

IMPORTANT – PLEASE READ BEFORE PROCEEDING WITH AN APPLICATION!

1. ALL elective placements **MUST** be arranged by the UnitingCare Clinical School (UCCS). **NO** private arrangements for placements will be accepted.
2. UCCS will make every endeavour to source an appropriate placement.
3. UCCS **CANNOT GUARANTEE** a placement offer

ELECTIVE STUDENT POLICY & PROCESS

PRINCIPLE:

International and Domestic medical students applying to the UnitingCare Clinical School for the purpose of an Elective Placement will be offered a position based on availability and the scope of this policy.

This policy provides definition as to the nature of engagement, the scope of practice, level of supervision and requirements for registration and professional indemnity and public liability insurances applicable for elective medical students.

DEFINITION:

Elective Medical Students are current Australian or International medical students undertaking elective placements at the UnitingCare Clinical School as part of their formal University training.

POLICIES:

Elective Students:

UnitingCare Clinical School offers clinical experience through elective placements to medical students currently enrolled with an accredited medical school.

Registration:

Student registration with the Australian Health Practitioner Regulation Agency (AHPRA) is required.

Insurances:

All medical students must obtain adequate Professional Indemnity Student Insurance, provided by their University or an indemnity insurance group for:

- Public Liability Insurance: AUD\$20,000,000.00

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International medical students are required to hold private health insurance to cover the event of an incident, accident or injury.

Third Party Insurance for students is provided by UnitingCare Clinical School.

Scope of Timetabled Activity:

The elective medical student will be allowed to have direct patient contact that is appropriate to their level of competency, experience and the objectives of the elective.

UnitingCare Clinical School may extend opportunities for visiting students to attend tutorials, but will not provide summative assessment or formal teaching sessions.

Conditions of Attendance and Payments:

Attendance by the medical student for an elective placement will only occur after:

- A non-refundable **Enquiry Fee** of AUD \$220 (incl. GST) has been paid;
- A non-refundable **Placement Fee** of AUD \$1,925 (incl. GST) has been paid
 - This fee covers single discipline placements up to 8 weeks duration;
 - Students who attend UnitingCare Hospitals for greater than 8 weeks in a single discipline will be charged AUD \$110 (Incl. GST) per additional week for placements up to 12 weeks;
 - For placements per single discipline extending longer than 12 weeks, fees due and payable will be at the discretion of the Head of School;
 - A completed application has been and approved and signed the Chief Academic Medical Officer of UnitingCare;

The medical student is expected to attend placements under direct supervision of a VMP at all times in the appropriate clinical environment.

Acronyms used in this policy:

AHPRA – Australian Health Practitioner Regulation Authority

VMP – Visiting Medical Practitioner

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All applicants for clinical elective placement **must** follow the process below.

NO elective placement arrangements are to be made directly with Hospital doctors without appropriate orientation and onboarding with UnitingCare Clinical School. **NO** elective placement arrangements are to commence without approval from UnitingCare Clinical School.

NOTE: Due to the program's increased popularity and the demand on the Hospital by increasing local student numbers, placements are not available in all disciplines, at all times. There is **no** guarantee an offer of placement will be made.

All documentation **must be in English**.

Any queries regarding elective placements are to be directed to:

Medical Education Coordinators
UnitingCare Clinical School
Email: medical.school@uchealth.com.au

Step 1:

The medical student enquiring about an elective placement will forward the following by email:

1. *Letter of Motivation*

- Why you are seeking a placement at UnitingCare Clinical School
- Outline potential dates of placement
- Provide us with your preferred discipline/specialty; provide up to 3 in case your first preference is unavailable.

2. *Completed Declaration of the Dean of University form*

3. *Supporting letter from your University*

- The Dean of Medicine (or his/her designate) is to support the student's application. This should take the form of a letter on official University letterhead. The letter needs to:
 - ✓ Recommend the student for clinical placement
 - ✓ Include an assessment of the student's academic and clinical abilities
 - ✓ Include an outline of the student's training at the time of application

4. *Curriculum Vitae*

- Including personal and educational information plus one referee

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5. **Official Academic Transcript**

- Certified English translation if not in English

6. **If English is not the first language** then we require evidence of English language proficiency as follows:

- 6.1 – completion of Queensland Year 12 English or Australian or International equivalent; or
- 6.2 – At least 6.5 overall and a minimum of 6.0 in each sub-band of the International English Language Testing System (IELTS)

Step 2:

Following receipt of the above *and* successful review by the Head of School, students will be sent a non-refundable Enquiry Fee invoice for payment.

Step 3:

Upon payment of the enquiry fee, UnitingCare Clinical School staff will contact VMPs in the student's areas of interest and attempt to secure a placement.

Step 4:

Should a placement be secured, the student will be advised and an invoice for the non-refundable Placement Fee and request for Application Documents will be sent to the student. If a placement is unavailable, the student will be advised and the process will not proceed any further. The student is welcome to re-apply in the future.

Step 5:

The student pays the non-refundable Placement Fee.

Step 6:

The student will complete and return **Application Documents** as listed:

1. Medical Student Elective Form: including details for AHPRA registration
2. Copy of current Blue Card or Working with Children equivalent
3. Criminal History Check: no longer than 6 months old prior to application
4. Copy of current medical student ID
5. Clear headshot

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7. Copy of Private Health Insurance (for international students) or evidence of personal travel insurance. Copy of Medicare Card is acceptable for domestic students.
8. Evidence of Vaccination / Immunisation Form: This is to be completed by a medical practitioner and confirm immunity to:
 - Hepatitis B
 - Measles / Mumps / Rubella
 - Varicella
 - Diphtheria / Tetanus / Pertussis
 - Influenza (highly recommended but not compulsory)
9. Insurance certificate. Please see below.

INSURANCES:

Students are required to hold:

- Medical Indemnity insurance to the value of AUD \$20,000,000.00

Medical Indemnity Protection Insurance – MIPS (Select option AUD \$20,000,000.00)

Use this link to access this insurer: <https://www.mips.com.au/i-am-a/student/students>

Once approved and received, please email the certificate of insurance to the school. This insurance is FREE OF CHARGE for medical students.

All application documents will then be sent to the Head of School for approval.

Once approved, the School will confirm with the student that the placement will proceed and will confirm the placement with the applicable VMP.

Final Step:

Prior to commencement of the placement, the School will ensure that:

- The student has been registered with AHPRA
- The student has successful application with the Blue Card Queensland Agency
- The student has completed the required online e-learning orientation certificates (which will be emailed to them two weeks before placement)
- Relevant clinical areas are notified of the medical student presence and role in that area
- The supervising VMP has been notified and has approved the medical student placement

****Note: If the student is unable to provide all of the required documentation the placement will NOT proceed.***

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