



Australian
National
University



CLINICAL ELECTIVE PLACEMENTS HANDBOOK

INCOMING MEDICAL STUDENTS

The ANU Medical School offers the opportunity for medical students from Australia and overseas to complete a clinical elective term at the Canberra Hospital, the state-of-the-art teaching hospital of the Medical School. Placements are available for students who are in their final or penultimate year for a minimum period of four weeks and a maximum of eight weeks, across a range of specialities.

The clinical elective placements are for non-ANU students of Medicine programs or degrees only. This handbook will outline the general information and requirements for undertaking a clinical elective placement through the ANU Medical School and at an ACT Health facility. Please ensure you read all components of this handbook before applying.

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GENERAL INFORMATION

All applications for clinical elective placements are processed through the Admissions Office at the ANU Medical School. **Students should not apply directly to ACT Health departments.**

Due to the high demand for clinical elective placements, the ANU Medical School will only accept applications from medical students who will be in their final or penultimate year at the time of the elective. A student must have completed a minimum of 12 months clinical experience before commencing an elective. An elective is an opportunity to broaden a student's clinical experience and no formal credit or assessment will be given by the ANU Medical School.

PLACEMENT AVAILABILITY

Applications must be received a **minimum of six months before** the intended placement commencement. Applications are processed on a first-come first-served basis and if your preferences are not available you will be offered alternatives.

The due dates for applications are as follows:

- For placements in February and March the deadline is August 1st
- For placements in April, May and June the deadline is October 1st
- For placements in July, August and September the deadline is January 1st
- For placements in October, November and December the deadline is April 1st

Limited placements are available during December and January due to the Christmas/New Year shut down period. This is the summer holiday period in Australia and outpatient clinics will be closed or minimised and there will be limited surgical sessions.

Each student is permitted to apply for one placement with the ANU Medical School during their medical course. An elective can be for a minimum of four weeks or a maximum of eight weeks in duration. It may be possible to split an eight week elective period between two different departments and spend four weeks in each.

Placements commence on a Monday morning after a short orientation. The availability of a clinical elective placement is dependent upon the preferred speciality area and the ANU academic calendar. Please be aware that not all specialities are available throughout the year.

INTERNATIONAL STUDENT VISA

Applying for and obtaining the correct type of visa is solely the responsibility of the student. ANU does not provide information about the type of visa required. For more information, please contact the [Department of Home Affairs](#).

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.

AUSTRALIAN UNIVERSITY AGREEMENTS

For students studying Medicine at an Australian University, a current Deed of Agreement and a Medical Student Placement Schedule between ACT Health and your educational institution is required. If your Australian University is not listed, you will not be permitted to complete a placement with ACT Health.

The following Universities have a current agreement with ACT Health:

- Deakin University
- Flinders University
- Griffith University
- James Cook University
- Monash University (including Sunway Campus in Malaysia)
- University of Adelaide
- University of Melbourne
- University of New South Wales
- University of Newcastle/University of New England Joint Medical Program
- University of Notre Dame
- University of Tasmania
- University of Western Australia
- University of Wollongong
- Western Sydney University

AVAILABLE DEPARTMENTS IN ACT HEALTH FACILITIES

Placements may be available in the following departments:

- Anaesthetics
- Cardiology
- Clinical Haematology
- Endocrinology
- Gastroenterology
- General Medicine
- Geriatric Medicine
- Immunology
- Infectious Disease
- Intensive Care Unit
- Lab Haematology
- Medical Imaging & Radiology
- Medical Oncology
- Neonatology
- Neurology
- Obstetrics & Gynaecology
- Palliative Care
- Plastic Surgery
- Radiation Oncology
- Rehabilitation
- Renal Medicine
- Respiratory & Sleep Medicine
- Rheumatology
- Shock & Trauma
- Thoracic Surgery

Please be aware that ANU Medical Students also undertake placements within ACT Health Facilities. If the date and department of their placement clashes with your preferences, the ANU students will be given priority.

FEES

All costs incurred are wholly the responsibility of the student. An initial application fee of AUD\$100.00 is payable by all students, except those whose university has an agreement with the ANU Medical School. To pay the application fee online, please click [here](#). Please include the receipt when submitting an application.

The application fee is non-refundable. Applications will not be processed if this has not been paid.

International students are also charged an elective placement fee for their placement.

- 4 week placement – AUD\$650.00
- 5 to 8 week placement - \$AUD\$800.00

The elective placement fee is not required upon application, however it must be paid a **minimum of 6 weeks prior** to the start of the elective. If you cancel your elective, the elective placement fee will be refunded. Students who do not cancel and do not notify the ANU Medical School will forfeit all fees. All fees must be paid in Australian dollars by credit card (online) or by a bank cheque/money order drawn on an Australian bank and redeemable in Australia. Please make cheques payable to ANU Medical School.

Please note that if you are an Australian citizen currently studying overseas at an international university, you will be considered as an international student. Likewise if you are an international student currently studying at an Australian university, you will be considered as a domestic student.

ENGLISH LANGUAGE PROFICIENCY

Overseas students from non-English speaking countries are required to show proof of their English language proficiency before commencing an elective. 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. The Letter of Good Standing from your Faculty Dean should also indicate your level of English.

CRIMINAL RECORD CHECK

All students are required to submit a Criminal Record Check (CRC). The CRC must be dated within 6 months of the commencement date of your elective. The CRC is not required as part of the original application but must be received a **minimum of 2 months prior** to the commencement of your elective placement. A CRC is required from the Australian Federal Police (AFP) and any country where you have been a resident for more than 12 months since the age of 18. Even if you have never been to Australia, an AFP check is still required.

Please visit the [AFP website](#) to complete a Criminal Record Check. You need a name check only.

There is an option to have the CRC forwarded directly to a person or organisation, rather than being sent directly to you. Please use the address details listed on Page 8 to have the certificate sent directly to the ANU Medical School Admissions Office. We will return the original to you on your arrival.

WORKING WITH VULNERABLE PEOPLE CARD

All students must register and obtain a Working with Vulnerable People card. This is an additional requirement to the Criminal Record Check. You can apply for one [online via Access Canberra](#). It can take up to 8 weeks for a card to be processed so it is recommended this process is started as soon as possible.

Please request to have the card sent directly to the ANU Medical School Admissions Office. We will return your card to you on your arrival. Your WWVP Card must be received a **minimum of 1 month prior** to the commencement of your elective.

IMMUNISATION, SCREENING AND VACCINATION REQUIREMENTS

All students are required to comply with the ANU Medical School policy on infectious diseases and immunisation. Students will need to declare that they have read and understood the policy by completing the Screening and Vaccination Declaration Form (Appendix D).

In addition to the above, all students undertaking a placement in an ACT Health facility must provide documented evidence to verify that they have been tested or vaccinated for a range of diseases **at least 2 months prior** to their elective commencement date. This information is found in Appendix E which is sent with a placement offer letter.

INSURANCE

The ANU Medical School does not provide insurance for medical indemnity for elective students. Before commencement of your elective 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 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, Italy, Malta, the Netherlands, New Zealand, Norway, the Republic of Ireland, Sweden and the UK. This entitles you to limited subsidised health services for immediately necessary treatment while visiting Australia. It does not cover healthcare costs incurred en-route.

ACCOMMODATION

Accommodation may be available onsite at The Canberra Hospital but this cannot be guaranteed. The current rate for students is AUD\$20.00 per night, but this is subject to change without notice. The ANU Medical School Admissions Office will book the accommodation on your behalf. Please do not contact the hospital directly.

If on-site accommodation is not available, it is the sole responsibility of the student to organise alternate accommodation. If on-site accommodation is confirmed for your placement, your check-in date will be the Sunday before your commencement date and your check-out date will be the Saturday after you finish. If you would like to arrive earlier or stay later, please contact elective.medicalschool@anu.edu.au.

ACT PUBLIC HOLIDAYS 2018

Monday 1 January	New Year's Day
Friday 26 January	Australia Day
Monday 12 March	Canberra Day
Friday 30 March	Good Friday
Saturday 31 March	Easter Saturday
Sunday 1 April	Easter Sunday
Monday 2 April	Easter Monday
Wednesday 25 April	ANZAC Day
Monday 28 May	Reconciliation Day
Monday 11 June	Queen's Birthday
Monday 1 October	Labour Day
Tuesday 25 December	Christmas Day
Wednesday 26 December	Boxing Day

ACT PUBLIC HOLIDAYS 2019

Tuesday 1 January	New Year's Day
Saturday 26 January	Australia Day
Monday 28 January	Additional public holiday for Australia Day
Monday 11 March	Canberra Day
Friday 19 April	Good Friday
Saturday 20 April	Easter Saturday
Sunday 21 April	Easter Sunday
Monday 22 April	Easter Monday
Wednesday 25 April	ANZAC Day
Monday 27 May	Reconciliation Day
Monday 10 June	Queen's Birthday
Monday 7 October	Labour Day
Wednesday 25 December	Christmas Day
Thursday 26 December	Boxing Day

If your elective is due to commence on a public holiday Monday, your orientation and first day will be on the following Tuesday. This day will not be counted as an absence, but it will be up to the discretion of your supervisor if you make the hours up either over a weekend or in additional hours.

APPLICATION PROCESS

The Clinical Elective Application Booklet must be submitted **at least 6 months prior** to your expected placement commencement date. Please email high quality, clear, colour copies of original documents along with the completed application booklet to elective.medicalschool@anu.edu.au.

Your application must include the following:

- Incoming Clinical Elective Placement Application Form (Appendix A)
- Application Administration Fee Payment Form and receipt number (Appendix B)
- Prohibited Employment Declaration Form (Appendix C)
- Screening and Vaccination Declaration Form (Appendix D)
- Letter of Good Standing from your Faculty to confirm your status as a medical student in the last or penultimate year of studies and completion of 12 months clinical experience
- Your CV, clearly indicating a minimum of 12 months previous clinical experience
- Passport-size photo endorsed on the reverse by your Faculty representative
- Proof of English Language Proficiency (if applicable).

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

The below documentation must be submitted once you have received an offer letter:

- Criminal Record Check (Australian and home country) – **due 2 months prior to placement**
- Vaccination and Screening requirements (Appendix E) – **due 2 months prior to placement**
- Elective Placement Fee (if applicable) – **due 6 weeks prior to placement**
- Working With Vulnerable People Card – **due 1 month prior to placement**
- Proof of AUD\$20 million Medical Indemnity Insurance – **due 1 month prior to placement**

CONTACT DETAILS

Please send any supporting documentation to the ANU Medical School Admissions Office by email or by post.

Email: elective.medicalschool@anu.edu.au

Phone: (+61) 2 6125 6724

Mailing Address:

Electives Coordinator
ANU Medical School
The Australian National University
54 Mills Road
Acton ACT 2601
Australia

The Electives Coordinator will contact you via email once your application has been received.

Please note that **receipt of an application does not guarantee an offer of a placement.**