YEAR 1 ELECTIVE STUDENT GUIDE

SCHOOL OF MEDICINE
MAYNE MEDICAL SCHOOL
THE UNIVERSITY OF QUEENSLAND
Dear Students,

One of the outstanding features of the MBBS at The University of Queensland is the first year elective program. In this elective you are given the opportunity to have clinical exposure in a health facility of your own choosing. The clinical setting can be located in Australia or overseas and it is likely that more than half of your cohort will travel to an overseas facility, many in developing countries. The elective in the first year enhances the School of Medicine’s vision to be Australia’s Global Medical School.

One of the highlights of the year is to hear the Year 2 students tell stories about their experiences on the Year 1 elective. Many of you will be taken out of your comfort zone and the vast majority will respond positively. This elective is mainly an “observership” so don’t expect too much of yourselves. Please ensure that your preceptor knows that you are a first year medical student.

The assessment in this course is not onerous but it is important. To complete the course, you are expected to reflect on your experiences by submitting an elective feedback form. We also expect you to think about the patients you see in terms of the “global burden of disease”.

Please read this booklet for details of the course requirements. I sincerely hope that most of you will return for your Year 2 studies refreshed and even more motivated to pursue a medical career.

Philip Towers
Deputy Head, MBBS/MD
1. OVERVIEW
The Year 1 elective provides students with a first-hand early career exposure to the role of a clinician in a medical environment and as such is an exciting and valuable part of your Program. The Elective also provides an opportunity for formal learning, although the style and format of this will vary greatly depending on your own individual preference. During your elective placement you will work with a licenced practitioner, to undertake self-directed learning and reflect on the personal aspects of being a doctor in a world in which medical knowledge and communication skills are all essential components of the doctor’s persona.

The Elective will provide an initial encounter with the one on one (apprenticeship) style of teaching adopted in the Core Clinical Rotations in Phase 2 of the MBBS Program. Students will be expected to develop and practise skills that enable them to take advantage of the learning opportunities that this type of setting can provide. It is important that students avoid the role of the 'medical tourist' during this term, and instead use the patient as a stimulus for further learning.

The major aim of the Elective is to provide students with a deep and diverse experience in a clinical practice. Specifically, the goals are to enable the student to:
• develop an appreciation of the diversity of medical experiences, in particular the practice of medicine in other geographical or social environments,
• learn in depth one particular aspect of medical practice. This could include skills (e.g. procedural skills during attachment to an anaesthetist), attitudes (e.g. racism in the community during attachment to an Indigenous Peoples health group) or specific knowledge,
• consolidate communication and clinical examination skills learned during the Foundations of Medical Practice,
• enhance understanding of basic and clinical sciences by verifying the clinical relevance of the curriculum covered during the Foundations of Medical Practice,
• develop skills in self-directed learning:
• observe the substantial influences and stresses that the practice of medicine has on the doctor. Students should reflect on this from their own personal viewpoint during their Elective placement.
• learn professionalism and attitudes from observing the doctor at work and discussing life as a clinician.

2. ELECTIVE REQUIREMENTS
The Year 1 Elective is a compulsory requirement of the MBBS Program. Students are required to complete their elective placement between the completion of Year 1 and the commencement of Year 2 of the MBBS Program. While it is intended that the Year 1 Elective is undertaken in a clinical setting, in exceptional circumstances placement may be approved in a research or allied health field. Successful completion of the year 1 Elective is necessary before you can proceed to Year 2.

The elective placement must be at least 4 weeks in length; it cannot be shortened by working longer hours per day and/or weekends. Some areas of medicine may find a 4 week block too long. For example, General Practitioners often find that four weeks impacts too heavily on their patient load but are more than happy to have a student for a two-week placement. With this in mind you may, undertake either a 4 week block or two 2 week blocks. When completing a split elective placement (2 two-week blocks) you may take a holiday/break in between the two placements.

For Ochsner students, the Year 1 Elective placement must be of at least 8 week duration. As with the requirements of the general cohort the placement cannot be shortened by working longer hours per day and/or weekends. The placement may be split into two 4 week blocks to accommodate the requirements of the placement site, in which case students may take a holiday/break in between the two placements blocks.

3. LEARNING OBJECTIVES
You are required to develop and set your own Basic Learning Objectives for your elective placement. You should discuss these with your Preceptor/s prior to commencing the placement. In some areas you may not get to meet all objectives however you should attempt to achieve as many as possible during your placement. You should aim to:
1. Gain experience in history taking and other areas
2. Observe simple medical/scientific/allied health techniques and their efficacy
3. Gain experience in clinical or other examination techniques and be able to recognise basic clinical signs
4. Establish effective communication techniques and understand the importance of communication with patients and their families and the impact of illness on them
5. Realise the importance of working cooperatively with other health professionals including staff in allied health fields and their role/s within the health system

4. PLANNING YOUR ELECTIVE
You should think about where you would like to undertake the elective and in what area of medicine. Before making
any plans assess if the placement is appropriate to your current level of study. If you are going overseas ask the question “Are the arrangements and associated expenses within your means?” The School of Medicine does not provide any financial assistance for Elective placements.

Students are responsible for their own travel and accommodation arrangements and expenses. Please be aware that a number of hospitals outside of Queensland charge an administration fee. This fee may not be refundable if you are unable to take up the placement at the appointed time.

Students may undertake the Year 1 Elective placement, in Queensland, other Australian states or overseas. Any Elective that encourages learning and provides a degree of clinical mentorship is suitable. Practices emphasising medicine in a variety of geographical or social environments will be encouraged especially those in rural areas. All Elective placements must be approved by the School of Medicine.

When you have your plans sorted you should make contact with your potential Preceptor to discuss the placement and the logistics of your starting and attendance times. You need to obtain written confirmation of your acceptance placement, including acknowledgement from the hospital/preceptor that they have accepted you during the specified period before registering your placement. This written confirmation must be either an official signed letter (with letterhead) or a screenshot of a formal email from the preceptor.

If the host institution requires you to provide to a UQ confirmation of enrolment/confirmation of studies please contact The Student Centre at the JD Story Building at St Lucia (3365 2600). Allow at least three working days for the letter to be completed. Carissa Gray can arrange this for Ipswich students (c.gray2@uq.edu.au). If you are required to provide proof of insurance, please visit the UQ Insurance Website.

If you are required to provide a letter of good standing please contact the Electives Officer via email, electives@som.uq.edu.au. Please allow at least 10 workings days for this letter to be completed.

Applications for the Year 1 Elective close on the 1st October 2014. Therefore, you must plan to make contact with your potential Preceptor and have registered your online elective application for approval no later than COB 1st October 2014.

The sooner you apply for your elective placement, the sooner it can be reviewed. If you need to make travel or accommodation arrangements you are advised to register your placement request as soon as possible during the registration period.

Students are responsible for organising their own elective by the due date.

4.1 Queensland Placements
Students wishing to complete their elective placements in UQ teaching hospitals must contact the School of Medicine Student Coordinators in the relevant Clinical School who will facilitate the appropriate contacts for you. All other placements in Queensland may be applied for directly by the student.

PLEASE NOTE
Placements will not be available to Year 1 students in Emergency Departments in some Brisbane Hospitals including the Royal Brisbane and Women’s Hospital, the Royal Children’s Hospital, Princess Alexandra Hospital, Mater Private Hospital, Greenslopes Private Hospital, The Prince Charles Hospital and Ipswich Hospital.

4.2 Interstate Placements
Students choosing an interstate elective placement will be responsible for making all their own arrangements including accommodation. Each hospital usually has a Student Co-ordinator and this person must be contacted and all arrangements for the placement made through him or her. If you apply to an interstate hospital and they indicate they can accept you but don’t know which department you will be attached to, you must ensure you have confirmed your elective by the due date with the name of the person you have made the arrangements through as the contact.

You must ensure that the host hospital Student Co-ordinator (if available) is aware of your placement and any accommodation or administration requirements have been fulfilled. If these procedures are not followed you may be refused a place on arrival. Please be aware that for some interstate placements you may be required to pay an administration fee. Some states require Criminal Record Checks or other checks (i.e. working with children) to be done prior to offering a place. It is your responsibility to provide these such checks. Please refer to the hospital you have applied to for information regarding where to obtain your police check.

4.3 Overseas Placements
Arrangements for overseas placements must be formally made by the student to the Co-ordinator (or appropriate
contact person) of the hospital/clinic or group of hospitals 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 name of the supervising doctor and full contact details must be included in your online elective application.

Personal safety and security is paramount whether travelling or working at home or overseas. Students must ensure they have all necessary immunisations and can provide proof, if requested, of such to the hospital/clinic they are to attend. The Student Health Service at St Lucia, or travel medicine clinics will be able to assist with information on travel medicine and immunisation.

If you are an Australian citizen please register your travel plans with [http://smartraveller.gov.au/](http://smartraveller.gov.au/).

Applications to undertake elective placement in countries or areas with a DFAT warning of category 3 (reconsider your need to travel) or category 4 (do not travel) will not be approved without approval from the Deputy Vice Chancellor International. Application for placement in countries or areas bordering such countries may also be declined at the discretion of the School of Medicine and require application to the VC.

**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 endeavour to allocate the student to a similar placement elsewhere or the student will be allocated to a placement in Brisbane.

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

### 4.4 Registering your Elective Placement

All online applications must be completed by close of business on the 1st October 2014. Registration for the Elective is via the Online Elective Application Form which can be found on Blackboard and in the MBBS Guide under Information for Phase 1. You must complete/attach all required components of the online form. You will not be able to proceed to the next section until you have completed all requirements. Approval for placements will be sent via email. This is the only confirmation you will receive.

### 5. ASSESSMENT

The Year 1 Elective is an assessable component of the MBBS Program. Assessment Forms **must be completed and returned by the due date**. The Elective Feedback form and Preceptor Assessment Form will need to be submitted via Blackboard. You should ensure your Preceptor completes the forms before you depart from your placement. **Do not leave the forms for the Preceptor to return to the School of Medicine, it is your responsibility to make sure the forms are returned to the School of Medicine.** Please keep a copy for your own records. If you complete a split elective, you must submit an Elective Feedback form and Preceptor Assessment Form for each placement.

The formal assessment for the Elective will be Pass/Fail.

Formal assessment will be based on:

- Attendance. This will vary from placement to placement but a guide is a minimum of 20 hours per week
- Submission by the due date of the preceptor assessment form completed by your Preceptor/s.
- Submission by the due date of the elective feedback form.

Students who fail to provide such reports by the due dates, may be excluded from commencing Year 2 of the Program until all reports have been received by the School of Medicine. Students who fail to meet the set deadlines may also be called for interview by the Director, MBBS. Ignorance of the due dates or the reporting process will not be considered an acceptable excuse for failure to meet the requirements of this course.

### 6. ADDITIONAL INFORMATION

If you are planning to undertake your Year 1 Elective overseas, there are several important issues concerning protection and safety. For every Elective, potential safety and legal issues need to be considered.

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

It is desirable that students travelling overseas consult a travel medical expert. It is essential that they do so before travelling to a developing country. This can be done through the Student Health Service at the University of Queensland (St Lucia campus). The Student Health Service has extensive experience in advice about overseas travel. The contact telephone number for appointments is (07) 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.

Alternatively there are several private practice travel clinics available in Brisbane.

2. If you are going to a malarious area it is absolutely imperative that:
   (a) You receive advice about the appropriate prophylaxis, especially if you are travelling to or working in a Chloroquine-resistant area. Currently, Doxycycline (100 mg/day) will protect you against Chloroquine-resistant strains in all countries of the world; but some 5% of individuals have unacceptable side-effects from this regimen. Experienced medical advice is imperative in this context.
   (b) If you have experienced high risk exposure you may need a curative course of Primaquine and/or Chloroquine and/or Quinine, on your return to Australia. This in turn requires prior genetic testing for G6PD deficiency. Prior professional advice before travelling or working in a malarious region is essential.

3. Some parts of Central Africa, Papua New Guinea, and the Middle East are currently dangerous for travel and for work. Assaults and murders, involving medical students and doctors have occurred in a number of countries around the world.

4. Road trauma and interpersonal violence are very significant risks to travellers in many overseas countries. Medical students from this University have died from disease and been gravely injured on elective placements. The need for prudent behaviour, personal safety and security is crucially important.

5. In many overseas clinical centres students will be exposed to TB. Students planning to work in such circumstances must have Mantoux testing, with BCG vaccination if negative, before leaving.

**Needle Stick Injuries and Body Fluid Exposure – Risk of HIV, Hepatitis and other Blood Borne Viruses**

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 personal starter pack, the cost of which is approximately $171. Approval will not be given for clinical apprenticeships in circumstances where anti-viral therapy is not available under emergency circumstances, unless a pre-elective counselling session has been attended and a starter pack has been purchased.

Students should get a referral from Student Health Services or a GP. Referral fax number for the RCH Travel Vaccination clinic is 3636 7811; call 3636 7000 to make an appointment. Alternatively you may book an appointment with Dr Deb Mill [www.thetraveldoctor.com.au](http://www.thetraveldoctor.com.au)

**Sickness, Disasters and Unsatisfactory Performance**

If through no fault of your own, you are unable to undertake or complete the elective placement satisfactorily, you should make immediate contact with the Student Elective Officer, at the School of Medicine phone: +61 7 3346 4885 or email electives@som.uq.edu.au and assistance will be available to manage the immediate problem and arrangements will be made for a substitute placement.

**Ambassadors for the University of Queensland, School of Medicine**

During the weeks of your elective placement you will be an ambassador of the School of Medicine of The University of Queensland. Preceptors, their clinical and scientific colleagues, patients and members of the general public will judge The University of Queensland and our Medical School by your bearing and demeanour during this placement.

**Clinical Settings**

If you are undertaking your elective placement in a hospital, scientific or other institution, you will take your place as a junior member of the medical 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.

Only a conservative style of dress and demeanour is appropriate. We would wish you to shine by your enthusiasm, and by your input into the clinical and professional life of your Preceptor, rather than by your sense of fashion. Your Preceptor will guide you in this context.

**Relationships with Nurses, Ambulance Officers, Paramedic 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 during this placement will be to see yourself 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, ever 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 your elective placement 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 patients’ details with other health professionals, even if they are involved in the case, in public 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.

*Most important if you have any problems or feel you would like some advice please contact the School as soon as possible.*

**Dress code for medical students**

*WHENEVER WITHIN THE HOSPITAL GROUNDS STUDENTS MUST BE NEATLY DRESSED, INCLUDING ADEQUATE FOOTWEAR. CLEAN WHITE COATS MAY BE REQUIRED. YOUR ID CARD SHOWING YOUR NAME AND YEAR OF PROGRAM MUST BE WORN AT ALL TIMES WHILST IN THE HOSPITAL.*

ENTRY TO THE HOSPITAL WILL BE DENIED TO STUDENTS WHO DO NOT MEET THESE REQUIREMENTS.

*Remember that these rules are there to acknowledge the rights of sick patients to feel secure in a professional environment where you have the privilege to learn from their problems.*

Clothes should be neat and clean at all times.

*White Coats for all students and ties for males may be required at the clinical areas of hospitals. This will be at the discretion of the hospital to which you are attached.*

**Male students**

Long pants with business style shirt or shorts with shoes and long socks.

**Female students**

Female students should be suitably attired to handle patients in various care situations.

*No short skirts, low-cut tops, bare midriffs*

Shoes with a comfortable heel height and either fully closed or sandal style with a heel strap must be worn at all times whilst in hospital grounds. Thongs are not acceptable. Long pants or medium/long skirts with full shirts are allowed.

**All students**

Ensure that long hair is firmly secured when examining patients.

Items of jewellery should be simple and unobtrusive.

**Cardinal Rules**

- No smoking in the hospital grounds
- No alcohol in the hospital grounds
- No excessive noise
- Do not congregate in the passageways or other areas where ward traffic may be obstructed

You must not be paid for your service during your elective placement. Whilst on the elective placement, you are covered (with some restrictions) by The University of Queensland indemnity policy, however this becomes void if you are paid for any component of the placement.
Bursaries/Scholarships
A small number of bursaries/scholarships are available for the elective placement. Some will be area specific and others will be available to assist with travel, etc. For example there are up to 6 Rotary scholarships (Rotary Club of Toowong) available by competitive application in certain developing countries. Further information about scholarships will be provided later in the year via email.

EMERGENCY CONTACTS

1) Emergency number of country you are in (i.e. ‘000’ equivalent)

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2) **ACE Assistance** (UQ Travel Insurance)
   Telephone: +61 2 8907 5995 (reverse charge call from anywhere in the world)
   Advise that you are covered under The University of Queensland Student Travel Insurance Policy number 01PP529201. A copy of this policy is available on the FBS website.

3) Electives Officer (during office hours)
   Telephone: +61 7 3346 4885 or email electives@som.uq.edu.au

4) University of Queensland Security (after office hours)
   Telephone: +61 3365 3333

   Please research and print this before you leave

6) 24-hour Consular Emergency Centre:
   Australia (local call cost) 1300 555 135
   Overseas +61 2 6261 3305

7) Lifeline 24 hour counseling
   Telephone: 13 11 14