



Australian
National
University



Clinical Elective Placements Handbook

For Incoming Medical Students

ANU College of
Health and Medicine

The ANU Medical School offers the opportunity for final year or penultimate year non-ANU medical students, both nationally and internationally, to complete a clinical elective term with us.

This handbook is for non-ANU students of Medicine programs or degrees who want to complete a clinical placement at the Canberra Hospital in our state-of-the-art facilities. A medical student placement is any student in the clinical environment, whether as an observer or undertaking a formal elective placement.

The aim of this handbook is to outline the general information and requirements for undertaking a clinical 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 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 elective placements, the ANU Medical School will only accept applications from medical students who will be in their last or penultimate year at the time of the elective placement. 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 for the elective term.

Placement Availability

Applications must be received a **minimum of six months before** your 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 1 of the previous year
- For placements in April, May and June the deadline is October 1 of the previous year
- For placements in July, August and September the deadline is January 1 that year
- For placements in October, November and December the deadline is April 1 that year

Limited placements are available during December and January due to the Christmas/New Year shut down period. Some departments may allow elective students to commence a placement in December and return after the 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.

Each student is permitted to apply for one placement during their medical course. The minimum placement duration is 4 weeks and the maximum time offered for an elective placement is 8 weeks. If desired and your time permits, it may be possible to split an 8 week elective period and spend time attached to two different departments for 4 weeks each.

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

English Language Proficiency

Overseas students from non-English speaking countries are required to show proof of their English language proficiency 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.

Australian University Agreement

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 to allow placements to go ahead.

The following Universities have signed this agreement:

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

If your Australian University is not listed, you will not be permitted to complete a placement with ACT Health.

Available Departments in ACT Health Facilities

Requests will only be accepted for a department listed below.

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
Orthopaedic Surgery	Palliative Care
Plastic Surgery	Psychological Medicine
Radiation Oncology	Rehabilitation
Renal Medicine	Shock/Trauma
Thoracic Medicine	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 assigned placements first.

Insurance

The ANU Medical School does not provide insurance cover 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, the Republic of Ireland, Italy, Malta, the Netherlands, New Zealand, Norway, 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.

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 placement. 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 do not need a fingerprint 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 check. This is an additional requirement to the Criminal Record Check. You can apply for one [online](#). It can take up to 8 weeks for you to receive your card in the mail so please start this process at your earliest convenience. Please send a copy of the card via email to the ANU Medical School.

Please note: The card will not be sent to international addresses, so if you are an international student with no known Australian residential address, please send it directly to the ANU Medical School mailing address on Page 8.

Immunisation, Screening and Vaccination

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 clinical placement commencement date. This information is found in Appendix E which is sent out with a placement offer letter.

Accommodation

Accommodation may be available onsite at The Canberra Hospital but **this cannot be guaranteed**. The current rate for students is AUD\$35.00 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 you leave your 'Expected Address in Canberra' blank in the application booklet, we take that as indication that you would like to stay onsite at The Canberra Hospital and will send a request in your name to TCH Residences.

If onsite 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.

If onsite accommodation is not available, there are other accommodation options available in Canberra. Information will be provided to you if necessary.

International Student Visa

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, please contact the [Department of Immigration and Border Protection](#).

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.

Cost for Clinical Placements

All costs incurred are wholly the responsibility of the student. There is an AUD\$100.00 application fee payable by all students. To pay the application fee online, please click [here](#).

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

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

International students are also charged an **elective placement fee** for their placement. Placement periods of 4 weeks are charged an elective placement fee of AUD\$650.00 and placement periods of 5 – 8 weeks are charged an elective placement fee of AUD\$800.00.

The elective placement fee is not required to be paid upon application, however it must be paid a **minimum of 2 months prior** to the start of the placement. If you cancel your elective, 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/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.

ACT Public Holidays

If your elective placement is set 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.

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

Application Process

The Clinical Elective Application Booklet must be submitted **at least 6 months before** your expected placement dates. 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 – this is to confirm your status as a medical student in the last or penultimate year of studies (this is a separate requirement to the faculty approval section on the application form – both are required)
- A copy of your Curriculum Vitae
- 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 **at least 2 months before** your scheduled placement. More information about the following will be sent in an offer letter once a placement is confirmed.

- Criminal Record Check (please have certificate sent directly to the ANU Medical School)
- Working With Vulnerable People Card (please send a copy of your card via email or have it sent directly to the ANU Medical School)
- Vaccination, Immunisation and Screening requirements (Appendix E)
- Elective Placement Fee (if applicable)

Contact Information

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

Admissions Office
ANU Medical School
Australian National University
54 Mills Road
Acton ACT 2601
Australia

Email: elective.medicalschool@anu.edu.au

Phone: (+61) 2 6125 6724

The Admissions Office will contact you by email once your application has been received and is being processed.

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