



Australian
National
University



INCOMING CLINICAL ELECTIVE PLACEMENT HANDBOOK

FOR NON-ANU MEDICAL STUDENTS

ANU College of
Health and Medicine

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

The incoming clinical elective placements are for non-ANU students enrolled in a recognised medical program at another institution. This handbook will outline the general information and requirements for undertaking a clinical elective placement at an ACT Health/Canberra Health Services facility. Please ensure you read all components of this handbook before applying. An elective is an opportunity to broaden a student's clinical experience and no formal academic credit or assessment will be given by the ANU Medical School.

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.**

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ELIGIBILITY CRITERIA

Incoming clinical elective placements are for non-ANU students who meet the following criteria:

- Must be currently enrolled in a recognised medical program and are in your final or penultimate year of study.
- If you are a student of a university outside of Australia, your educational institution must be recognised as a 'Section 1' institution, as defined by the Australian Department of Education, Skills and Employment, and your qualification must be equivalent to an Australian level degree, as defined by the Australian Qualifications Framework (AQF). If your home institution does not meet the AQF equivalency requirements, you will be ineligible to apply for a clinical elective placement. To check your eligibility, please contact elective.medicalschool@anu.edu.au. The \$100 administration fee is non-refundable so if in doubt regarding your institution's AQF equivalency we strongly recommend that you check your eligibility before submitting an application.
- You must have completed a minimum of 12 months' clinical experience by the time of placement commencement (not at the time of application). These clinical placements/rotations must be listed in your CV and should also be detailed in the letter from your home University. Please include all previous and upcoming placements specifying the location, start and end dates and the department of each placement.
- Non-ANU clinical elective students are required to meet the same English proficiency requirements as ANU medical students. (Please refer to information on page 5).

For students studying medicine at an Australian university, a current Deed of Agreement and a Medical Student Placement Schedule between ACT Health/Canberra Health Services 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.

ACT Health has a current Deed of Agreement with the following Australian universities:

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

Students studying medicine at an overseas university will be required to sign a Deed of Agreement directly with ACT Health/Canberra Health Services.

PLACEMENT AVAILABILITY & DURATION

Applications are processed on a first-come, first-served basis and if your preferences are not available for your placement dates, you will be offered alternatives. Non-ANU students are permitted to apply for a clinical elective placement with ACT Health/Canberra Health Services no more than once during their medical degree. This is due to the large volume of applications received and to ensure fairness to other applicants.

The availability of a clinical elective placement is dependent upon the preferred speciality area, the ANU academic calendar, and the staff capacity of the department chosen. Not all specialities are available throughout the year due to the ANU student clinical rotations who have priority over placements.

The duration of a clinical elective can be for between 4-8 weeks. Placements for shorter or longer durations are not permitted. There is the option to split an 8-week placement into two 4-week blocks and split time between two different departments. To be considered for a split placement, this needs to be indicated in your application.

AVAILABLE DEPARTMENTS

Placements may be available in the following departments:

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

FEES

Administration Fee

An administration fee of AU\$100 is payable by all applicants and is non-refundable, except where a fee waiver agreement exists between the student's institution and the Australian National University. **Applications will not be processed if this has not been paid.** The application fee can be paid online [here](#). Please include the receipt as proof of payment with your application booklet. All costs incurred are wholly the responsibility of the student.

Elective Placement Fee

An additional elective placement fee is charged to international students which must be paid a minimum of one month prior to starting a clinical elective placement.

- 4 week placement = AU\$650
- 5-8 week placement = AU\$800

If you cancel your placement, the elective placement fee may be refunded. However, students who do not cancel and do not notify the ANU Medical School, will forfeit all fees.

Please note that if you are an Australian citizen currently studying at an overseas institution, you are considered an international student for elective purposes and will be liable for the same elective placement fees applicable to international students. Likewise, if you are an international student currently studying at an Australian university, you will be considered a domestic student for elective purposes .

VISAS

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 about visa eligibility and types, please visit the Australian Government [Department of Home Affairs](#) or the Australian Embassy in your home country. The ANU Medical School is unable to act as a sponsor on your behalf and will not complete sponsorship forms for a Study Visa.

ENGLISH LANGUAGE PROFICIENCY

Non-ANU clinical elective students are required to meet the same English proficiency requirements as ANU medical students, as outlined in the policy on the [ANU website](#). Depending on your background, you may be required to sit an English language test. Students who are citizens of particular countries (including Australia) and who have undertaken study in English in particular countries may be exempt from sitting an English language test. Please refer to the list of 'Group A' countries and full criteria in the policy linked above.

To help us determine whether you meet the English proficiency requirements, the faculty recommendation letter within your application should indicate whether all teaching and assessment at your university is undertaken in English or another language.

APPLICATION PROCESS

All applications to complete a clinical elective must be received by email to elective.medicalschool@anu.edu.au. Students should not contact the hospital or doctors directly to arrange a placement. Applications must be received a **minimum six months prior** to your expected placement commencement date.

An application must include the following:

- A completed [Clinical Elective Placement Application Booklet](#)
- A current Curriculum Vitae (CV). This must include an outline of your previous and upcoming clinical experience. The department name/location and start/end dates should be specified for all clinical placements and rotations. Note, you must have completed a minimum of 12 months' clinical experience by the time of commencement (not necessarily at the time of application).
- A faculty letter of recommendation from your university which verifies your clinical experience and good standing in the medical program at that institution.
- A faculty representative from your university must sign and stamp the Faculty Approval section on page 3 of this application booklet in addition to providing the recommendation letter noted above.
- A high quality, scanned colour copy of your passport
- Proof of payment of the AUD\$100 administration fee
- Proof of English Language Proficiency (if applicable) which meets the standards of the [ANU Policy](#).

Send all application documents as high quality, colour copies via email to elective.medicalschool@anu.edu.au. If the original documents are not in English, they must be accompanied by a certified English translation.

The Admissions Office 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**.

SCREENING AND VACCINATION REQUIREMENTS

Once a placement is confirmed, you will receive a Screening and Vaccination booklet with detailed instructions regarding the requirements for compliance with the Canberra Hospital and Health Services [Occupational Assessment, Screening and Vaccination procedure](#). The below is an overview of the main requirements but is not an exhaustive list.

All screening and vaccination documentation is due 2 months prior to the placement commencement date.

Australian National Police Check & Home Country Police Check

You are required to submit an Australian National Police Check (NPC) from the Australian Federal Police (AFP) as well as from any country where you have been a resident for more than 6 months since the age of 18. Your NPC must be dated within six months of the commencement of your elective to ensure the most recent information is captured. For international students, please note an Australian NPC is required even if you have never visited Australia. Please visit the [AFP website](#) to apply for an Australian NPC. If your home country NPC is not in English, it must be accompanied by a certified English translation.

Screening and Vaccination Card

This form is part of the Screening and Vaccination Booklet that will be sent to you when you receive your elective offer letter. Your doctor must complete this form to verify that you have been tested and vaccinated for a range of diseases.

Working with Vulnerable People Card

All students must register and obtain an ACT Working with Vulnerable People (WWVP) card through [Access Canberra](#). If you are based outside of Canberra, the application process can be completed via post. 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. The WWVP card must be kept with you at all times while in a clinical environment. International students should request to have the card sent directly to the ANU Medical School Admissions Office and we will give the card to you on your first day of placement.

Insurance

While undertaking a clinical elective placement with ACT Health/Canberra Health Services you will not be a student of the Australian National University (ANU) and will not be covered by the ANU's insurance. Incoming elective students are wholly responsible for arranging their own personal accident insurance, professional indemnity insurance and public liability insurance.

If you are completing your medical degree at an Australian university, your institution's insurance may cover some of these requirements. If applicable, you will need to provide documentary evidence from your university confirming the details of the insurance coverage.

The ANU Medical School does not have a list of accepted insurers and cannot endorse or recommend a particular insurance provider. Acceptance of your insurance is at the discretion of the ACT Health Clinical Placements Office following assessment of the supplied documentation.

PRIVACY STATEMENT

The Australian National University is bound by the Privacy Act 1988 (Cth) and complies with the Australian Privacy Principles and ANU Privacy Policy when dealing with your personal information. You can contact us about your personal information at privacy@anu.edu.au to make a complaint or inquiry.

The ANU Medical School may disclose personal information provided in your application to the ACT Health Clinical Placements Office for the purpose of organising your clinical elective placement and with the Australian Health Practitioner Regulation Agency (AHPRA) for the purpose of registration with AHPRA.

CONTACT US

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

Email: elective.medicalschool@anu.edu.au

Phone: (+61) 2 6125 5605

Mailing Address:

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

The Admissions Office 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.**

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