

# The Royal Children's Hospital (RCH)

## MEDICAL STUDENT ELECTIVE PROGRAM

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

The Medical Student Elective Program at The Royal Children's Hospital is administered by The University of Melbourne, Department of Paediatrics. All elective enquiries are to be directed to the Elective Coordinator at [rch.elective@rch.org.au](mailto:rch.elective@rch.org.au) Please **DO NOT** contact RCH clinicians directly.

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## Who can apply for a clinical medical elective?

Medical undergraduates can apply for a clinical elective at the Royal Children's Hospital. Applicants are required to be in their final year of study at the time of their elective placement.

***Medical students must have completed the paediatric component of their medical degree prior to undertaking an elective placement at RCH.***

If you have graduated and are a doctor, you are not eligible for this program.

## When can I apply?

**Applications for elective placements in 2019 will be open 1st March – 30<sup>th</sup> April 2018.**

**Please note that applications for elective placements in 2018 are closed and all placements have been filled.**

## How many weeks are available for an elective?

Electives are available for a maximum of 4 (FOUR) weeks only.

## How much does an elective cost?

\$AUD 800.00 for a 4 week placement.

All elective payments are non-refundable

## Will you help me with a visa?

The University of Melbourne, Department of Paediatrics cannot provide information to international students regarding the type of visa required. You will not be enrolled as a student and we do not sponsor any visa applications. You will be a visitor to this hospital, observing and shadowing clinicians.

Students are required to ensure that they have the correct visa. In most cases a visitor's visa will be sufficient. For information regarding a visa, please contact the [Australian Department of Immigration](#) Please ensure your visa covers the entire duration of your stay in Australia.

**Elective payments will not be refunded if you are unable to obtain a visa.**

## Do you provide accommodation?

Accommodation is not provided at The Royal Children's Hospital.

Casual accommodation is sometimes available at [The University of Melbourne](#). Other options include: [Youth Hostels Association Australia](#) or [Airbnb](#)  
Suburbs close to RCH: Parkville, North Melbourne, West Melbourne, Brunswick and Carlton.

## When are clinical elective placements available?

Clinical elective placements are ONLY available **February to mid-August** and **mid-October to December**. We are unable to offer placements outside these times.

## What types of clinical elective placements are available?

Clinical elective placements are available in specialty paediatric medical & surgical units. Limited places are also available in: Anaesthetics, PICU, Psychiatry and Medical Imaging.

**There are no elective placements available in General medicine of the Emergency Department.**

## What elective experience can I expect?

A clinical elective placement will involve integration into the activities of the Unit (as deemed appropriate by the Head of each Unit) usually “shadowing” the resident/registrar.

You will:

- Gain an understanding of paediatric medicine.
- Be given the opportunity to interact (under supervision) with patients whilst on ward rounds and outpatient clinics or other clinical settings
- Clerk patients using the electronic medical system under supervision.
- Attend clinical meetings and appreciate communication skills required for interdisciplinary team function.

This does **NOT** include individual tutorials or integration into the University of Melbourne medical student teaching program.

We are unable to provide a timetable prior to your elective commencement date. Your hosting department will advise you on your first day which activities you will be able to participate in.

## How do I apply for an elective?

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

- Elective Application Form
- Curriculum vitae

Email PDF attachments to [rch.elective@rch.org.au](mailto:rch.elective@rch.org.au) within the specified application acceptance timeframe.

**Applications for elective placements in 2019 will open 1st March – 30<sup>th</sup> April 2018**

## When will I hear if I have been successful?

Please allow a minimum of EIGHT WEEKS from the application closing date for your application to be reviewed. We routinely receive an extraordinary large number of applications for clinical elective placements at this hospital.

## If my application is successful what happens next?

Successful applicants will be notified after a minimum of eight weeks and we will forward a *Letter of Offer* to you. **Please note:** your preferred discipline cannot be confirmed at this time.

## What documentation do I need to provide?

If you wish to accept the Offer, you will then need to provide the following documents:

- **A police check** (from your country of residence) that is dated no longer than 3 months prior to your elective commencement date.
- **A letter of reference** from your medical school, *stating that you are a medical student and that you will be in your final year at the time of the elective*
- **A document of evidence of cover for Public Liability, Professional Indemnity/Medical and Health Malpractice and Personal Medical and Accident Insurance.** Your Medical School should be able to provide you with this. This must be an original document printed on the school letterhead. Please note that if you accept this elective you will NOT be an enrolled student of this University, and you will therefore not be covered by University of Melbourne's insurance.
- **An Australian Working With Children Check (WWCC)**  
The WWCC is an assessment of a person's suitability to work or volunteer with children. It involves an examination of relevant criminal offences and disciplinary findings across a person's lifetime.  
An Australian WWCC is mandatory for elective students at The Royal Children's Hospital. Elective students are classified as volunteers - this does not attract a fee. For further information:  
<http://www.justice.vic.gov.au/workingwithchildren/utility/home/>
- **Hand Hygiene certificate** - an on-line learning package under "Essential Paperwork" section of student orientation:  
[http://www.rch.org.au/studentorientation/2\\_preparing\\_for\\_placement/Preparing\\_for\\_placement/](http://www.rch.org.au/studentorientation/2_preparing_for_placement/Preparing_for_placement/)
- **Privacy & Confidentiality form** under "Essential Paperwork" section of student orientation:  
[http://www.rch.org.au/studentorientation/2\\_preparing\\_for\\_placement/Preparing\\_for\\_placement/](http://www.rch.org.au/studentorientation/2_preparing_for_placement/Preparing_for_placement/)
- **Emergency Contact form** under "Essential Paperwork" section of student orientation:  
[http://www.rch.org.au/studentorientation/2\\_preparing\\_for\\_placement/Preparing\\_for\\_placement/](http://www.rch.org.au/studentorientation/2_preparing_for_placement/Preparing_for_placement/)
- **Payment of the administration fee of AUD800** must be made up to *6 weeks prior* to your commencement. Payment is made via the University of Melbourne on-line payment system at <http://www.justice.vic.gov.au/workingwithchildren/utility/home/>

All documentation, (apart from the WWCC if you are an overseas medical student) must be received up to 6 weeks prior to your commencement

*You do not need to provide this documentation until you are accepting the formal Offer*

## What insurance and vaccination do I need to have?

### Insurance

Visiting elective students are not enrolled students of The University of Melbourne and are not covered by The University of Melbourne's insurance.

#### **Public Liability and Professional Medical Indemnity Insurance**

All elective students are required to provide evidence of public liability and indemnity cover for the elective period. This coverage can be provided by your University, or an alternative insurance organization. In Australia, [MIPS](#) offer medical indemnity cover to medical students from Australia and overseas.

**Personal Medical and Accident Insurance** that covers you in the event of sickness, accident or medical emergency.

### Vaccinations

The following vaccinations are Highly Recommended to be completed by all students prior to the commencement of a clinical elective placement at The Royal Children's Hospital:

#### **Diphtheria, Pertussis, Tetanus**

Has been administered an adult dose of dTpa vaccine within the past 10 years.

#### **Hepatitis A**

Has received positive test results for total hepatitis A antibodies or anti-HAV IgG.

*Note: Immunity to hepatitis A is recommended for all healthcare students but is typically required for nursing students only.*

#### **Hepatitis B**

Has been serologically tested within the past 12 months and shown to be free from infection with hepatitis B; and has been administered a full course of hepatitis B vaccine and been shown to have Anti-HBs greater than or equal to 10mIU/mL through serological testing.

#### **Measles**

Has serological evidence that indicates immunity to measles (positive IgG).

#### **Mumps**

Has serological evidence that indicates immunity to mumps (positive IgG).

#### **Poliomyelitis**

Has been administered a full course of poliomyelitis vaccine.

#### **Rubella**

Has serological evidence that indicates immunity to rubella (positive IgG).

#### **Tuberculosis**

Has been screened by tuberculin (Mantoux) skin testing or QuantiFERON Gold blood testing within the past 12 months and shown to be free from infection with tuberculosis.

#### **Varicella**

Has serological evidence that indicates immunity to varicella (positive IgG) or (if protective antibody levels are not demonstrated) has been administered two doses of varicella vaccine.

## What should I wear?

### *Dress code*

Students are expected to be well groomed and professional in appearance at all times. Jeans, low cut tops, bare midriff and low cut pants are not acceptable. Trainers/gym shoes and open toed shoes are not acceptable on the wards.

White coats are not required. Theatre scrubs will be provided by the hospital where required and can only be worn within designated areas.

Your official hospital ID badge must be displayed prominently at all times so that your status as a student is clear.

### *Professional Behaviour*

Professional boundaries are integral to the relationship between those working in the caring professions and patients, clients, families or carers.

Maintaining professional boundaries / relationships with patients who have lengthy, ongoing or frequent episodes of care can be particularly challenging in healthcare organisations like The Royal Children's Hospital (RCH) which is committed to patient and family-centred care.

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.

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## Elective placements at other University of Melbourne affiliated hospitals

For a list of other University of Melbourne affiliated hospitals that offer electives please [Click here](#)

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## Research Placements

Medical students seeking research placements at The Royal Children's Campus must apply through the relevant Murdoch Childrens Research Institute Group and RCH clinical department.

Please contact the applicable Research Group Leader directly via email. Details can be found at [www.mcri.edu.au](http://www.mcri.edu.au) under Research- Themes & Groups.

If you require further information, please contact the MCRI Student Administrator

Student Administrator  
Murdoch Childrens Research Institute  
Royal Children's Hospital  
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Australia

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