45)	20 (68)
Winter (June – August)	1 (34)	12 (54)

* Degrees Celsius (Fahrenheit in brackets)

What are the Costs?

All costs incurred, including travel and accommodation, are wholly your responsibility.

There is an AUD\$100.00 application fee payable by all students.

This fee is non-refundable.

Payment must be sent with your application, please see Appendix B

Applications will not be processed if this fee has not been paid

To pay by credit card, please use the link below:

<http://onestop.anu.edu.au/html/webpayment/MEDELECTIVE/payment.html>

The online payment system should email you a receipt. Please take note of the receipt number for reference. Please forward the receipt to the medelective@anu.edu.au email address or send a copy with your application

Elective/selective periods of 4 weeks are charged an elective placement fee of AUD\$650.00. Elective/selective periods of 5 – 8 weeks are charged an elective placement fee of AUD\$800.00. There is no elective placement fee for students from Australian or New Zealand Universities.

The elective placement fee is not required upon application, however must be paid a **minimum of six weeks prior** to the start of the placement. If you cancel your elective/selective, the elective placement fee will be refunded. Students who do not cancel and do not come will forfeit the fees.

All fees must be paid in Australian dollars by credit card (online) or by a bank cheque/draft drawn on an Australian bank and redeemable in Australia. Please make cheques payable to **ANU Medical School**.

The Application Process

The applicant completes the following documents:

- * Application form (Appendix A). Please ensure the **Approval by Your Faculty** section is completed by *the Dean or Delegate*
- * Payment form (Appendix B) completed with receipt for credit card payment (as per instructions on page 6) or with AUD\$100.00 bank cheque or draft.
- * Prohibited Employment Declaration form (Appendix C)
- * Vaccination Declaration form (Appendix D)

The applicant collects the relevant supporting documentation:

- * Letter of Good Standing from your Faculty – this is to confirm your status as a medical student in the last or last but one year of studies (NB: this is a separate requirement to the Approval by Your Faculty on the application form – both are required)
- * Either IELTS or TOEFL certified test scores; or other proof of English language proficiency, (if applicable)
- * A copy of your Curriculum Vitae
- * Passport-size photo endorsed on the reverse by your Faculty representative

If the documents are not in English they must be accompanied by a certified English translation.

Original applications must be received. **Faxed or emailed applications will not be accepted.** Please post your application to:

Postal Address: (also use for AFP CRC)

Electives Co-ordinator
ANU Medical School
Canberra Hospital Campus
PO Box 11
Woden ACT 2606
Australia

Street Address for couriers:

Electives Co-ordinator
ANU Medical School
Canberra Hospital Campus
Building 4, Level 2
Hospital Road
Garran ACT 2605
Australia

If you have further queries, please contact the Electives Co-ordinator (preferably by email):

Email: medelective@anu.edu.au

Phone: (+61) 2 6244 4966

Fax: (+61) 2 6244 4960

Receipt of an application does not guarantee an offer of a placement

The Electives Co-ordinator will contact you by email once your application has been received and is being processed.



APPLICATION FORM FOR AN ELECTIVE/SELECTIVE PLACEMENT

PLEASE NOTE: Original applications must be received. Faxed or emailed applications will not be accepted. Applications must be received at least six months before proposed commencement date.

Personal Details

LAST NAME:FIRST NAME(S):.....

EMAIL ADDRESS: (please print clearly)

ADDRESS FOR CORRESPONDENCE.....

TELEPHONE NO:.....

EXPECTED ADDRESS IN CANBERRA:

EXPECTED TELEPHONE NO. IN CANBERRA:

DATE OF BIRTH:..... COUNTRY OF CITIZENSHIP:..... MALE / FEMALE

EMERGENCY CONTACT DETAILS: NAME

RELATIONSHIPPHONE NUMBER.....

Elective Details

PLEASE LIST THE THREE PREFERRED DEPARTMENTS FOR YOUR ELECTIVE/SELECTIVE

1.

2.

3.

PLEASE INDICATE YOUR PREFERRED COMMENCEMENT DATE AND DURATION OF ELECTIVE/SELECTIVE

COMMENCEMENT DATE:DURATION: WEEKS

PROVIDE ALTERNATE DATES (IF APPROPRIATE) - FROM:..... TO:

IF YOU ARE TRAVELLING WITH OTHER STUDENTS WHO HAVE APPLIED TO THE SCHOOL, PLEASE LIST THEM:

.....

*Please note that if you are applying with another student (or group), most departments can only take one student at a time – you will generally not be allocated to the same department at the same time.

Academic Details

WHICH UNIVERSITY / MEDICAL SCHOOL DO YOU ATTEND?:

PRESENT YEAR OF STUDY: YEAR & MONTH OF GRADUATION.....

DECLARATION AND SIGNATURE (all applicants must complete)

- * I wish to be considered for enrolment to the elective courses I have listed on this form.
- * I hereby certify that the information I have provided on this application form is correct and complete.
- * I authorise the University to obtain official records from any educational institution previously attended by me, and acknowledge that the University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
- * If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to Universities Australia and its' member institutions, the Australian Conference of Tertiary Admissions Centres (ACTAC) and any other relevant authority.
- * I understand that ANU may disclose the personal information I have given in this application to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS). DEEWR may also disclose the information to the Australian Taxation Office (ATO)

Applicant's Signature: Date:.....

APPROVAL BY YOUR FACULTY (to be completed by the Dean or Delegate)

I CONFIRM THAT (name of student):
IS A FULL TIME STUDENT IN GOOD STANDING AT THIS UNIVERSITY

NAME OF UNIVERSITY:

UNIVERSITY ADDRESS:

NAME OF THE DEGREE STUDENT IS PURSUING:.....

NAME:

SIGNATURE:

TITLE:

DATE:

University
Stamp



PAYMENT FORM

ELECTIVE APPLICATION ADMINISTRATION FEE

MR MS

FIRST NAME:

FAMILY NAME/SURNAME:

ADDRESS:

TELEPHONE NO:

EMAIL:

Administration fee for elective application = AUD\$100.00 (inclusive of GST)

Payment details (please tick)

I enclose an international bank cheque / bank draft in Australian dollars drawn on an Australian bank and redeemable in Australia. The cheque is made out to the **ANU MEDICAL SCHOOL**

Pay by credit card online using link below:

<http://onestop.anu.edu.au/html/webpayment/MEDELECTIVE/payment.html>

PROHIBITED EMPLOYMENT DECLARATION

Child Protection (Prohibited Employment) Act 1998

With the exception of where an order, from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a particular person, the Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) to apply for, undertake or remain in, child-related employment.

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment of 12 months or more, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW.

Child-related employment means any employment that primarily involves direct contact with children where that contact is not directly supervised. Section 1 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- ❖ involving the provision of child protection services
- ❖ in pre-school, kindergartens and child care centres (including residential child care centres)
- ❖ in schools or other educational institutions (not including universities)
- ❖ in detention centres (within the meaning of the Child (Detention Centres) Act 1987)
- ❖ in refuges used by children
- ❖ in wards of public or private hospitals in which children are patients
- ❖ in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- ❖ in any religious organisation
- ❖ in any entertainment venues where the clientele is primarily children
- ❖ as a babysitter or childminder that is arranged by a commercial agency
- ❖ involving fostering or other child care
- ❖ involving regular provision of taxi services for the transport of children with a disability
- ❖ involving the private tuition of children
- ❖ involving the direct provision of health services
- ❖ involving the provision of counseling or other support services for children
- ❖ on school buses
- ❖ at overnight camps for children

Under this Act:

- ❖ it is an offence for a prohibited person to apply for, undertake or remain in child-related employment
- ❖ employers must ask existing employees, both paid and unpaid, and preferred applicants for employment to declare whether they are a prohibited person or not
- ❖ all child-related employees must inform their employees if they are a 'prohibited person' (someone who has been convicted of a serious sex offence) or remove themselves from child-related employment
- ❖ penalties are imposed for non compliance

Declaration:

I am aware that I am ineligible to apply for, undertake or remain in, child-related employment if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998.

I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

I declare that I am not a person prohibited by the Act from seeking, entertaining, or remaining in child-related employment.

Name:

Signature:

Date: / /

Note: Seek independent legal advice if you are unsure of your status as a prohibited person



PLEASE READ AND COMPLETE THIS FORM

Elective Students are required to comply with:

- The ANU Medical School Infectious Diseases and Immunisation Policy for Students Undertaking Clinical Placements in Health Facilities. This document is available online at:

<http://policies.anu.edu.au>

Policies

By Title

Scroll to:

'Infectious diseases and immunisation for students undertaking clinical placements in health facilities'

DECLARATION

I (Print name): _____

Address: _____

Date of Birth: _____

Am aware that I am required to comply with the ANU Medical School Infectious Diseases and Immunisation Policy for Students Undertaking Clinical Placements in Health Facilities

Signed: _____

Date: _____

YOU ARE NOT REQUIRED TO SEND ANY OTHER VACCINATION/SCREENING DOCUMENTATION AT THIS TIME. THIS DECLARATION IS ALL THAT IS REQUIRED FOR THE APPLICATION PROCESS



ANU Medical School CLINICAL PLACEMENT VACCINATION SCREENING

All medical students must provide documented evidence (photocopies acceptable) to verify that they have been tested or vaccinated for the following:

Completed or commenced:

- Hep B vaccination
- Hep A vaccination

Completed:

- HIV antibody (blood test)
- Hep B: Surface Antibody Serology >10
- Hep C antibody (blood test)
- Chicken pox: Evidence of 2 doses of chicken pox vaccine, or blood test on chicken pox IgG.
- Measles, Mumps & Rubella: Evidence of 2 doses of MMR (given at least one month apart) or blood test on measles, mumps & rubella IgG antibody.
- Whooping cough: Evidence of **1 adult dose** of pertussis vaccination (common brands are Boostrix & Adacel)
- TB screening (Mantoux test within 3 months of placement start date). Attend prior to vaccinations. Please note: the QuantiFERON Gold blood test is not accepted by ACT Health.

If you are unable to provide pathology documentation, a statement on office letterhead signed by your doctor will suffice, providing it has:

- Vaccination: name, dose and date
- Blood test: types, results and date

If you have further queries please contact:

Lyndall Thorn
Telephone: 02 6244 3600
Email: lyndall.thorn@anu.edu.au