

This policy details how the Melbourne Medical School manages the elective clinical placement of students who commenced the Doctor of Medicine course in 2011 - 2013.

SCOPE

This policy applies to the clinical elective placements undertaken as part of the Doctor of Medicine course. Note: Students who wish to undertake clinical placements in addition to the requirements of the MD course are not covered by University public liability insurance, personal accident or professional indemnity and medical malpractice insurance.

POLICY

The elective clinical placement provides students the opportunity to widen 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 placement aims to further develop the following generic skills:

- self reliance,
- diplomacy (as ambassadors of The University of Melbourne), and
- interpersonal (interacting with patients from different backgrounds).

Coordinator of the elective placement

Director, Medical Student Education/Clinical Dean in each Clinical School.

Course structure

Students are required to undertake minimum four week elective placement at any non-teaching period between the end of Year 2 and prior to the end of Year 4 in the Doctor of Medicine course.

Pre-requisites

Students are required to have successfully completed Year 2 prior to undertaking the elective.

Special requirements

The Director of Medical Student Education/Clinical Dean will make the final decision/recommendation in relation to a student's choice. Students who have been identified as 'at risk', (i.e. performance in any clinical subject is less than 60 percent or less than 60 percent on any clinical hurdle) or who fail a rotation within a subject, or have taken a leave of absence during clinical years of the course, may be required to undertake a mandated elective placement in General Medicine and Surgery at their allocated Clinical School as recommended by the Director of Medical Student Education/Clinical Dean.

Duration

A clinical placement is normally approved for a minimum of a four week period. In some instances, blocks of two weeks or more may be considered.

Organising the placement

Students are required to make their own arrangements for the elective placement. Students needing guidance on the placement should seek advice from the Director, Medical Student Education/Clinical Dean in their 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. A proposal 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 for approval by the Melbourne Medical School at least six weeks prior to the proposed commencement date.

Preparation for Elective Placement

- Students undertaking the elective placement at a rural site will be required to complete a rural orientation prior to the commencement of the placement. The rural orientation is planned for Year 2 as part of the Intersession 2 program.
- Students undertaking the elective placement in the area of indigenous health will be required to complete cultural competency training prior to the commencement of the placement. The cultural competency training is planned for Year 2 as part of the Intersession 2 program.

Risk Assessment

The risk assessment policy is currently under review. Students will be covered by The University of Melbourne insurance provided that:

- They are currently enrolled UoM students
- Who have not yet completed their UoM coursework, and
- Their proposed activities are to be undertaken with the PRIOR knowledge and approval of their UoM School/Department.

Assessment

Students are required to submit a Student Evaluation Report within four weeks of the completion date of the placement. The Supervisor Elective Assessment Report is to be submitted by the supervisor within four weeks of the completion date of the placement. The Director of Medical Student Education/Clinical Dean at each clinical school will assess the submitted reports from both the student and supervisor. The elective is graded pass/fail.

PROCEDURE

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

1. Students will complete an Application for Approval of Elective form together with required additional documentation.
2. Students are required to submit the application form and additional documentation to the Director, Medical Student Education/Clinical Dean for approval.
3. Students will be advised in writing of the outcome of their application.
4. At the completion of the elective, students are required to complete a Student Evaluation Report and submit to their Clinical School office no later than four weeks after completion of the elective placement.

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.