



EASTERN HEALTH ELECTIVES PROGRAM GUIDELINES

Eastern Health Electives Program

Thank you for your interest in undertaking a Clinical Elective with Eastern Health Electives Program. Please read the following guidelines carefully before filling out your application.

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1. Incoming Elective Placements

Monash University, Deakin University and Eastern Health Clinical School have an agreement with Eastern Health to coordinate all incoming medical elective placements. Eastern Health Elective placements are available to students who are within the final or penultimate year of their current medical degree.

2. Location of Placements throughout Eastern Health

The majority of Elective placements are at Box Hill Hospital, however a limited number of placements are available at Maroondah Hospital (Ringwood) and Angliss Hospital (Upper Ferntree Gully). Information on getting to and from these sites are outlined in detail in Sections 22 - 24 of these Guidelines.

3. Definition of Elective Placement

The Eastern Health Electives Program in Melbourne, Australia provides a true elective placement. This means that there is no provision of formal teaching or completion of summative assessments to fulfil 'core' rotational requirements of a student's current course. The student will be expected to participate in the activities of the clinical unit, and will have multiple opportunities to engage in clinical activities in relation to patient assessment and patient care under the supervision of hospital staff. It is possible that the student may be able to participate in tutorials that he/she or other students have arranged. On request, a declaration of attendance letter will be provided and endorsed by this office. **Please note: Eastern Health Electives will not complete any official forms or assessments issued from a student's University or Higher Education Provider. Clinical staff may agree to complete formative assessments however these will not be certified or endorsed by the Eastern Health Electives program in any way.**

Students must be within the final or penultimate year of their current medical degree as they will study under the Consultant or a Senior Registrar. Clinical learning opportunities, responsibilities, rights and privileges will be the same as those of the Monash University and Deakin University students, but elective students will be ineligible to sit either class or professional examinations and do not attend formal University teaching sessions. Students are advised to check with their University that the elective placement will meet their course requirements.

4. Elective Placements Timing

All placements are subject to supervisor and department availability and the Eastern Health Clinical School local student calendar.

Applications are not accepted during the **Christmas and New Year period due to holidays and the commencement of Eastern Health Clinical School's local medical students.**

Application Submission Dates

Please refer to the application submission dates detailed on the Eastern Health Electives Program website.

Applications received before the open period for each block will not be considered.

5. Duration of Elective Placements

Elective placements are available for a minimum of 4 to a maximum of 8 weeks. All elective placements start on a Monday and finish on a Friday unless the Monday falls on a Public Holiday, whereby commencement will take place on the next business day.

Split clinical rotations

- Split rotations between 2 clinical specialties may be permitted to students who wish to undertake an 8 week placement. This would incorporate 4 weeks in each specialty.
- Split rotations will not be considered for placements less than 8 weeks in duration.
- Split rotations will not be considered for requests of more than two specialties.

Students should not contact Clinical Departments directly to discuss electives. All students must apply through Eastern Health Electives Program.

6. Disciplines Available at Eastern Health

Elective Placements may be available in the following disciplines:

- Aged Care
- Anaesthetics
- CAMHS (Child Mental Health)
- Dermatology
- Emergency Medicine
- Endocrinology
- Ear, Nose Throat
- Gastroenterology
- General Medicine/Internal Medicine
- General Surgery
 - A – Bariatric
 - B – Upper GI/LAP
 - C – Colorectal
 - D – Breast/Endocrine
 - E – Vascular
- Haematology
- Infectious Diseases
- Intensive Care
- Mental Health
- Neurology
- Oncology
- Orthopaedics
- Plastic Surgery
- Renal
- Respiratory
- Rheumatology
- Turning Point (Drug/Alcohol)

7. Application Process

In order to proceed with elective arrangements applicants are required to complete an Application form which can be downloaded from our website: <http://www.med.monash.edu.au/ehcs/msp/program-info/electivestudentsprogram.html>. The form may be completed electronically or manually. All applications for elective placements are to be made directly to email: ehcs.mspelectives@monash.edu, or in writing to:

Medical Student Programs Office,
Eastern Health Clinical School,
Level 3, 5 Arnold Street,
Box Hill, VIC 3128
AUSTRALIA

Applicants must ensure ALL the appropriate fields are completed. The dates specified are the dates that will be used. If an applicant needs to change their dates, a new application form must be submitted with the new dates as soon as possible. Receipt of an application form does not guarantee a place.

The offer of an elective placement will be confirmed via e-mail to the address given on the application form only. Applicants must apply individually for placements. We will not accept student group requests or communicate with student colleagues. Applicants will be offered their first preference for the dates requested unless:

The dates specified are outside the minimum/maximum period

There is no vacancy, where in which case the applicant will be offered their second or third preference.

Applicants are advised not to enquire if there are availabilities for particular dates or in particular departments as changes often occur. Applications are processed in order of receipt. Eastern

Health Elective Program will endeavour to accommodate an applicant's first preference, then second or third. However, we cannot guarantee that the clinical placements requested will always be available.

8. Elective Documentation and Immunisations

A documentation checklist has been provided in Appendix A of these guidelines. An explanation of each document is provided below. Please read carefully and use the documentation checklist to ensure all paperwork is complete prior to submission.

Application Form

Please ensure all sections are completed. **Incomplete applications will not be processed.**

Proof of Enrolment Form

All applicants are required to complete and return the Eastern Health Electives Program [Proof of Enrolment Form](#). This must contain a school stamp and signature.

Criminal Record/Police Check (International students only)

Any criminal record/Police Check check must be dated within 12 months of the expected date of completing your elective. **Criminal records/Police Checks more than 12 months old will not be accepted.**

- All documentation **must** be current. Criminal record/Police checks must be less than 12 months old
- Must be state-wide or province wide (local or shire is not sufficient)
- Must be from the country in which you have spent the **majority** of the last 12 months (usually the country that you are studying in)
- If not in English, must be accompanied by a certified translation.
- A copy of the originals or certified copies must be attached to your application. The original version will need to be sighted so please bring this with you to your orientation.
- Some countries will not issue a National Police check without a confirmation letter from the University. Eastern Health Electives Program can provide you with a letter substantiating your application submission with us. This letter is not a confirmation of placement letter but will confirm that you have applied for a placement, the specialty you have requested and the dates you have requested.

Australian National Police Check – Requirement for all students (local/international)

A current National Police Check from the Australian Federal Police is a requirement of all students applying for placement. Applications for the check can be submitted via the following website: <http://www.afp.gov.au> and click on the *National Police Check* in the "Quick Links" on the right side.

- In **section 2.3, Purpose of Check**, first choose Commonwealth/Employment Purpose, then code No. 37. "*Care, instruction or supervision of children/Care of intellectually disabled persons/Aged Care staff/volunteers.*"

Immunisation Records

Acceptable evidence of protection against specified infectious diseases includes:

- A written record of vaccinations signed by the medical practitioner, and/or
- Serological confirmation of protection, and/or
- Other evidence, as specified in the table below

Tuberculin Skin Test (TST) screening is required if the person was born in a country with a high incidence of Tuberculosis (TB), or has resided for a cumulative time of 3 months or longer in a country with a high incidence of TB.

See below table for Immunisation explanation:

| Disease | Evidence of Vaccination | Documented results | Serology | Other evidence | acceptable |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------|------------|
| Diphtheria, tetanus, pertussis (whooping Cough) | <input type="checkbox"/> One <u>adult</u> dose of diphtheria/tetanus/pertussis vaccine (dTpa). | | Serology will not be accepted | | N/A |
| Hepatitis B | <input type="checkbox"/> History of completed age-appropriate course of hepatitis B vaccine. Not accelerated course | <input type="checkbox"/> Anit-HBs greater than or equal to 10mIU/mL | | <input type="checkbox"/> Documented evidence of antiHBc, indicating past hepatitis B infection | |
| Measles, mumps, rubella (MMR) | <input type="checkbox"/> 2 doses of MMR vaccine at least one month apart | <input type="checkbox"/> Positive IgG for measles, mumps and rubella | | <input type="checkbox"/> Birth date before 1966 | |
| Varicella (Chickenpox) | <input type="checkbox"/> 2 doses of varicella vaccine at least one month apart (evidence of one dose is sufficient if the person was vaccinated before 14 years of age) | <input type="checkbox"/> Positive IgG for varicella | | <input type="checkbox"/> History of chickenpox or physician-diagnosed shingles (serotest if uncertain) | |
| Tuberculosis (TB) | | | N/A | <input type="checkbox"/> Tuberculin skin test (TST) | |
| See above for list of persons requiring TST screening | N/A | Persons with a positive TST/IGRA must be fully assess by a TB service within 3 months of commencement of clinical duties of clinical placement and must be asymptomatic when commencing clinical placement | | | |

Working with Children Card – Local students only

This will be required for all current Australian Students who are undertaking an Elective Placement with Eastern Health. A photocopy will suffice, however an original must be presented on the day of your Orientation and carried with you at all times.

Medical Indemnity Insurance

Please note that by accepting an offer of an elective placement, this does not mean that applicants will be an enrolled student of Monash University, Deakin University or Eastern Health Clinical School. Students will **not** be covered by the Universities' insurance. Elective applicants **must arrange their own personal accident insurance, health insurance, professional indemnity insurance, and public liability insurance.** It is recommended that Medical Indemnity Insurance is obtained via www.mips.com.au. There is no charge for this. Please ensure that under the heading "Hospital/Practice" you enter **EASTERN HEALTH.**

9. Elective Fees/Payment Options

A \$1,100AUD (includes GST) administrative fee is required **within 6 weeks following receipt of a Confirmation of Placement letter.** This letter will be sent to applicants via email following receipt of a complete application package and subsequent approval of a placement by the Director of Eastern Health Clinical School. Acceptable fee payment methods are:

1. **EFT:** Applicants must ensure the EFT Box is selected on the application form. Please see Appendix B on page 11 for details using this method. Please note it is imperative that once payment is made by your banking authority, you send you remittance advice so your payments can be traced and reconciled by the Clinical School. Remittance Advice details can be found in Appendix B.
2. **Credit Card:** Payments can also be made via Credit Card. If you choose this method of payment then you must indicate this on your application form. Once your application has been approved you will be emailed a Letter of Offer and an invoice for payment. The invoice will provide you with the Credit Card payment information.
3. **Bank Cheque/Bankers Draft:** Should you choose to pay using a Bank Cheque or Bankers Draft, please tick this option on your application form. You will need to find a bank in your city that is affiliated with one of our Australian Banking authorities. Cheques/Bankers Drafts are to be made payable to “Monash University” and mailed to:

Medical Students Programs

Eastern Health Clinical School
Level 3, 5 Arnold Street
BOX HILL VIC 3128
AUSTRALIA

Students are responsible for any fees/charges deducted by their bank institution. It is advised to check with your bank if fees are charged and ensure these fees are paid prior to the payment being transferred to us.

Please do not send a personal cheque. All cheques must be made via your Banking Authority.

Fees are to be paid to cover administrative costs of Eastern Health Electives. Final confirmation of placement will be made after payment is received and cleared. Note: This is **not** a tuition fee. No other fees will be required after this one off payment.

10. International Students / visa information

- International students must be fluent in the English language both written and verbally.
- All documentation such as Police Checks etc. must be obtained in **English**.
- All elective placements are subject to a visa being issued. For information on the type of visa you require, please go to the following website and locate the Australian Embassy for your country. <http://www.border.gov.au/>

11. International Students/Public Transport Information

International Students are not eligible for Student Concession cards from the Public Transport, Victoria system. This includes a Student Concession MyKi Card and/or an iUSE Card due to the following:

- **Tertiary students** must be studying full time and attend an approved undergraduate course that is delivered on-campus at a college or university listed in the Approved Courses in Tertiary Institutions Register.
- You must be a citizen or permanent resident of Australia (Special Category Visa holders excluded). Students with refugee status, students studying as part of an approved overseas exchange program, or students with an Australian Awards Scholarship are also eligible.

12. Accepting an Offer of Placement

Students who are offered a placement will receive a Confirmation of Placement letter with an Acceptance of Offer Form attached. The Acceptance of Offer Form should be completed and returned via e-mail or in writing along with proof of payment of fees, within 6 weeks of the date on the Confirmation of Placement letter. Elective placements are not final until all paperwork and fees have been received from the applicant. Failure to return the signed Acceptance of Offer Form and payment will result in the placement being withdrawn.

13. Cancellation of Placement

If at any time an applicant wishes to withdraw an application or cancel an offer of placement, this should be done immediately via e-mail to Eastern Health Electives program email. **Please Note: Administration fees, once paid, will NOT be refunded.**

14. Prior to Arrival of Confirmed Placement

Students will receive an email with specific orientation instructions approximately 2 weeks prior to commencement of the elective placement date. This will contain an orientation handbook with useful information which students are advised to read. By accepting an elective placement at Eastern Health, students are providing written consent for Eastern Health Electives to disclose personal information to the home university if we deem it necessary to do so.

15. Dress Code

Neat professional attire. Closed toe shoes. No facial jewellery. No high heels. No short hems. No low cut tops. No Hooded Jumpers. No leggings. Strictly NO jeans/Denim.

Note: Eastern Health has a “no jeans” dress code and both staff and students are required to comply with this. White Coats are **not** required.

16. Identification

It is a requirement at Eastern Health that all students have an Eastern Health ID Badge. Your ID badge must be clearly visible at all times. ID badges will be arranged for you on arrival. There is a small deposit of AUD\$10 required which is refundable on return of the ID at the end of placement.

17. Interaction with staff

As a clinical student you are a junior colleague of the staff in the clinical environment. Eastern Health expectations are that all staff and students will behave in a professional manner. Harassment and bullying are not acceptable.

18. Patient privacy

We expect a polite, considerate attitude to patients. Respect your patients’ privacy – make sure no identifiable information about your patients is removed from Eastern Health. Avoid discussing patients with non-clinical staff, or with your non-medical friends. When discussing “cases” try to avoid identifying the patient, and focus on the clinical issues.

19. Completion of an Elective Placement

A Declaration of Attendance letter will be provided upon completion of your Elective. This will consist of the following information:

Certification of Attendance / Specialty Undertaken / Date/weeks of placement.

20. Accommodation and Transport

Accommodation

Students are responsible for arranging their own accommodation whilst on placement.

Study Melbourne <https://www.studymelbourne.vic.gov.au/> provides useful information for visitors.

Traveling to and from Eastern Health Sites

Box Hill, Maroondah and Angliss Hospitals are all accessible via train on the Belgrave or Lilydale line - Box Hill Hospital being approximately 15km from the CBD. They all have excellent accessibility to an extensive public transport system.

Elective Placement commences on a Monday Morning at 9:15am. Start time from Tuesday onwards will depend on your discipline but may involve a 7.30am ward round with your team. Please ensure

that travel time from your accommodation is no more than 1.5hrs by public transport. The following website may assist in working out travel times via public transport: <http://www.ptv.vic.gov.au/journey>.

21. Box Hill Hospital

Box Hill Hospital: 1 Arnold Street Box Hill Vic 3128

Public transport (Box Hill Hospital)

Bus Route 302, 202, 289 Or by train to Box Hill Railway Station (11 minute walk to hospital)

Public Transport Timetables: <http://www.metrotrains.com.au/Timetables-Planning>

22. Maroondah Hospital

Maroondah Hospital: Davey Drive, Ringwood East Vic 3135.

Public transport (Maroondah Hospital)

Ringwood East train station on the Lilydale line is the closest train station to the Hospital. Bus service no. 380 operates from Ringwood, Ringwood East and Croydon railway stations and stops outside the Hospital in Grey Street.

Public Transport timetables <http://www.metlinkmelbourne.com.au/>

23. Angliss Hospital

Angliss Hospital: Albert Street, Upper Ferntree Gully, Victoria 3156

Public Transport (Angliss Hospital)

The Upper Ferntree Gully Train Station is a short walk away (10 minutes). There is also a bus which will take you directly to the Hospital. This is the **732 Box Hill - Upper Ferntree Gully via Vermont South, Knox City, Mountain Gate**. You may choose to look up this route and opt to park and ride some of the way.



APPENDIX A – Documentation Checklist

Please ensure your application contains all the documentation listed below prior to submission. Incomplete applications will not be processed.

| Documentation Checklist | Check |
|----------------------------------------------------------------------|-------|
| 1. Application Form (see page 5) | [] |
| 2. Curriculum Vitae | [] |
| 3. Proof of Enrolment Form (See page 5) | [] |
| 4. Criminal Record/Police Check (See page 5) | [] |
| 5. National Police Check – International Students (see page 5) | [] |
| 3. Immunisation Records (see page 5) | [] |
| 6. Working with Children Check – Australia Students ... (see page 6) | [] |
| 7. Medical Indemnity Insurance (See page 6) | [] |



APPENDIX B – Electronic Funds Transfer (EFT) Details

Beneficiary Name and Bank Account Number:

Beneficiary Name: Monash University
Beneficiary Address: 710 Blackburn Road,
CLAYTON VICTORIA 3168
AUSTRALIA
Bank Account Name: Monash University General Account
Bank: Westpac Banking Corporation
Bank Branch: Campus Centre
Clayton Campus
Monash University
Victoria 3800
AUSTRALIA
Bank Branch Phone: 03 9905 3148
BSB Number: 033-289
Bank Account Number: 630759
Swift Code/Bank Transit No: WPACAU2S
Iban: 033289630759
Duns No: 753252691

Send Remittance Advice to:

Medical Students Programs
Eastern Health Clinical School
Level 3, 5 Arnold Street
BOX HILL VIC 3128
AUSTRALIA
Fax: **03 9764 6901**
Email **preferred Method** ehcs.mspelectives@monash.edu