WELCOME

Dear student

The Elective rotation (MEDI4016) is an exciting opportunity in the final year of the MBBS program to explore an aspect of clinical medicine that is of special interest to you.

In many cases, students use the Year 4 Elective as a chance to gain experience outside South-East Queensland. Students undertake placements all over Australia, and in recent years, students have completed elective placements on every continent across the globe. With approval, students may also use the elective as an opportunity to become involved in clinical research.

I encourage you to use the Elective as an opportunity to enhance your personal learning outcomes in preparation for clinical practice. We expect you to treat the Year 4 Elective as a full-time work experience opportunity.

This guide provides background information about the purpose and organisation of the Elective. This guide should be used in conjunction with the MEDI4016 Electronic Course Profile (ECP). Assessment requirements for the Elective rotation are specified in the ECP.

For further information relating to the Elective, please contact the Student Elective Coordinator on electives@som.uq.edu.au.

Best wishes

Associate Professor David G. Hewett
MBBS MSc PhD FRACP
Head of Phase 2 MBBS Program
School of Medicine
The University of Queensland
Australia
Phone +61 7 3346 4885
Fax +61 7 3365 5433
Email electives@som.uq.edu.au
INTRODUCTION

The MEDI4016 Elective is an eight-week rotation that is a compulsory requirement of Year 4 of the MBBS program. Students are able to undertake the Elective as one eight-week block or two four-week blocks during the university semester timetable. The elective must be eight weeks in length and cannot be shortened by working longer hours and/or weekends.

The School of Medicine believes that all students need contact with real patients to realise an effective medical education therefore some areas of Queensland Health hospitals (particularly in the south east corner) will not be available for elective placements, as these are reserved for students in the other rotations e.g. general medicine. Please check with the Student Coordinator at the hospital to which you wish to go and ensure you are not encroaching on placements set aside for Year 3 or 4 students on core rotations.

Placement courses such as MEDI4016 provide students with invaluable practical experience in the application of theoretical concepts and knowledge, and are generally designed to enable students to practice the skills of the profession in a real-life setting. Placements occur in an authentic work environment, and usually at an organisation external to the University.

PRECEPTOR INVOLVEMENT WITH THE ELECTIVES

Potential Preceptors may be approached by students directly or by a member of the School of Medicine on behalf of a student. Preceptors must be clinicians who agree to act as a Preceptor for a medical student for up to eight weeks. Students should discuss with the Preceptor/s the prospective placement and develop learning objectives relevant to that specific area of medicine.

If you would like to undertake a research elective, this will need to be approved by the Head of Phase 2. Please contact the Electives Coordinator with a one page summary of your proposed project and learning objectives for approval prior to your elective. If students would like to undertake a placement within the Allied Health area they must be attached to a trained medical clinician.

Please remember this is a work experience placement and therefore you should not receive payment. Please note any payment received by the student will negate the indemnity cover provided by the university.

The Preceptor may also be a mentor to the student. It is expected that the student will learn attitudes and professionalism from observing the Preceptor and discussing future potential clinical and personal issues. Much has been achieved with this model in medical education.

The student is expected to negotiate with the Preceptor regarding patient contact. As this is an elective these are guidelines and not rules that must be followed. The schedule for undertaking this time should be discussed and agreed to by the Preceptor and Student. The School recognises that there may be times and circumstances where a student will not be able to participate in some areas, and for this reason the flexibility has deliberately been left for individual decisions.

DEVELOPING LEARNING OBJECTIVES FOR THE ELECTIVE

The Elective will vary greatly depending on the area of expertise of the Preceptor. It is intended the Elective will expose the student to medical and scientific practice as well as be an opportunity for formal learning.

Because of the diverse areas of medicine from which students can choose to undertake the Elective it is difficult for the School to set Learning Objectives. Students are required to determine Learning Objectives for their Elective placement. Students will complete an online module in Blackboard that will guide them through defining and setting appropriate learning objectives. This module is compulsory. Students will use their self determined Learning Objectives as a guide in their Elective. They are expected to discuss their Learning Objectives with their Preceptor and adjust if necessary. These Learning Objectives will be what the student will expect to achieve during the Elective.

Learning experiences in a clinical Elective could include, but would not be limited to:

- Clinical judgement/problem solving
- Ongoing patient management
- Interaction with patients/relatives/staff and their roles with a sick patient
- Becoming familiar with the local health care system and understanding its benefits and limitations, particularly in relation to equity of access for individuals and subgroups within the placement community

Learning experiences in a research Elective could include, but would not be limited to:

- Research Knowledge and Problem Solving
- Research Skills, Clinical Reasoning and Differential Diagnosis
- Ethical Considerations in Research
- Becoming familiar with the research environment and understanding its benefits and limitations
EXPECTATIONS OF STUDENTS DURING THE ELECTIVE ROTATION

During the Elective, you will be an ambassador for the School of Medicine of The University of Queensland. Preceptors, their clinical and scientific colleagues, their patients and members of the general public will judge The University of Queensland and our Medical School by your conduct and demeanour during this placement. Students are expected to behave in an appropriate and professional manner. Students who receive unsatisfactory

It is expected that students will select a placement in an area that they consider they may have a genuine interest in or where they would like to improve their skills for a particular specialty.

Clinical Settings
If you are undertaking your Clinical Elective in hospitals, scientific or other institutions, you will take your place as a junior member of the team of a busy professional world. Hospitals, private practices, medical clinics and scientific institutions all have their own in-house rules relating to dress, courtesy, and other standards. There is the potential opportunity also of serving with paramedics and ambulance officers of the Queensland Ambulance Service. Special rules for dress may apply under such circumstances.

A conservative style of dress and demeanour is appropriate for the Elective. We would wish you to shine by your enthusiasm, and by your input into the clinical and professional life of your Preceptor. Your Preceptor will guide you in this context.

Relationship with nursing, ambulance officers, paramedics and other professional staff
In the clinical setting, you should briefly pay respects, daily, to the Clinical Nurse Consultant in charge of any ward in which you may be working. Similarly, many private practices have Practice Managers who act as co-ordinators for busy interdisciplinary clinical administrative teams. Part of your training and experience in this Elective will be to see oneself in perspective and take the first steps towards correct personal inter-relationships with all other health professionals. Medicine is traditionally a conservative discipline. It is inappropriate to use first name terms unless and until the more senior members of your team ask you so to do.

Relationships with patients
Most patients will enjoy having you as part of their extended health team. Many of you will be going into practices which do not normally have medical students present. Be sensitive to the fact that occasionally your Preceptor may ask you to excuse yourself in certain situations where an individual patient (whether in the public health sector or in a private clinic) is under stress, or if such patients wish for a special one-to-one consultation. The privacy, modesty and dignity of patients are paramount, above all else. Never examine patients of the opposite sex alone. Seek the presence of a nurse, a receptionist or another party, independent of the patient, when you are about to undertake such a clinical examination. Wash your hands before and after examining every patient.

Confidentiality
During the Clinical Elective Program, you will come into possession of highly confidential clinical information about patients; and come into contact with unpublished scientific data, which is the intellectual property of your Preceptors and their teams. Never discuss the details of any patient, or even that you have seen an individual patient, by name, with anyone not entitled to such information. Never discuss patient’s details with other professional health colleagues, in places (such as lifts or corridors) where there are third parties present. Clinic records, hospital records, and (in many cases) scientific records in scientific institutions are confidential documents and must not be copied or divulged in any way. Access to these records is a privilege granted to you by your Preceptor. Such is one of the great privileges of medicine and of this Elective Program.

Attendance
It is expected that students will undertake the Elective in a fulltime capacity, for the 8 week duration. Students must discuss and agree with the preceptor regarding the schedule.

PLACEMENT ORGANISATION

Students intending to undertake an Elective placement in a non-UQ setting must comply with the MBBS Guidelines regarding eligibility requirements. https://www.som.uq.edu.au/mc/mbbs-guide.aspx

Students are responsible for making all their own arrangements including accommodation, travel and confirming if any administration fees are to be paid for the placement. Before travelling to elective placement locations, students must ensure that all arrangements for the placements have been finalised and they have a clear understanding of what costs will be incurred by them during the placement. The School does not offer financial support for travel/accommodation for elective placements.

Students must have received confirmation from the preceptor or administrator at their prospective placement that they can be placed. If these procedures are not followed you may be refused a place on arrival.
Organising your elective placement

1. Register your elective placement online via the Elective Approval Form.
2. Ensure you have included all contact details for yourself and your preceptor.
3. Placements must be approved at least one month prior to the commencement date.
4. Following approval you will receive an email notifying that your placement is approved.
5. The elective rotation can only be completed during the normal university timetable and cannot be undertaken in stages or during rotation breaks or holiday periods.

Queensland

For all placements students will be responsible for making all their own arrangements including accommodation, travel and confirming if any administration fees are to be paid for the placement. As previously indicated some clinical settings in Queensland will be out-of-bounds due to constraints on numbers and allocated rotation students getting first preference.

Interstate

Students wishing to go interstate for an elective placement will be responsible for making all their own arrangements including accommodation, travel and administration fees. Each hospital usually has an Electives Co-ordinator and this person should be contacted and all arrangements for the placement made through them. If you apply to a hospital and they indicate they can accept you but don’t know which department you will be attached to, the learning objectives should be discussed with the Preceptor just prior to or at the commencement of the placement. You should still submit the registration with the name of a contact person and address details.

Overseas

Arrangements for overseas placements must be formally made by the student to the Co-ordinator of the hospital or group of hospitals to which you wish to attend. Students should ensure they are aware of any charges (accommodation, administration, etc) that may be incurred while on the placement. The contact name of either the Co-ordinator or if known the supervising doctor, full contact details must be submitted to the School Office by the registration date. If you are having difficulties providing this information you should contact the Electives Coordinator and discuss it with her.

ASSESSMENT

The formal assessment for the Elective will be graded as a Pass or Fail. Detailed information about the assessment requirements is available in the Electronic Course Profile. To pass the elective, students must:

1. Receive “satisfactory” or “exemplary” on the Clinical Participation Assessment from their Preceptor/s;
2. Submit the Elective Placement Report via Turnitin by the due date, and receive a satisfactory grade;
3. Complete the “Setting Learning Objectives” online module;
4. Submit the “Record of Self-Determined Learning Objectives” in week 1 and week 8 of the placement.

Students who do not meet all of the above requirements will fail the Elective.

The Clinical Participation Assessment must be submitted by the preceptor (by fax, email or hard copy). The Project Report must be submitted via Turnitin – see Blackboard. Students completing a research Elective must use the Research Participation Assessment form. Research placement students are also required to submit the project report and complete the learning objectives online module.

SICKNESS, DISASTERS AND ACCIDENTS

Should a student, through no fault of their own, be unable to undertake the Elective Program satisfactorily, the School of Medicine Electives Coordinator is able to assist with arranging a replacement or substitute Elective.

If a student becomes ill or in the event of an accident, they should first contact the Preceptor to advise them they will be absent. The student is expected to inform the Electives Coordinator regarding issues of this nature.

If, through no fault of their own, a student is unable to commence the Elective, they must contact the Electives Coordinator without delay, who will assist them to complete a replacement Elective. If other issues need to be discussed please contact the School of Medicine.

If a student experiences any problems during the Elective, including illness or accident, they must contact their preceptor in the first instance, and then the Electives Coordinator at the School of Medicine Office on +61 7 3346 4885 or by email to electives@som.uq.edu.au immediately.
OVERSEAS ELECTIVES - A NOTE ON SAFETY

For every Elective, potential safety and legal issues need to be considered. If you are planning to undertake your MED14016 Elective overseas, you need be aware of issues relating to your personal protection, safety and security. Students should ensure they have contact with someone in Australia or someone who can notify the School in the event of an emergency. All students should be aware before they leave Australia of the laws and regulations of the country to which they are travelling.

The University takes its 'Duty of Care' responsibilities very seriously. As part of their request for approval to travel, students are required to reference the Department of Foreign Affairs and Trade (DFAT) website to ascertain whether any warning levels exist for any country they intend to visit, either for their elective placement or for a stopover as part of the coverage under the policy.

If either of the two highest warning levels exist at any time prior to departure, students are required to seek additional approval to depart from firstly, the Head of School and then the Deputy Vice-Chancellor (International and Development).

If after departure the DFAT warning level changes to the highest level of 'Do Not Travel', students are to contact ACE Assistance (www.aceassistance.com) on the emergency number +61 2 8907 5995 (reverse charge call from anywhere in the world) and advise that you are covered under The University of Queensland Student Travel Insurance Policy number 01PPS29201. A copy of this policy is available from the FBS website if required.

You will need to discuss whether you should evacuate the country. It is recognised it may be difficult in remote areas to obtain internet connection, however if a traveller fears for their safety, for example as a result of civil unrest, they should immediately contact ACE Assistance for guidance.

In addition to the above, the Student Travel Insurance Policy specifically excludes travel to several countries; it also excludes cover for travel to your home country. For up to date information regarding excluded countries please refer to the insurance office website http://www.fbs.uq.edu.au.

Each student's approval for elective is assessed on a case-by-case basis. Listed below are some of the considerations SOM takes into account in deciding on approving a placement:

1. UQ travel insurance policy guidelines;
2. If you have arranged the placement with an organisation or other body that has experience in student medical placements;
3. If SOM and UQ have a relationship with the hospital or organisation or if students have been placed previously to the hospital and or the region you are travelling.

INSURANCE INFORMATION

All enrolled students are protected by the University of Queensland Medical Indemnity Insurance whilst they are on approved elective placements. Please contact the electives coordinator if you require a medical indemnity certificate.

All enrolled University of Queensland students are also covered by the university's travel insurance policy. This policy is for those students who choose to go overseas for their placement. It provides travel insurance coverage for students whilst on elective placement and for 5 days of ‘private travel’. Please contact the insurance office if you would like to extend your travel insurance to cover all of your personal travel time insurance@fbs.uq.edu.au at least two (2) weeks prior to travel commencing.

Medical and evacuation coverage is excluded if the traveller is going to their home country.

As with all insurance documents you will need to refer to the certificate of insurance for particulars pertaining to the coverage. More information is available through the insurance office website http://www.fbs.uq.edu.au/index.html?page=78403&pid=0

Students may also want to consider taking out their own travel insurance and ensuring they are a member of one of the medical defence organisations.

PLEASE NOTE: The School of Medicine reserves the right to withdraw at short notice any approval given for a student elective placement to an area or country that in the opinion of the School may jeopardise the wellbeing or life of the student. In these circumstances the School will assist in finding the students an alternative placement in Brisbane or elsewhere.

The School will not give approval to undertake electives to countries presently involved in conflict. Policies on placements outside of Australia may change throughout the year and at short notice.
IMMUNISATIONS

Students must ensure they have all necessary immunisation and can provide proof, if requested, of such to the hospital they are to attend. The UQ Health Service (http://www.uq.edu.au/healthservice/) may be able to assist with information on travel medicine.

Ensure that you acquaint yourself with the full immunisation program needed for travelling overseas and in particular for the country to which you are travelling. Immunisation protection may require your first injection up to two months prior to leaving Australia.

If you are travelling overseas, it would be wise to consult an expert in travel medicine. This can be done through the Student Health Service at the University of Queensland (St Lucia); or there are several private practice travel clinics available in Brisbane. The Student Health Service has extensive experience in advice about overseas travel. The contact telephone number for appointments is +61 7 3365 6210 and the address is Gordon Greenwood Building (Building 32), Union Road, University of Queensland, St Lucia, 4072. The Student Health Service can provide Yellow Fever vaccinations but cannot provide Mantoux testing with BCG immunisation. The TB control centre at the Princess Alexandra Hospital, phone +61 7 3896 3963 or email qtbcc@health.qld.gov.au, can provide the BCG vaccination free of charge.

NEEDLE STICK INJURIES AND BODY FLUID EXPOSURE.

Students undertaking electives in regions or countries where there is no immediate access to anti-viral prophylactic drug therapy must take with them a “Starter Pack” of two anti-viral drugs. These are supplied on prescription, after counselling, by Queensland Health. Students are required to purchase an individual starter pack, at their own expense. Students should get a referral from Student Health Services (http://www.uq.edu.au/healthservice/) or a GP. Alternatively you may book an appointment with www.thetraveldoctor.com.au.

EMERGENCY CONTACTS

Associate Professor David Hewett  
Head of Phase 2  
School of Medicine  
Herston Rd, Herston QLD 4006  
E headof3and4mbbs@uq.edu.au

Electives Coordinator  
School of Medicine  
Mayne Medical School  
Herston Rd, Herston QLD 4006  
T +61 7 3346 4885  
F +61 7 3365 5433  
E electives@som.uq.edu.au

University Security  
T +61 7 3365 3333

ACE Insurance  
T +61 2 8907 5995

Lifeline  
(24 hour counselling)  
T 13 11 14