



This policy details how the Melbourne Medical School manages the Elective Clinical Placement for students who commenced the Doctor of Medicine course from 2014 onwards.

#### SCOPE

This policy applies to the Elective Clinical Placements undertaken as part of the Doctor of Medicine course.

#### POLICY

The Elective Clinical Placement provides students with the opportunity to broaden their experience and knowledge in an area or areas of interest to them. Examples of how this may be achieved include:

- Examining in greater depth some aspect of medicine, either through supervised work on a project or by close contact in clinical activities with members of the teaching staff or other members of the profession
- Working in situations taking on greater responsibility in the care of patients than ordinarily applies in the Doctor of Medicine course
- Sampling the broad demands of medical practice in the community travelling away from the parent hospital to experience health care in the rural areas, interstate or overseas hospitals experiencing fields of possible future specialisation so as to facilitate later career choice.

The Elective Clinical Placement aims to further develop the following generic skills:

- Self reliance
- Diplomacy (as ambassadors of The University of Melbourne) and
- Interpersonal (interacting with patients and staff from different regions and backgrounds).

#### Academic coordinator of the Elective Clinical Placement

- Head, Department of Medical Education (Year 1)
- Director, Medical Student Education/Clinical Dean in the student's allocated clinical school (Years 2 – 4).

#### Course structure

The Elective Clinical Placement is a voluntary option of the Doctor of Medicine course.

Students may choose to undertake the Elective Clinical Placement of minimum one week duration prior to completion of the course. The Elective Clinical Placement cannot be undertaken during teaching periods. Periods of Leave of Absence during teaching periods will NOT be permitted for electives.

#### Pre-requisites

There are no prerequisites for the elective however it is recommended that electives are undertaken only after completion of Year 1 of the Doctor of Medicine course.

#### Duration

The minimum duration allowed for the Elective Clinical Placement is one week (i.e. five consecutive working days).

#### Organising the placement

Students are required to make their own arrangements for the Elective Clinical Placement. Students needing guidance on the placement should seek advice from the Director, Medical Student Education/Clinical Dean in their home Clinical School. The placement cannot be at the student's home Clinical School. Students are strongly encouraged to undertake a placement outside the University of Melbourne affiliated health services. An application for approval of elective form stipulating the duration of the placement, nature of the work, location, and proposed supervisor must be submitted to the Director of Medical Student Education/Clinical Dean (or Head of the Department of Medical Education for Year 1 students) for approval by the Melbourne Medical School at least six weeks prior to the proposed commencement date.

#### Preparation for the Elective Clinical Placement

Students undertaking the Elective Clinical Placement at a rural site will be required to complete a rural orientation prior to the commencement of the placement.

Students undertaking the Elective Clinical Placement in the area of Indigenous health will be required to complete cultural competency training prior to the commencement of the placement.

The rural orientation and cultural competency training is undertaken online by all students during Year 2 of the course.

Students undertaking the Elective Clinical Placement overseas should complete the online Pre-Departure quiz (covering health, safety and cultural issues) prior to their departure: <http://www.safetyabroad.unimelb.edu.au/>

### **Risk Assessment**

Students will be covered by The University of Melbourne insurance provided that:

- They are currently enrolled UoM students
- They are enrolled in subject MEDS90027 – Clinical Elective at the time of their placement, and have not yet completed their UoM coursework, and
- Their Elective Clinical Placement is undertaken with the prior knowledge and approval of the Melbourne Medical School.

Students undertaking the Elective Clinical Placement overseas must:

- Comply with the Student Travel and Transport Policy: <http://policy.unimelb.edu.au/MPF1209> and Student Travel and Transport Procedure: <http://policy.unimelb.edu.au/MPF1265> for independently-arranged, enrolment-related travel
- Complete a risk assessment in consultation with the Director, Medical Student Education
- Update their emergency contact information in the Student Portal

### **Assessment**

Students are required to submit the Elective Evaluation Form no later than one month after completion of the elective. Submission of the Elective Evaluation Form will enable the Department of Medical Education to apply a pass grade for the Clinical Elective subject. If, due to extenuating circumstances, students are no longer able to complete their planned elective after it has been approved and they have enrolled in the subject they must notify the Department of Medical Education immediately to avoid receiving a Fail grade on their academic transcript.

### **PROCEDURE**

The procedure for applying for the MD Elective Clinical Placement is as follows:

1. Student will complete an Application for Approval of Elective form together with required additional documentation.
2. Students in Years 2 – 4 are required to submit the application form and additional documentation to the Director, Medical Student Education/Clinical Dean for approval.

Students in Year 1 are required to submit the application form and additional documentation to the Department of Medical Education for approval.

3. Student will be advised by in writing of the outcome of their application and this information will be forwarded to the Department of Medical Education.
4. A student whose application has been accepted will be enrolled in the Clinical Elective Subject.
5. A student whose Elective Clinical Placement is overseas will be required to register their travel details via the Insurance Office Student Travel Registration form online at: <https://fpg.unimelb.edu.au/io/internal/students/std-travreg.html>  
They should also register their travel through the Melbourne Global Mobility website at: <http://www.mobility.unimelb.edu.au/outbound/programs/umos.html>

*Students who complete this registration will no longer be automatically considered be considered for a Melbourne Global Scholars award. In order to be considered for a Melbourne Global Scholars Award (of up to \$1000) a separate application is required via the Melbourne Mobility Awards page: <https://scholarships.unimelb.edu.au/awards/melbourne-mobility-awards>*

6. At the completion of the elective, students are required to submit proof of attendance from the site of the elective (to be submitted no later than one month after completion of the elective).

Further information

For further information on the application and approval process of the elective placement, students should contact the professional staff in their clinical school.