

UNDERGRADUATE MEDICAL STUDENT CLINICAL ELECTIVES GUIDANCE ON APPLICATION PROCESS



How to apply:

To apply for a hospital based clinical elective at NHS Highland you must complete the following steps:

Stage 1 - Expression of Interest

Submit an expression of interest form (EOI form) **by the relevant closing date.**

This does not guarantee an offer of placement. Upon receipt of your EOI form the Electives Officer will find out if there is space available at your choice of hospital and specialty. If there is availability, you will receive an email requesting that you proceed to Stage 2 – Application.

Stage 2 – Application form

You will have 1 calendar month from the date you received the Stage 2 email, to complete and return the application form (along with the required supporting documents).

Completed application forms and supporting documents should be sent to:

 nhsh.electiveplacements@nhs.scot

Administration fee:

There is an administration fee, chargeable at Stage 2 for applying for an elective which is non-refundable. Charges are:

- Scottish Medical School Students £50
- All other Medical School Students £100

Payment can be made by BACS transfer. Details of BACS will be made available in the Stage 2 application pack.

Stage 3 - Offer of Elective

An offer will be confirmed by email to the email address given on your application form, applicants are asked to ensure that they are available through this email address to receive the information so they can act upon it immediately.

If an offer is made, acceptance must be received by the Electives Officer within 2 weeks of receiving the offer. If we do not receive your acceptance within this period the offer will be withdrawn. We will try to offer your first choice of specialty UNLESS:

- There are NO VACANCIES.
- The Consultant is on holiday during these dates.
- The dates correspond with an examination or specialty course.

Any offer of a place is conditional pending appropriate clearances.

Changes or cancellation of placement:

Once an offer has been made, you will NOT be able to change the terms of your elective placement.

If at any time an applicant wishes to withdraw an application or cancel an offer of placement, this should be done IMMEDIATELY, in writing to the Electives Officer.

The Electives Officer reserves the right to change a student's specialty if they are no longer able to accept a student. (Occasionally, resource issues may mean that placements have to be changed, and on some occasions, cancelled.)

Eligibility:

- Applicants must be studying at a medical school that is listed on the World Directory of Medical Schools (wdoms.org) to be considered for a placement.
- It is essential for all medical elective students from outside the EU/EEA may require a short-term study visa. To check your visa requirements, go to: www.gov.uk/browse/visas-immigration/student-visas
- International students need to be able to speak English to a reasonable level.
- You must be able to finance your own travel, accommodation and living expenses.
- We expect applicants to be in their final or penultimate year of study of their Medical degree, as students are expected to have done some clinical training before they can undertake an elective in NHS Highland.
- Proof of membership of the Disclosure Scotland PVG scheme, AccessNI or Disclosure and Barring Service or letter of good standing from the local police.

Key points to note:

- All questions on the expression of interest form and application form must be answered and all supporting documentation must be provided at the time of applying. Incomplete forms will not be processed.
- Expression of interest forms (stage 1) must be submitted by the closing date indicated, even if a student has received prior agreement from a clinician to act as their supervisor. International applicants are advised to apply as early as possible.
- Application forms (stage 2), with all supporting document must be submitted, within 1 calendar month from the date the Electives Officer sent the email. Due to high demand for placements at NHS Highland, we cannot keep available placements open indefinitely.
- Electives are offered for a period of 4-8 weeks only. Requests for longer or shorter placements will not be considered.
- Hospital and specialty availability depends on popularity, other undergraduate student commitments and on the number of consultants available to provide supervision.
- Students should note that the dates of an elective can only be altered in exceptional circumstances.
- Students must ensure they have sufficient funds to take up the offer of an elective placement, should we be in a position to make an offer. NHS Highland does not charge a tuition fee for elective students, however you will need to ensure you can cover your own accommodation, living and travel expenses and, if applicable, any costs relating any visa application.
- There is no formal teaching programme. Where appropriate, you can join in all the clinical activities and participate in teaching rounds, case conferences, etc, that are held regularly in the various units/specialties. Tutorials arranged for students on their core clinical placements are not available for elective students.
- NHS Highland will support you to meet your learning objectives but you should note that at the end of your placement, NHS Highland **will not be able to stamp or verify the content of the placement.**
- If an applicant wishes to withdraw an application or cancel an offer of placement, they must notify the Electives Officer immediately in writing at the earliest opportunity. Your administration fee is non-refundable.

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English Proficiency (if first language is not English):

It is a condition of acceptance of students for an elective that they have sufficient command of English if offered a placement. We regret that applications containing certificates not on the list of accepted certificates will not be considered for a place. Students should provide **ONE** of the following test certificates (copy):

- IELTS minimum score of 7.0 in each section.
- Cambridge Certificate of Proficiency in English (CPE) Grade B or higher
- Cambridge Certificate in Advanced English (CAE) grade A
- Degree from an English speaking University (both teaching and examinations must be in English). Letter of confirmation required from University.
- SCQF Level National 4 or 5
- SQA Standard Grade in English, minimum level 2
- GSCE in English, minimum level B
- International Baccalaureate, English at higher or standard level. Grade 5.

Criminal records check:

All students must have appropriate PVG or UK equivalent clearance prior to undertaking their clinical elective placement. Any overseas student who is accepted for a medical elective must obtain a letter from their local Police Constabulary or Government Office in their home country, stating that they have no criminal convictions and are not undergoing any criminal investigation, then complete a PVG application once in the UK.

- **All electives are required to have PVG Membership (Scottish Medical Schools) or AccessNI (Northern Irish Medical School) or DBS clearance (for all other UK Medical Schools)** prior to starting your elective and this application form requires you to verify this with a copy of the clearance document. – Please provide a copy of the relevant document which must be legible and submitted in full. – If you do not have clearance from any of the above you will be required to complete a PVG application and will not be able to undertake your placement until your scheme record has been received. As confirmation of your elective is subject to PVG clearance and there is a charge for this process, all applicants must ensure they complete the payments section of the appropriate application form.
- **All Non UK and overseas students** will be required to provide a letter of good standing from your local police constabulary or government body.

Visa information:

UK Border Agency policy advises that the work placement (paid or unpaid) aspect of medical electives means that non UK/UE/EEA students require a short term study visa.

A recognised educational institution works in partnership with NHS Highland to support students coming on elective. Applicants will only be considered if you are applying to NHS Highland for your elective, and no other British Health Board / Trust / University for your elective as only one University can apply for a CAS at any one time. You will be responsible for all costs associated with your Visa application, current costs can be viewed here www.gov.uk/study-visit-visa

Insurance requirements:

During the period of your Clinical Elective, you will be issued with an Honorary Contract for the duration of your Clinical Elective placement and NHS Highland takes responsibility for expenses and damages arising from medical negligence where they vicariously liable for the acts and omissions of their medical and dental staff supervising.

However Clinical Electives are advised to maintain separate medical defense or insurance cover for all work which does not fall within the scope of NHS Highland's indemnity scheme. This would provide personal cover for malpractice and personal insurance during their elective period.

Accommodation:

On site accommodation within NHS Highland is limited and availability is on a first come first served basis. An accommodation booking form is included in the Stage 2 application pack. This form must be returned to the accommodation office (email address on the form) and copied to the electives officer.

Immunisation:

Any student who is accepted for an elective must submit the NHS Highland Occupational Health declaration. You may also be reviewed by our Occupational Health Service prior to starting your elective.

Placement information:

Always dress and behave in a professional and appropriate manner in clinical areas. Clothing must be professional and presentable ensuring it's freshly laundered and ironed. Clinical Electives should wear comfortable, smart, modest clothing and maintain good personal hygiene. For infection control purposes and whilst undertaking direct clinical patient care, arms below the elbow should be bare, with jewellery kept to a minimum. Neck ties are not permitted. The wearing of jeans or canvas shoes is not permitted and longer length hair should be tied or clipped back. Staff must dress in a manner that is sensitive to the diversity of patients, visitors, and other employees. Staff with specific dress requirements relating to faith should discuss the matter with their Supervising Consultant if they feel unable to comply with the Standards of Dress.

Electives required to wear theatre uniform will do so without modification or embellishment to the standard tunic/trouser or other clothing issued and undertake to use all PPE as required. You will be provided with an identity badge on your first day which must be worn at all times. Name and identification badges should be attached to uniform/ clothing with badge clasps. Lanyards should not be worn in a clinical setting.

Professional behaviour:

Students are expected to behave in a professional matter during their time at NHS Highland and attend their placement. Failure to attend or inappropriate behaviour may result in this being reported to your Medical School.