



Australian
National
University



INCOMING CLINICAL ELECTIVE PLACEMENT

HANDBOOK

FOR NON-ANU MEDICAL STUDENTS

Canberra Health Services (CHS), together with the Australian National University (ANU) offer the opportunity for medical students from Australia and overseas to complete a clinical elective term at the either Canberra Hospital or North Canberra Hospital (formerly Calvary hospital). Placements are available for students who are in their final or penultimate year of study, for a minimum period of four weeks and a maximum of eight weeks, across a range of specialities.

The incoming clinical elective placements are for non-ANU students enrolled in a recognised medical program at another institution. This handbook will outline the general information and requirements for undertaking a clinical elective placement at a Canberra Health Services facility.

Please ensure you read all components of this handbook before applying.

An elective is an opportunity to broaden a student's clinical experience, and no formal academic credit or assessment will be given by the ANU.

All applications for clinical elective placements are processed through the ANU School of Medicine and Psychology Admissions Support Team.

Students should not apply directly to Canberra Health Service departments.

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ELIGIBILITY CRITERIA

Incoming clinical elective placements are for non-ANU students who meet the following criteria:

- Must be enrolled in a recognised medical program and currently in your final or penultimate year of study.
- If you are a student at a university outside of Australia, your Education Provider must be recognised as a 'Section 1' institution, as defined by the Australian Department of Education, Skills and Employment, and your qualification must be equivalent to an Australian level degree, as defined by the Australian Qualifications Framework (AQF). If your Education Provider does not meet the AQF equivalency requirements, you will be ineligible to apply for a clinical elective placement. To check your eligibility, please contact electives.smp@anu.edu.au. **The \$200 administration fee is non-refundable** so if in doubt regarding your institution's AQF equivalency we strongly recommend that you check your eligibility before submitting an application.
- You must have completed a minimum of 12 months' clinical experience by the time of placement commencement (not at the time of application). These clinical placements/rotations must be listed in your CV and should also be detailed in the letter from your home University. Please include all previous and upcoming placements specifying the location, start and end dates and the department of each placement.
- Non-ANU clinical elective students are required to meet the same English proficiency requirements as ANU medical students. (Please refer to information on page 5).

For students studying medicine at an Australian university, a current Deed of Agreement and a Medical Student Placement Schedule between Canberra Health Services and your Education Provider is required. If your Australian university is not listed below, you will not be permitted to complete a placement with CHS.

CHS has a current Deed of Agreement with the following Australian universities:

- Deakin University
- Griffith University
- James Cook University
- Monash University (including Sunway Campus in Malaysia)
- University of Melbourne
- University of Newcastle & University of New England Joint Medical Program
- University of New South Wales
- University of Notre Dame
- University of Queensland
- University of Sydney
- University of Tasmania
- University of Western Australia
- University of Wollongong

Students studying medicine at an overseas university will be required to sign an individual Trainee Deed (a legal contract) directly with CHS.

Please note, the Australian National University simply facilitates the application process for elective placements in CHS facilities, on behalf of the health directorate, and we are not responsible for delivering the placement. The placement is hosted/provided by Canberra Health Services not by the University. The ANU cannot provide formal assessment for inbound elective students from other universities, and we cannot sign any documentation related to your attendance, performance or clinical competencies. By submitting an application, students acknowledge that the ANU cannot provide or certify documentation of this nature. If the students' Education Provider requires documentation related to the student's attendance, performance or clinical competencies, this request should be directed to the student's clinical supervisor at the hospital. It is entirely at the discretion of CHS as to what documentation the hospital is able to provide.

PLACEMENT AVAILABILITY & DURATION

Applications are processed on a first-come, first-served basis and if your preferences are not available for your placement dates, you will be offered alternatives. Non-ANU students are permitted to apply for a clinical elective placement with Canberra Health Services no more than once during their medical degree.

The availability of a clinical elective placement is dependent upon the preferred speciality area, the ANU academic calendar, and the staff capacity of the department chosen. Not all specialities are available throughout the year due to the ANU student clinical rotations who have priority over placements.

The duration of a clinical elective can be for between 4-8 weeks. Placements for shorter or longer durations are not permitted. There is the option to split an 8-week placement into two 4-week blocks and split time between two different departments. To be considered for a split placement, this needs to be indicated in your application.

The inbound electives program does not operate over the December – January period. The placement start date must fall between February and November.

AVAILABLE DEPARTMENTS

Placements may be available in the following departments within CHS facilities:

Please note, availability in the below departments is never guaranteed. Applicants should list at least four department preferences on the application form in case the first preference is not available. Placement availability for inbound elective students is subject to capacity, supervisor availability and other teaching service commitments. ANU medical students generally have prioritisation over placement allocation.

Approval of an application is not a guarantee of placement.

Canberra Hospital, Garran ACT

- Anaesthetics
- Cardiology
- Clinical Haematology
- Dermatology
- Endocrinology & Diabetes
- Emergency Medicine
- Gastroenterology
- General Medicine
- Geriatric Medicine
- Immunology
- Infectious Diseases
- Intensive Care Unit
- Lab Haematology
- Medical Imaging & Radiology
- Medical Oncology
- Neonatology
- Neurology
- Obstetrics & Gynaecology
- Palliative Care
- Radiation Oncology
- Renal Medicine
- Respiratory & Sleep Medicine
- Rheumatology
- Trauma Service

North Canberra Hospital, Bruce ACT

- Cardiology
- Endocrinology & Diabetes
- Gastroenterology
- Geriatric Medicine
- Neurology
- Palliative Care (Clare Holland House, Parkes)
- Renal Medicine
- Respiratory Medicine

FEES

Administration Fee

An administration fee of AUD\$200 is payable by all applicants and is non-refundable, except where a fee waiver agreement exists between the student's Education Provider and the Australian National University. **Applications will not be processed if this has not been paid.** The application fee can be paid online [here](#). Please include the receipt as proof of payment with your application booklet. All costs incurred are entirely the responsibility of the student.

Elective Placement Fee

An additional elective placement fee is charged to students after an 'offer for elective placement' has been issued and must be paid a minimum of **two months prior** to starting a clinical elective placement.

Students whose Education Provider has a fee waiver agreement with the Australian National University are exempt from the elective placement fee.

Placement Duration	Placement Fee (AUD)
Up to 4 weeks	\$600
5 weeks	\$700
6 weeks	\$800
7 weeks	\$900
8 weeks (maximum)	\$1000

If a student wishes to cancel their placement after having paid the Elective Placement Fee, depending on when the Student Administration Office is notified, a refund may be issued. Any amount refunded will be based on the date of notification:

- Notification of cancellation **at least 4 weeks prior** to the commencement date – 50% of Placement Fee will be refunded.
- Notification of cancellation **less than 4 weeks prior** to the commencement date - no refund will be granted.

VISAS

Applying for and obtaining the correct type of visa is solely the responsibility of the student. The ANU cannot provide information about the type of visa required. For more information about visa eligibility and types, please visit the Australian Government [Department of Home Affairs](#) or the Australian Embassy in your home country. The ANU is unable to act as a sponsor on your behalf and cannot complete sponsorship forms for a Study Visa.

ENGLISH LANGUAGE PROFICIENCY

Non-ANU clinical elective students are required to meet the same English proficiency requirements as ANU medical students, as outlined in the policy on the [ANU website](#). Depending on your background, you may be required to sit an English language test. Students who are citizens of particular countries (including Australia) and who have undertaken study in English in particular countries may be exempt from sitting an English language test. Please refer to the list of 'Group A' countries and full criteria in the policy linked above.

To help us determine whether you meet the English proficiency requirements, the faculty recommendation letter within your application should indicate whether all teaching and assessment at your university is undertaken in English or another language.

APPLICATION PROCESS

All applications to complete a clinical elective must be received by email to electives.smp@anu.edu.au. Students should not contact the hospital or doctors directly to arrange a placement. Applications must be received a **minimum six months prior** to your expected placement commencement date.

Applications submitted less than six months in advance will not be considered.

An application must include the following:

- A completed [Clinical Elective Placement Application Booklet](#)
- A current Curriculum Vitae (CV). This must include an outline of your previous and upcoming clinical experience. The department name/location and start/end dates should be specified for all clinical placements and rotations. Note, you must have completed a minimum of 12 months' clinical experience by the time of commencement (not necessarily at the time of application).
- A faculty letter of recommendation from your university which verifies your clinical experience, good standing in the medical program at that institution and confirms you meet the insurance requirements.
- A faculty representative from your university must sign and stamp the Faculty Approval section on page 3 of this application booklet in addition to providing the recommendation letter noted above.
- A high quality, scanned copy of your official Academic Transcript
- A high quality, scanned colour copy of your passport
- Proof of payment of the AUD\$200 administration fee
- Proof of English Language Proficiency (if applicable) which meets the standards of the [ANU Policy](#).

Send all application documents as high quality, colour copies via email to electives.smp@anu.edu.au. If the original documents are not in English, they must be accompanied by a certified English translation.

The ANU School of Medicine and Psychology Admissions Support Team will contact you via email once your application has been received.

Please note that **receipt of an application does not guarantee an offer of a placement.**

SCREENING & VACCINATION REQUIREMENTS

Once a placement is confirmed, you will receive a Screening and Vaccination booklet with detailed instructions regarding prerequisites which you must complete prior to your placement. For an elective placement to proceed, you must be compliant with the Canberra Health Services [Occupational Assessment, Screening and Vaccination procedure](#), background screening and insurance requirements, in addition to completion of mandatory eLearning modules. The below is an overview of the main requirements but is not an exhaustive list.

All screening and vaccination documentation is due **2 months** prior to the placement commencement date.

Australian National Police Check & Home Country Police Check

You are required to submit an Australian National Police Check (NPC) from the Australian Federal Police (AFP) as well as from any country where you have been a resident for more than 6 months since the age of 18. Your NPC must be dated within 12 months of the commencement of your elective to ensure the most recent information is captured. For international students, please note an Australian NPC is required even if

you have never visited Australia. Please visit the [AFP website](#) to apply for an Australian NPC. If your home country NPC is not in English, it must be accompanied by a certified English translation.

Screening and Vaccination Card

This form is part of the Screening and Vaccination Booklet that will be sent to you when you receive your elective offer letter. Your doctor must complete this form to verify that you have been tested and vaccinated for a range of diseases.

Working with Vulnerable People Card

Domestic students must register and obtain an ACT Working with Vulnerable People (WWVP) card through [Working with vulnerable people \(WWVP\) registration](#). If you are based outside of Canberra, the application process can be completed via post. It can take up to 8 weeks for a card to be processed so it is recommended this process is started as soon as possible. The WWVP card must be kept with you at all times while in a clinical environment.

**International students do not need to obtain an ACT Working With Vulnerable People (WWVP) card for their elective placement.*

Insurance

Whilst undertaking a clinical elective placement with Canberra Health Services, you will not be a student of the ANU and will not be covered by the ANU's insurance. Incoming elective students must obtain the appropriate insurance coverage themselves or via their Education Provider:

- **Medical Malpractice** insurance of no less than \$20 million AUD in the respect of each claim;
- **Public Liability** insurance of no less than \$20 million AUD in the respect of each claim;
- **Professional Indemnity** insurance of no less than \$20 million AUD in the respect of each claim; and
- **Personal Accident** insurance

Students from overseas universities must provide documentary evidence of the above insurance coverage. If you are from an Australian university, Canberra Health Services will obtain the insurance documentation directly from your Education Provider.

PRIVACY STATEMENT

The Australian National University is bound by the Privacy Act 1988 (Cth) and complies with the Australian Privacy Principles and ANU Privacy Policy when dealing with your personal information. You can contact us about your personal information at privacy@anu.edu.au to make a complaint or inquiry.

The ANU may disclose personal information provided in your application to Canberra Health Services for the purpose of organising your clinical elective placement and with the Australian Health Practitioner Regulation Agency (AHPRA) for the purpose of registration with AHPRA.

CONTACT US

Admissions Support Team
School of Medicine and Psychology
The Australian National University

Email: electives.smp@anu.edu.au

Phone: +61 2 6125 6724 or +61 2 6125 5605

Mailing Address:

Admissions Support Team
School of Medicine and Psychology
The Australian National University
Florey Building, 54 Mills Road
Acton ACT 2601 Australia

The Admissions Support Team will contact you via email once your application has been received.
Please note that **receipt of an application does not guarantee an offer of a placement.**

Information provided in this booklet is correct at the time of distribution and is subject to change.