

The ANU Medical School co-ordinates all medical student placement in ACT Public Hospitals (Canberra Hospital and Calvary Public Hospital). A medical student placement is any student in the clinical environment, whether they are observing or undertaking a formal elective or selective placement.

The ACT Health Student and Trainee Clinical Placement Policy cover any medical students entering a clinical environment. This policy includes requirements such as Criminal Record Checks and proof of vaccination/ immunisation.

Students should **not** contact doctors directly but if they do, they should be referred to the Electives Officer at the ANU Medical School. The contact email address is: medelective@anu.edu.au. Failure to do this will result in them not being given a placement as there is such a high demand for places and we need to be equitable.

The Elective/Selective Handbook can be found on the ANU Medical School website: <http://medicalschoo.anu.edu.au/programs-courses/clinical-electives> The Handbook outlines the requirements of a placement and the relevant application paperwork. ANU Medical School website <http://medicalschoo@anu.edu.au>

Applications for placements are required at least 6 months in advance with the following deadline:

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

Students are permitted one placement at an ACT Health Public Hospital with a minimum duration of 4 weeks and a maximum duration of 8 weeks. An 8 week placement can be split into 2 x 4 week placements with two different departments. Students must be in their **final or penultimate year** of medical school.

Elective placements need to commence on a Monday as an orientation session by the Electives Officer and obtaining a student photo ID and proximity card from Security is mandatory. Students also need to complete compulsory E-Learning modules in Fire and Emergency training; Child Protection level one; Manual Handling online course; Infection Prevention and Control and Occupational Medicine and Waste Management on Capabilities, on the orientation day.

Students at Australian Medical Schools are only permitted to attend placements at ACT Health public hospitals if their University has signed a Deed of Agreement and MBBS Schedule with ACT Health. Currently students from Melbourne University, Sydney University, University of Notre Dame, University of Queensland, University of Tasmania and the University of Western Australia are **NOT** permitted to undertake placements.

These Universities have all been contacted by ACT Health on a number of occasions, but have not or will not sign the Deed and/or Schedule. UNSW Deed expires in June 2015. Negotiations are currently underway for the renewal of this Deed and Schedule. Without this signed Deed and Schedule, students are not covered by their University's Public Liability and Medical Indemnity Insurance.