



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 January, February and March the deadline is August 1 the previous year
- For placements in April, May and June the deadline is October 1 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 maximum time offered for an elective placements is 8 weeks and the minimum placement duration is 4 weeks. If desired and your time permits, it may be possible to split the elective period and spend time attached to two different departments for four 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.

## 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 (incl. Sunway Campus)
- 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

## 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.

## Available Departments in ACT Health Facilities

Placements may be available in the following departments:

- Accident & Emergency
- Anaesthetics
- Cardiology
- Endocrinology
- Gastroenterology
- General Surgery
- Geriatrics and Aged Care
- Clinical Haematology
- Lab Haematology
- Immunology
- Intensive Care Unit
- Medical Assessment & Planning
- Medical Imaging/Radiology
- Medical Oncology
- Neonatology
- Neurology
- Neurosurgery
- Obstetrics & Gynaecology
- Orthopaedic Surgery
- Paediatrics and Paediatric Surgery
- Palliative Care
- Plastic Surgery
- Psychological Medicine
- Radiation Oncology
- Rehabilitation
- Renal Medicine
- Rheumatology
- Shock/Trauma
- Thoracic Medicine
- Thoracic Surgery

If your preferred department is not listed please contact the Admissions Office as we may be able to contact that department and seek their availability.

## 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: <http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>. The Type of Check you need is name check only. You do not need the fingerprint check.

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 7 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. The link below is to the relevant website: [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804/~/-/working-with-vulnerable-people-\(wwvp\)-registration](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/-/working-with-vulnerable-people-(wwvp)-registration).

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 7.

## 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 **at least 2 months prior** to their clinical placement commencement date, documented evidence to

verify that they have been tested or vaccinated for a range of diseases. This information can be found in Appendix E.

## 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 accommodation can only be booked by the ANU Medical School Admissions Office. 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.

## 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 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.

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

To pay the application fee by credit card, please use the link below:  
<http://onestop.anu.edu.au/html/OSSwebpayment/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 [elective.medicalschool@anu.edu.au](mailto:elective.medicalschool@anu.edu.au) or send a copy with your application.

Students from Australian and New Zealand Universities are only be required to pay the application fee.

International students are 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 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.

## Application Process

The below documentation must be submitted **at least 6 months before** your expected placement dates. Please email copies of original documents along with the completed application form to [elective.medicalschool@anu.edu.au](mailto:elective.medicalschool@anu.edu.au). Only high-quality colour copies will be accepted.

- Incoming Clinical Elective Placement Application Form (Appendix A)
- Application Administration Fee Payment Form (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.

- 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)

## Contact Information

Any applications or supporting documentation can be sent to:

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

Email: [elective.medicalschool@anu.edu.au](mailto: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 the **receipt of an application does not guarantee an offer of a placement.**

# INCOMING CLINICAL ELECTIVE PLACEMENT APPLICATION FORM

(Appendix A)

Copies of original documents must be received. Applications must be received **at least six months** before the proposed commencement date of your placement.

## Personal Details

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Expected Address in Canberra (if known): \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Contact Number: \_\_\_\_\_

## Clinical Elective Details

Please list the three preferred departments for your elective placement

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please indicate your preferred commencement date and duration of elective placement:

Commencement date: \_\_\_\_\_ Duration (weeks): \_\_\_\_\_

Please provide alternative dates (second preference):

Commencement date: \_\_\_\_\_ Duration (weeks): \_\_\_\_\_

If you are travelling with other students who have applied to the ANU Medical School, please list them below:

\_\_\_\_\_

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

### **Academic Details**

Current University: \_\_\_\_\_

Name of Medical Degree: \_\_\_\_\_ Length of degree (years): \_\_\_\_\_

Current year of study: \_\_\_\_\_ Expected Graduation (month and year): \_\_\_\_\_

### **Declaration**

- 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).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Faculty Approval** (to be completed by Dean or appropriate Delegate)

I confirm that (name of student) \_\_\_\_\_  
is a full time student in good standing at this university.

Name of University: \_\_\_\_\_

Address of University: \_\_\_\_\_

Name of Degree the student is pursuing: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title/Role: \_\_\_\_\_

Date: \_\_\_\_\_

*Official University Stamp*

# APPLICATION ADMINISTRATION FEE PAYMENT FORM

(Appendix B)

An **AUD\$100** Administration fee must be paid at the time of application. Your application will not be considered or processed until this fee has been paid. Please attach proof of payment with this application or email a receipt through once you receive it.

## Personal Details

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

## Payment Details (please tick)

I have paid the AUD\$100 admissions fee by credit card online using the link below

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

I have attached the receipt with my application and/or I will send a receipt via email once I receive it.

I have enclosed an international bank cheque/money order in Australian dollars drawn on an Australian bank and redeemable in Australia. The cheque is made out to the **ANU Medical School**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **PROHIBITED EMPLOYMENT DECLARATION**

## **Child Protection (Prohibited Employment) Act 1998**

(Appendix C)

With the exception of where an order, from the Industrial Relations Commission or the Administration 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
- Inwards 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 counselling 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 there're a 'prohibited person' 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 act 1998

I have read and understood the above information in relation to the child protection 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

## SCREENING AND VACCINATION DECLARATION FORM

(Appendix D)

As a Clinical Placement student at the ANU Medical School you are required to comply with the ANU Medical School Infectious Diseases and Immunisation Policy. This policy is available online at <https://policies.anu.edu.au>.

Please search by title for 'Infectious Diseases and Immunisation for students undertaking clinical placements in health facilities'.

### Personal Details and Declaration

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I am aware that I am required to comply with the ANU Medical School Infectious Diseases and Immunisation Policy for students undertaking Clinical Elective Placements in Health Facilities and have read the information available at <https://policies.anu.edu.au>

I am aware that additional screening and vaccination requirements (Appendix E) are mandatory before I can start my elective placement and I will provide this to the ANU Medical School **at least 2 months prior** to my placement commencement date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CLINICAL PLACEMENT SCREENING AND VACCINATION

(Appendix E)

All clinical placement medical students must provide documented evidence for their Screening and Vaccination **at least 2 months prior** to their clinical placement. This documentation can be sent via email, ensuring the scanned copies are of high quality. The documentation in Appendix E is summarised below:

- ACT Health Information Sheet 2: Checklist of Required Evidence of Protection (read only)
- ACT Health Information Sheet 3: Risks, Consequences of Exposure and Protective Measures (read only)
- ACT Health Form 1: Participation in Occupational Assessment, Screening and Vaccination
- ACT Health Form 3: Tuberculosis Assessment Tool
- Health Vaccination and Screening Card Instructions (read only)
- Health Vaccination and Screening Card
- ACT Health Student and Trainee Placement Acknowledgement Form
- Authorisation to release Police Check Status
- Authorisation to release Immunisation Status

If you have any questions in regards to the Vaccination and Screening requirements detailed in Appendix E please contact:

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