



This document details how the Melbourne Medical School manages applications to enrol in MEDS90027 and undertake an approved Elective Clinical placement for Doctor of Medicine students undertaking placements in the teaching break between November 2024 and February 2025.

GUIDELINES

Elective clinical placements provide 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 an 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
- Sampling the broad demands of medical practice in the community through travelling away from their parent hospital to experience health care in the rural areas, interstate or overseas hospitals, experiencing fields of possible future specialisation.

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

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

Duration

Students enrolled in the Doctor of Medicine course may apply to undertake Elective Clinical Placements of a minimum of 1 week's duration (i.e. minimum of five consecutive days) and a maximum of 4 weeks duration during the teaching break between the 2024 and 2025 academic years.

Elective Clinical Placements cannot be undertaken during teaching periods. Periods of Leave of Absence during teaching periods will NOT be permitted for electives.

Attendance at any approved elective will not be an accepted reason for re-scheduling supplementary or additional assessment.

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 their home Clinical School. An application for approval of the elective stipulating the duration of the placement, nature of the work, location, risk assessment and proposed supervisor must be submitted via the Elective Clinical Placement application form on Sonia for approval by the Melbourne Medical School **at least eight weeks** prior to the proposed commencement date.

Placement Approval

Once an application has been received via the Sonia application form, the Department of Medical Education will arrange for a risk-assessment of the proposed placement host and location.

Once the risk-assessment has been completed and the placement assessed as suitable, the Department of Medical Education will contact the placement host to request signing of a clinical placement agreement.

If the agreement cannot be signed for any reason, the student will be notified that their proposed placement is not approved and that should they wish to proceed with the placement without the approval of the Medical School:

- they will not be covered by The University of Melbourne Medical Malpractice, Professional Indemnity and Travel Insurance policies and therefore will need to confirm with their placement host as to whether the placement host

has adequate and appropriate coverage extended to them and/or they will need to arrange this for themselves with a private provider.

- they will not be enrolled in the MEDS90027 subject and the elective will not be listed on their academic transcript.
- the University of Melbourne will not be able to provide or sign documents to indicate completion of the elective.

As the Elective Clinical Placement is entirely optional, placements at locations with a DFAT Travel Advisory of Level 3 (Reconsider your need to travel) and Level 4 (Do not travel) are considered an avoidable and unacceptable risk and will not be approved by the Melbourne Medical School under any circumstances.

Clinical Placement Agreements

Clinical placement agreements between the Melbourne Medical School and host institution must be in place for all approved placements in order to satisfy legislative and regulatory requirements.

Where a student submits a complete Elective Clinical Placement application for a placement at a host site where an agreement does not already exist, the Department of Medical Education will contact the host within 2 weeks of receiving the student's application to request signing of an agreement and the host will be given 2 weeks to respond to the request.

Under no circumstances are students permitted to contact the host provider with regard to the placement agreement – this process is managed strictly between the Department of Medical Education and the host provider.

Assessment

Students undertaking an approved elective are required to submit the [Elective Assessment Report](#) via Canvas no later than one month after completion of the elective. Submission of the Assessment Report 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.

SUMMARY OF PROCEDURE

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

1. Student will submit an Elective Clinical Placement application form on Sonia together with required supporting documentation.

As part of their supporting documentation, students in Years 2–4 will be required to submit evidence of endorsement of the placement by their Clinical School's Director of Medical Student Education with their Sonia application. Students in Year 1 will be required to submit evidence of endorsement of the placement by the Year 1 coordinator with their Sonia application.

2. Upon receipt of a complete Elective Clinical Placement application form, the Melbourne Medical School will conduct a risk assessment and contact the host to request signing of a Placement Agreement (where a current agreement does not already exist).
3. Once an agreement is in place, the student will be notified that their proposed placement is approved and they will be enrolled in the Clinical Elective subject – MEDS90027.
4. If a Placement Agreement cannot be obtained, the student will be notified that their placement is not approved.
6. At the completion of an approved elective, students will be required to submit the Elective Assessment Form via Canvas (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.