

MEDICAL STUDENT PROGRAMS

ELECTIVE PLACEMENT GUIDELINES



Thank you for your interest in undertaking a Clinical Elective Placement with the Elective Program at Eastern Health Clinical School (Medical Student Programs). Please read these guidelines carefully before submitting your application.

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1. Elective Placement Overview

Elective placements are available through the Eastern Health Electives Program, a part of Medical Student Programs [MSP] which is a partnership between Monash University, Deakin University and Eastern Health at Eastern Health Clinical School. Elective placements are available to students who are within the final or penultimate year* of their current medical degree. See '[Eligibility Criteria](#)' for more information.

During the elective placement, there is no provision of formal teaching or completion of summative assessments to fulfil 'core' rotational requirements of a student's current course. The elective placement student is expected to participate in the daily 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 and hospital teaching, but this is not guaranteed.

Students attending elective placements at Eastern Health are not considered enrolled students of Monash University or Deakin University. For this reason, Eastern Health Clinical School and/or Eastern Health Electives Programs will not enter into any legal placement agreements with a student's home institution, nor will we complete detailed assessment issued by your university or higher educational provider. However, supervising clinical staff may agree to complete checklists, global ratings or formative assessment forms to indicate a student's level of skill and professionalism and to confirm their attendance.

2. Eligibility Criteria

Domestic Applications: We accept applications for a clinical elective placement from students enrolled in a medical degree at any Australian university who will be in their final year, or penultimate year* of study with a compulsory elective requirement, of their current medical degree during the proposed period of elective placement.

International Applications: We accept applications for a clinical elective placement from students enrolled in a medical degree at an international university listed within the top 300 ranked institutions for the study of medicine in the most recent publication of the lists linked below, who will also be in their final year of study, or penultimate year* of study with a compulsory elective requirement, during the proposed period of elective placement. International students must also meet Monash University's criteria for English language proficiency (eg. IELTS) as applied to enrolled and exchange students. See '[English Language Proficiency](#)' for more information.

- [QS World University Rankings](#)
- [Times Higher Education World University Rankings](#)
- [Academic Rankings of World Universities](#) (ARWU)

*Students in their penultimate year of study may be asked to provide evidence of course structure to support their application.

3. Eastern Health Sites

The majority of elective placements are offered at Box Hill Hospital; however, a limited number of placements may be made available at Maroondah Hospital (Ringwood) and/or the Angliss Hospital (Upper Ferntree Gully). Special requests for placements at Wantirna Health or the Peter James Centre are rare but may be considered. Placements are not available at our smaller sites (Healesville Hospital, Yarra Valley Health, Yarra Ranges Health or Blackburn Public Surgical Centre).

4. Duration and timing of Elective Placements

Elective placements can be requested for either 4-week or 6-week periods throughout the year. Applications for periods greater than 6 weeks will only be considered when accompanied by supporting documentation from the applicant's home university detailing the elective placement length requirement.

Due to the dynamics of inducting local students at the beginning of the calendar year, we cannot advise specific unit allocations for January-March placements until closer to the commencement date. Applicants must have flexibility in the speciality to be undertaken as an elective placement.

Placements cannot commence any earlier than the second Monday in January; nor can they finish any later than the second Friday in December. Applications are not accepted over the Christmas and New Year period due reduced staffing levels for both University clinical site staff and Eastern Health staff.

Placements usually cannot commence on the last Monday in January or the first Monday in February as this conflicts with the commencement of new local medical students, interns and junior doctors at all hospital sites.

All elective placements will 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 rotations: Applicants applying for a 6-week rotation may request a split rotation for elective placement in two specialities or disciplines for a period of 3-weeks each, however allocation is subject to departmental approval and availability. Split rotations will not be considered for placements less than 6-weeks in duration. Requests for a split rotation must be included in the letter of application and are dependent upon preference availability.

5. Disciplines Available at Eastern Health

Elective Placements may be available in the following disciplines:

- | | | |
|---|---------------------------------------|---------------------------------------|
| ❖ Breast & Endocrine Surgery[#] | ❖ General Surgery[#] | ❖ Plastic Surgery[#] |
| ❖ Cardiology[#] | ❖ Haematology | ❖ Respiratory Medicine |
| ❖ Colorectal Surgery[#] | ❖ Infectious Diseases | ❖ Rheumatology |
| ❖ Dermatology | ❖ Psychiatry[#] | ❖ Upper GI Surgery[#] |
| ❖ Endocrinology | ❖ Nephrology | ❖ Urology[#] |
| ❖ ENT (Otolaryngology)[#] | ❖ Neurology (inc. Stroke Unit) | ❖ Vascular Surgery[#] |
| ❖ Gastroenterology | ❖ Oncology | |
| ❖ General Medicine | ❖ Orthopaedics[#] | |

Applicants will be required to identify a minimum of 3 and maximum of 5 preferences when completing the online application form. We will use an applicant's preferences as a guide when processing applications, but cannot guarantee that an offer will be made in one of those areas. In the event that we cannot allocate to an applicant's preferences but have vacancies available in other areas, we will endeavour to liaise with an applicant to determine a suitable discipline.

[#]Placements in these marked units are very limited. For applicants seeking a placement in these specialities, you must include at least two preferences from the unmarked specialties in the list, ie. two non-surgical disciplines and/or two disciplines other than Cardiology and Psychiatry.

Note: Placements in critical care units (Emergency, Intensive Care & Anaesthetics), Geriatrics, Paediatrics, and Obstetrics & Gynaecology are not usually available to elective students.

5. Application Process

Application deadlines are published on our [website](#) and in the application form for the relevant year. Please read all information within this document thoroughly to ensure you are eligible to apply and understand the requirements for an elective placement. To proceed, applicants are required to complete the online application form (linked from our website) and pay the non-refundable [application fee](#).

Applicants must ensure all the appropriate fields are completed on the application form and that the requested supporting documentation is uploaded with the submission. There are slightly different requirements for supporting paperwork from Domestic and International students (see '[Supporting Documentation](#)'). Applicants can select 'Send me a copy of my responses' for their own records before submitting the online application form.

Submission of an application and payment of the application fee does not guarantee an elective placement. After the application deadline has passed applicants will receive an email confirming receipt of the application. Once evidence of the application fee has been sighted, other provided documents will be checked and reviewed, and we will notify you to request any omissions or corrections. Please refer to the table of dates on our website and allow up to 8 weeks for an application to be processed and outcome notified. The offer of an elective placement will be sent via email to the address given on the application form.

Applicants must apply individually for placements. We will not accept student group requests or enter into separate correspondence with applicants' student colleagues outside of the application process. Applications are processed in order of receipt and on the basis of eligibility and merit. We will endeavour to accommodate an applicant's first preference. However, we cannot guarantee that clinical placements in the areas of disciplines requested will always be available.

6. Supporting Documentation

Applicants must provide the documentation listed below as part of their online application. Documents not in English must be accompanied by certified translations. Documents must be valid or not expired at the time of application and must also be valid for the dates of your proposed placement where possible. Depending on the selected dates of your placement in relation to the application period, you may be asked to provide updated documents prior to an offer being made or commencement of your placement. Some of these documents will need to be sighted by staff on the first day of your placement if your application is successful.

Letter of Application

List your clinical placement experience to date and outline the aims and goals you hope to achieve with a placement in the Electives Program at Eastern Health. If you have interest in a particular speciality or wish to apply for a split rotation, this should be included in your letter. The letter should be addressed to the Electives Program Administrator and should be within the 300-word limit.

Curriculum Vitae

Provide a current Curriculum Vitae or Resume detailing your education and relevant clinical and non-clinical work experience within a 2-page limit.

Proof of Enrolment & Good Standing

This must be provided by the applicant's home institution. Must be completed by the Dean or designated delegate of the applicant's medical school. This must also contain an official school or university stamp. A template is provided on our webpage and via a link on the application form.

Immunisation Compliance Form

You must complete the official Monash University [Immunisation Compliance Form](#) for students in the Faculty of Medicine, Nursing and Health Sciences. You must provide associated supporting immunisation records &/or serology reports. See '[Immunisation Records](#)' for more information.

Medical Indemnity Insurance

Students will not be covered by Monash University or Eastern Health 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 from www.mips.com.au.

We require as a minimum that you have medical indemnity insurance and recommend the free service from MIPS for this. Many students' home universities also provide a document stating that they are covered for professional indemnity and/or public liability and/or travel. If this is the case, then you should include this document in your application in addition to the MIPS certificate. In cases where travel is not covered by your home university, we strongly encourage students to purchase their own travel insurance with health coverage included for your time in Australia but do not require students to provide evidence of this in their application.

Australian National Police Check

An Australian National Police Check (NPC) is a requirement for all students (local & international). NPCs be obtained from www.afp.gov.au for a fee. In Section 2.3 of the application form, you should choose 'Commonwealth Employment/Purpose'. In the Purpose of Check section, choose code #37 'Care, Instruction or Supervision of Children/Care of Disabled Persons/Aged Care Staff/Volunteers.

A fingerprint check is not required.

Please note: police checks must be less than 12 months old at the expecting completion date of your elective placement. Depending on the selected dates of your placement in relation to the application period, you may be asked to provide updated documents.

Australian students only - Working With Children Check

Evidence of valid volunteer/student Working With Children Check [WWCC] from your home state. Can be obtained from www.workingwithchildren.vic.gov.au if you do not have one from your home state. There is no fee for a volunteer/student check. You will be required to show your WWCC card upon commencement and carry it with you at all times.

International students only - Criminal Record Check

International students must supply a criminal record check from your home country and/or the country in which you have spent the majority of the last 12 months. Must be dated within 12 months of the proposed elective commencement date. Criminal record checks more than 12 months old will not be accepted. Must be state or province wide (local or shire is insufficient). Original documents will need to be sighted on the first day of your placement.

Some countries will not issue a criminal record check without a confirmation letter from the University. Upon request, Medical Student Programs can provide you with a letter substantiating your application submission with us. This letter is not a confirmation of placement but will confirm that you have applied for a placement, the specialty and dates you have requested.

International students only – English Language Proficiency

International students with a non-English speaking background are required to meet the English language proficiency requirements of Monash University in order to be considered for an elective placement at Eastern Health. Evidence of your score in IELTS or other acceptable tests should be uploaded with other required documents.

7. Immunisation Records

You will be required to show evidence of vaccination and immunity or screening serology for the infectious diseases listed below. The Monash University [Immunisation Compliance Form](#) (or an equivalent form from your home university that lists the same diseases) must be completed by a registered medical practitioner with supporting immunisation records &/or serology reports. In some cases, a clearance letter from an infectious diseases specialist will also be required before an offer of placement will be made.

- **Diphtheria, Tetanus & Pertussis**
- **Measles, Mumps & Rubella**
- **Varicella**
- **Hepatitis A, B & C**
- **HIV**
- **Tuberculosis** (for applicants from [WHO high-risk countries](#) or with a previous positive result)
AND
- **Covid-19 (minimum of 3 x vaccinations/boosters)**
- **Seasonal/annual Influenza**

Note: Covid-19 and Influenza are not listed on the compliance form and require separate evidence of vaccination to be provided.

8. Fees and Payment Options

A *non-refundable* application administration fee of AUD\$150.00 (inc GST) applies to all applications submitted via the official application form. Evidence of payment must be submitted along with other required supporting documentation or the application will not be processed. It is the candidate's responsibility to ensure that they meet the eligibility criteria prior to making payment and applying.

Elective placement fees are AUD\$225.00 per week (inc GST) and full payment is required within 6-weeks of a formal letter of offer being sent to successful applicants. Payment instructions and payment due date will be included within the letter of offer. Failure to sign and return the acceptance of offer and payment by the due date will result in the placement offer being withdrawn.

Applicants must not attempt to make pre-payment of placement fees when applying to guarantee a place. Payment should only be made once confirmation of an approved placement and specific instructions for payment have been sent. Payment made in advance in error will not be refunded.

NOTE: Students are responsible for any fees/charges deducted by their bank institution. It is advised to check with your bank if international transaction fees or other fees are charged and ensure these fees are paid separately prior to the payment being transferred to us to avoid shortfall in the transfer of funds to Monash University.

9. Offer of Placement

Successful applicants will receive a letter of offer detailing dates, location, department or speciality and supervisor. The letter of offer will include details of balance of placement fees and payment deadline. Students must make payment and return the signed letter of offer by the date indicated in the letter.

By accepting an elective placement at Eastern Health, students are providing their consent for Medical Student Programs to disclose personal information relevant to the elective placement to their home university if we consider it necessary to do so.

10. Visa Information

If you are travelling from overseas, you are required to hold a valid visa to enter Australia. It is the student's responsibility to ensure that they have the correct visa. We do not sponsor visa applications and we cannot provide official advice or information on this. Please contact the [Australian Department of Home Affairs](#) for more information.

11. English Language Proficiency

International students must meet the English language requirements of Monash University in order to be considered for an elective placement at Eastern Health. Monash University requires an IELTS [International English Language Testing System] minimum score of 6.5 overall, with a minimum band score of 6.0, for all undergraduate and postgraduate courses. Please refer to the list of [Required IELTS scores at Australian universities](#) for more information or see <https://www.monash.edu/study-abroad/inbound/apply/english-requirements> for other accepted proficiency tests.

12. Public Transport & Accommodation

Our hospital sites are all accessible by public transport. Student concession fares are not available to international students. Please refer to <https://www.ptv.vic.gov.au/> for further details. Students are required to arrange their own accommodation. Eastern Health does not have any accommodation facilities. Please visit <https://www.studymelbourne.vic.gov.au/living-here/accommodation> for useful information.

13. Cancellation of Placement

If at any time an elective placement student wishes to withdraw an application or cancel an offer of placement, this should be done immediately to ehcs.mspelectives@monash.edu. Please note: Application fees are stated as non-refundable in the application process. Placement administration fees for successful applicants, once paid, will not usually be refunded when the cancellation of placement is initiated by the elective student.

14. Prior to Arrival

Students will receive an email with specific orientation instructions approximately 2-weeks prior to commencement of the elective placement date. This will contain useful information relating to your upcoming placement, instructions for where to present on your first day, and a request for evidence of completion of aseptic techniques from either your home university or from the World Health Organisation. Students who will be on placement in high risk areas will also be asked to provide evidence of N95/P2 (or equivalent) mask fit-testing.

15. Dress Code on Placement

Students are expected to be appropriately dressed in neat professional attire at all times whilst on site at any Eastern Health location. Students must wear closed-toe shoes. No runners/sneakers or high heels, no facial jewellery/piercings, no short hems or low-cut tops, no hoodies or hooded jumpers, no leggings. Strictly no jeans and/or denim; Eastern Health has a "no jeans" dress code and both staff and students are required to comply with this. Students must also wear their home institution/organisational name badge at all times. Eastern Health medical personnel, including students, do not wear white coats or lab coats. You will be able to refer to the orientation information that will be provided prior to commencement of your elective placement if your application is successful.

16. Professionalism Expectations

As a medical student you are a junior member of 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.

When you are on your elective placement, you must stay with the unit allocated in your letter of offer. You are not to reach out to alternative units, or to contact Eastern Health Clinicians who are not associated with your allocated unit and request to participate in any of their activities/request an elective with them.

In the event that a student is unable to attend a day of their clinical placement due to illness or another valid reason, they must ensure that they contact staff in the MSP office via phone or email as early as possible. Students should also attempt to notify their clinical placement team and/or supervisor, or request the assistance of MSP staff to do this on their behalf.

The requirement for the [*Declaration of Attendance*](#) certificate to be issued is for elective students to complete all business days of their entire placement period.

If at any stage (prior to or during an elective) a student is observed or reported to have demonstrated unprofessional behaviour, conduct or communication, the unit and/or Eastern Health Electives Program administration reserves the right to cancel their elective placement immediately. Unprofessional behaviour may include, but is not limited to, inappropriate conduct in person, over the phone, or through written communication (including emails and application materials). In all cases, a student's home university will be notified, and they will forfeit all fees associated with their application and placement.

17. Patient Privacy

Medical Student Programs prides itself on a patient-centred care focus throughout our teaching programs. We expect a polite and considerate attitude to patients. Respect your patients' privacy – make sure no identifiable information about your patients is removed from Eastern Health or left in a public place. Avoid discussing patients with non-clinical staff or with your non-medical friends. When discussing "cases" outside the clinical environment, ensure that you avoid identifying the patient and focus on the clinical issues.

You must obtain patient consent prior to interviewing, examining or participating in their care. You will participate in patient care only when it is appropriate.

You must comply with the Eastern Health code of conduct and child safety principles, rules and policies (especially in relation to patient confidentiality).

18. Completion of Elective Placement

Upon successful completion a placement, we will issue a ***Declaration of Attendance*** certificate to provide to your home university. This document will outline the dates of your placement and where you were placed (discipline and site).

Eastern Health Clinical School and/or Eastern Health Electives Programs/Medical Student Programs will not complete detailed assessment issued by your university or higher educational provider. Supervising clinical staff may agree to complete checklists, global ratings or formative assessment forms to indicate a student's level of skill and professionalism. It is the student's responsibility to approach their supervisor to complete forms issued by your home university. Medical Student Programs can provide assistance with this if needed.