



Mercy Hospital for Women

Medical Elective Program Information Guide

Please read the following information carefully before applying for an elective placement

The Medical Elective Program at the Mercy Hospital for Women is administered by the Department of Obstetrics and Gynaecology (University of Melbourne) based at the Mercy Hospital for Women.

All elective enquiries must be directed to the Elective Coordinator. Please do not contact the hospital clinicians or staff directly.

The Elective Coordinator can be contacted at mhw-electives@unimelb.edu.au

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Mercy Hospital for Women Medical Elective Program

Who can apply for a medical elective?

Medical students can apply for an elective at the Mercy Hospital for Women. Applicants should be in their final or penultimate year at the time that they will be completing their elective (not necessarily at the time of application). Applicants must have already completed their Women's Health or Obstetrics and Gynaecology term (as well as neonatology and anaesthetics if applicable) at their medical school before commencing their elective placement. Evidence of this may be requested.

If you have graduated and are already a doctor you are NOT eligible for this program. Please contact the Medical Board of Australia or the Postgraduate Medical Council of Victoria for information about pathways for International Medical Graduates.

What dates are available for elective placements?

Elective placements are available between the end of October and mid-January. The precise dates are dependent on the academic dates for the University of Melbourne and when University of Melbourne medical students are on placement at the Mercy Hospital for Women. We regret that we are unable to offer placements outside of this period, but we must prioritise the clinical placements of University of Melbourne Medical students during the academic year.

When can I apply?

Applications open in February and close in June for the year that you are applying. Precise dates will be published on the website. If accepted, you will be notified within 6 weeks.

How many weeks are available for an elective placement?

In general, elective placements are for a minimum of 4 weeks and a maximum of 6 weeks. Shorter periods can be negotiated with the Elective Coordinator on a case-by-case basis, but no shorter than 2 weeks of placement. Longer periods will not be considered. The placement weeks are consecutive and cannot be completed in separate allotments.

How much does an elective placement cost?

An application fee of \$AUD 100 will apply but will be deducted from the placement fees should you be successful in your application and proceed with your placement. The elective placement costs \$AUD 100 per week of placement. All elective placement payments are non-refundable. Payments contribute to administration fees as well as running costs to arrange your placement.

When will I hear if I have been successful?

If your application is accepted, you will be notified within 6 weeks. You will receive a formal letter of offer via email which you must respond to for successful completion of the offer.

Will you help me with a visa if one is required?

The University of Melbourne, Department of Obstetrics and Gynaecology and the Mercy Hospital for Women cannot provide information to international students regarding the type of visa you may require. You will not be an enrolled student and we do not sponsor any visa applications. You will be a visitor to this hospital and be observing and shadowing clinicians.

Do you provide accommodation?

Accommodation is not provided at the Mercy Hospital for Women and we are unable to assist you with accommodation during your placement. Casual accommodation is sometimes available at The University of Melbourne and will need to be arranged directly through the University by the individual. Further information can be found here:

<https://study.unimelb.edu.au/accommodation>

What types of clinical placements are available?

The Mercy Hospital for Women is a specialist hospital providing obstetrics and gynaecology care for women and newborn services. We can therefore only offer placements in the areas of obstetrics and gynaecology and neonatology. ***If you wish to apply for an elective in neonatal paediatrics, please contact the Elective Coordinator to discuss this option specifically.***

You will be a visitor to this hospital and be observing and shadowing clinicians. General medical and surgical clinical placements are NOT offered at the Mercy Hospital for Women. A list of other University of Melbourne affiliated hospitals that offer these disciplines is available here: <http://medicine.unimelb.edu.au/study/clinical-electives>

A clinical elective placement will involve integration into the activities of the unit(s) you are assigned to as deemed appropriate by the head of each unit. Generally, this would mean “shadowing” of the resident/registrar, attendance of unit activities (ward rounds, outpatient clinics, unit and education meetings). Placements in the emergency department, operating theatre, birth suite and NICU may also be included if appropriate. This ***DOES NOT*** include individual tutorials or integration into the University of Melbourne medical student teaching program. There may be opportunities to attend some teaching sessions, Grand Rounds or other hospital teaching.

What assessment of my placement is provided?

At this hospital, we will provide assessment of attendance and professionalism only. We are unable to complete assessments of your clinical skills and medical competencies due to the large number of our own students, trainees and visiting elective students on placement at any one time.

A certificate of completion can be provided upon request. This letter will include your name and the dates of your placement and that your attendance was either satisfactory or unsatisfactory.

How do I apply for an elective?

Ensure you have read this document carefully, and have understood all sections and meet all requirements. All applications MUST be written in English.

Email the following documents as PDF attachments *ONLY (not photos of documents)*.

- Application form
- Immunisation declaration (TB test and Flu vaccine proof can be sent at a later date)
- Letter from your University stating that you are in your last or second last year of your medical degree or will be at the time of your intended elective placement
- Resume or Curriculum Vitae (CV)
- Certified ID photo (JPEG file) (or passport/ID card/licence)
- Assessment form or evaluation form that your university requires to be signed off at the completion of your elective placement

You may send a proficiency of English (IELTS or TOEFL) document if you wish.

DO NOT SEND ANY ADDITIONAL DOCUMENTS UNLESS REQUESTED

If my Application is accepted what happens next?

You will receive a letter of offer and details on how to pay the placements fees. You must accept the letter of offer and pay within 28 days of the letter being sent to confirm your place.

When you make your payment, we also receive an automated receipt. You will receive a confirmation letter and an email confirming the payment and detailing additional documents required prior to commencing your elective.

What additional documents are required?

All insurance, vaccination and police check documents are required THREE months prior to commencing your elective.

YOU CANNOT COMMENCE YOUR ELECTIVE WITHOUT THESE DOCUMENTS

All students undertaking study in a clinical environment are required to:

- have undergone a recent National Police Record Check, and
- be immunised against particular infectious diseases.

The process for satisfying these requirements is outlined below.

Insurance

Personal Medical Insurance that covers you in the event of sickness, accident or medical emergency. **Professional Medical Indemnity Insurance** (\$10 million AUD per occurrence). All overseas and interstate elective students are required to provide evidence of indemnity cover for the elective period. This coverage can be provided by your University, or an alternative insurance organisation, however please note the coverage must amount to AUD \$10 million per occurrence for professional indemnity insurance. In Australia, **MIPS** offer medical indemnity cover to medical students from Australia and overseas.

Vaccinations

TB test is a *mandatory requirement* for a placement at this hospital. You will need proof of either Mantoux or Quantiferon done within 12 months of your elective commencement date. A chest xray is not acceptable. If you happen to be TB positive, then you will need a letter from your doctor stating that you are not infectious. **Flu and COVID19 vaccination** is also required to be done within 12 months of your elective commencement date.

Police Check

A police criminals record check is required. Given these elective placements are in a hospital, we have a duty of care to protect and not place at unreasonable risk its patients. Therefore, we must ensure the suitability of each prospective student application prior to offering an elective placement. Applicants must therefore contact the relevant local police force to obtain a current, authorised police record report (a “police check”) on themselves for forwarding in confidence to us.

Professional behaviour

As medical elective students you are expected to be polite and respectful to the hospital, university and clinical school staff as well as patients, their relatives and hospital visitors. You should exercise great care in the material you post on social media about your private life and your hospital experiences. At no time should material be posted which could adversely affect your patients, their relatives, your teachers or the clinical school staff.

Please note: Mobile phones should be switched off or on silent whilst you are on your placement. Calls should only be answered during breaks.

What clothes should I wear to my elective?

You are expected to be well groomed and professional in appearance at all times. Trainers/gym shoes and jeans are not acceptable. Sandals and open toed shoes are not acceptable on the wards. Males are expected to wear a shirt with a collar, though no tie is required. Females are expected to wear modest clothing. Short skirts, low cut tops and bare midriffs are not appropriate.

Your official hospital ID badge must be displayed prominently at all times so that your status as a student is clear. Please do not bring a white coat. Theatre scrubs can only be worn within designated areas and are provided by the hospital where required.

Personal protective equipment on placement

The Mercy Hospital for Women will provide you with appropriate personal protective equipment (PPE) and arrange for you to undergo fit-testing for P2/N95 masks.

Am I eligible for a student discount for public transport?

You will be an elective student, not an enrolled student, and therefore not eligible for a student concession. For travel in Melbourne, you will need to purchase a [Myki](#) card which allows you travel on trains, buses and trams in the metropolitan area.