INCOMING CLINICAL ELECTIVE PLACEMENT HANDBOOK

FOR NON-ANU MEDICAL STUDENTS

ANU College of
Health and Medicine
The ANU Medical School offers 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 clinical elective placements are for non-ANU students of medical programs 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. 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.

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.**
ELIGIBILITY CRITERIA

Clinical elective placements are for non-ANU students and must meet the following criteria:

- Must be currently enrolled in a medical program and are in your final or penultimate year of study.
- If you are a student of a university outside of Australia, your home institution and qualification must be equivalent to an Australian level degree through 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.
- You must have completed a minimum of 12 months’ clinical experience by the time of placement commencement, not at the time of application. These placements must be detailed in the letter from your home University and can also be listed in your CV. Please include all previous and upcoming placements specifying the location, start and end dates and the department of each placement.
- International students must meet the English Language Requirements outlined in ANU’s Policy.

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.

ACT Health has a current Deed of Agreement with the following 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

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. Each student is permitted to apply for one placement with the ANU Medical School during their medical degree.

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 placement split, this needs to be indicated in the application.
AVAILABLE DEPARTMENTS IN ACT HEALTH FACILITIES

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
- Radiation Oncology
- Renal Medicine
- Respiratory & Sleep Medicine
- Rheumatology
- Trauma Service

FEES

An application fee of AU$100 is payable by all students and is non-refundable. 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.

An elective placement fee is charged to international students which must be paid a minimum one month prior to starting your 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 overseas, you are considered an international student and will be liable for fees. Likewise, if you are an international student currently studying at an Australian university, you will be considered a domestic student.
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

International students are required to show proof of their English language proficiency with their clinical elective application. In line with the ANU’s Policy on English Language Requirements, international students can submit either valid IELTS, TOEFL or Cambridge CAE Advanced results to indicate their language proficiency. The faculty letter within your application should also 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)
- A faculty letter of recommendation from your university which also outlines your previous clinical experience of which you must have completed a minimum of 12 months’ at the time of commencement (not at time of application). This can be shown by specifying the location, start and end dates and the department of each placement. These details should also be provided in your CV.
- A scanned coloured copy of your passport
- Proof of payment of the AU$100 application 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

Australian National Police Check / Home Country Police Check
All students are required to submit an Australian National Police Check (NPC) from the Australian Federal Police (AFP) which must be dated within six months of the commencement of your elective. An Australian NPC is required even if you have never visited Australia. In addition to an Australian NPC, international students must also obtain a National Police Check for any country where you have been a resident or lived in for more than 6 months since the age of 18. Please visit the [AFP website](#) to apply for a National Police Check (a name check only is required).

**Due:** Two months before commencement.

Screening and Vaccination Booklet
When you receive a clinical elective offer, you will also be sent a screening and vaccination booklet which requires immunisation history and documented evidence to verify that you have been tested and vaccinated for a range of diseases. All students are required to comply with the ANU Medical School policy on infectious diseases and immunisation.

**Due:** Two months before commencement.

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.

This card must be kept on you at all times while in a clinical environment. Please request to have the card sent directly to the ANU Medical School Admissions Office and we will return your card on your first day of placement.

**Due:** One month before commencement.

Insurance
The ANU Medical School does not provide insurance for medical indemnity for elective students. Students need to provide evidence from your provider or university that you are covered by insurance for professional liability of AU$20 million, including medical malpractice, whilst completing your elective in Australia. Personal health insurance should be arranged before coming to Australia and is wholly the responsibility of the student.

**Due:** One month before commencement.
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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