

Royal Women's Hospital Medical Elective Program Information Guide

Please read the following information carefully before applying for elective placement

The Medical Elective Program at [Royal Women's Hospital](#) is administered by the University of Melbourne, Department of Obstetrics and Gynaecology based at The Royal Women's Hospital.

ALL elective enquiries must be directed to the Elective Coordinator. Please **DO NOT** contact hospital clinicians or staff directly. Please contact the Elective Coordinator at rwh-electives@unimelb.edu.au

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Who can apply for a medical elective?

Medical students can apply for an elective at [The Royal Women's Hospital](#). Applicants are required to be in their final year or second last year at the time they will be doing their elective placement. Applicants **MUST HAVE ALREADY COMPLETED** their women's health or obstetrics and gynaecology term (and neonatology or anaesthetics if applicable) by the time of their placement at their medical school and provide proof of this on applying.

If you have graduated and are already a doctor, then 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 placement?

Elective placements are **ONLY** offered during the period of mid-November to December each year. The exact start date varies slightly depending on exam times and academic dates for University of Melbourne. We regret that we can **ONLY** accept elective students during this period and **WILL NOT** consider applications for any other time of the year.

When can I apply?

Applications can only be accepted from February to April of the year you wish to apply for placement. If your application is accepted you will be notified within 4-6 weeks via a formal letter of offer which you must respond to for completion of the offer.

How many weeks are available for an elective placement?

The overall total duration of an elective placement will be a minimum of 4 weeks and a maximum of 6 weeks. We cannot accommodate placements of less than 4 weeks or more than 6 weeks.

How much does an elective placement cost?

The elective placement costs \$AUD 100 per week. **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 of the closing date for applications, approximately May. You will receive a formal letter of offer via email which you **must** respond to for successful completion of the offer.

We routinely receive a large number of emails and requests for elective placements at this hospital so this process is essential to manage all requests. Please respect our processes and be patient.

Applications can only be accepted from February to April of the year you wish to apply for placement.

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

The University of Melbourne, Department of Obstetrics and Gynaecology and The Royal Women's Hospital **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 Royal Women's Hospital 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](#).

What types of clinical placements are available?

The Royal Women's Hospital 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 Ms Debbie Cations – Debbie.Cations@thewomens.org.au***

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 Royal Women's Hospital. For a list of other University of Melbourne affiliated hospitals that offer these disciplines please [click here](#).

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 elective 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 with details of how to pay. **You must accept the letter of offer and pay within 28 days of the letter being sent.**

When you make 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 (insurance, vaccinations etc.)?

All insurance, vaccination and police and working with children's 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
- ☐ hold a valid Working with Children Check for the relevant state/territory, 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 COVID 19 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.

Working with Children's Check

Melbourne is in the state of Victoria so all Victorian legal requirements for those on clinical placements must be met. In Victoria the law requires people who engage or intend to engage in child-related work, either paid or voluntary, to apply for a Working with Children (WWC) Check. If your application is successful we will forward appropriate details and online links to apply for a WWWC if you do not already have one.

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?

Dress code

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 Royal Women's Hospital 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 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. For more details on travelling around Melbourne on public transport [click here](#).