

YEAR 4  
2012

# ELECTIVE PROGRAM



School of Medicine Internationalisation  
and Elective (SMILE) Program

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## Introduction

The 4<sup>th</sup>-year elective program provides opportunities to explore other health systems, cultures and training environments or to delve deeper into existing health care interests.

You are able to choose, within some limits, the place and supervisor anywhere in the world. You also determine what your focus of learning will be and how to get the best out of your attachment.

For many students the elective experience allows them to visit interesting places and discover much about themselves and as future health professionals. It provides a chance to reflect on wider issues such as the ethics, geopolitics and globalisation of health care and the role of doctors in health delivery.

We hope you seize this opportunity and design an elective experience based on your personal learning needs and ambitions. You may make a significant contribution to the health care of a community during your stay and discover a two way exchange of knowledge and culture.

It is important to remember you are an ambassador for the University of Tasmania and not just an independent medical tourist. Being a UTAS student may open doors for elective experiences but also carries responsibilities- to demonstrate the quality of our medical school and high level of professional and ethical behavior.

All fourth year students are required to organise and complete an elective at the end of fourth year and before the start of semester the following year. This elective is part of the year 4 curriculum and you will not be able to commence year 5 if an elective is not completed.

This booklet provides advice about how to plan you elective and optimize the effectiveness of your elective experience.

We cannot guarantee that all arranged electives will be approved, despite an acceptance letter from a supervisor or elective officer in another institute. Health Departments in different states and territories of Australia may have restrictions on medical students that you and those assisting you will not have knowledge about. To avoid delays and disappointment if the restrictions apply, we encourage that you organise your elective early in the year so we can assist you in this matter.

The dedicated staff at the School of Medicine can help you with planning and executing your elective. Please ask for assistance early in your planning process.

The important messages are:

- Make the most of this opportunity to enhance your learning and development
- Start planning as early as possible
- Get the necessary paper work in on time

## **Contacts**

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Level 3, MS1

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Telephone: 62264663

Electives Coordinator:

Ms Gina Parsons

Level 3, MS1

[Electives@med.utas.edu.au](mailto:Electives@med.utas.edu.au)

Telephone: 6226 4861

### **Postal address**

Electives Co-coordinator

School of Medicine

Private Bag 34

Hobart TAS 7000

## Learning Objectives

The general learning objectives of elective terms include:

- further develop knowledge in medicine and/or surgery.
- expand on training experience from a field delivered in the UTAS School of Medicine undergraduate programme.
- obtain experience that may influence subsequent career orientation.
- experience a different type of health care delivery from that practiced in Australia.
- experience a different culture and society and how that impacts on concepts of health and disease
- obtain a short introduction to research methods.

Students are required to develop at least 3, and up to five, learning objectives relevant to their own proposed elective destination. These objectives can be derived from the above list and the 5 themes of the Graduate Profile:

<http://www.medicine.utas.edu.au/internal/handouts/pdf/profile.pdf>

It is essential that your learning objectives are tailored to the outcome you wish to achieve from your elective placement. These learning objectives are to be submitted on the electronic Elective Registration Form before the end of Semester 1.

## Planning your elective

**The earliest date to start your elective is after the completion of second Semester, 16 November 2012. The elective should be completed no later than the week before Year 5 Orientation Day 2013.**

**If students do commence their travel to the elective destination before exam results are released, the student WILL BE REQUIRED TO RETURN to Tasmania for any clinical or written supplementary exams at their own expense.**

Failure to comply with this requirement will result in a non-pass of year 4.

The duration of the elective is a minimum of 4 weeks. A maximum of 8 weeks can be taken. If undertaking a research option at least 2 weeks of this must be in a clinical setting.

There are many options regarding your elective destination. They include primary care, hospital departments, and specialized clinics. Locations can be anywhere from clinical setting in Tasmania to distant overseas locations. Acceptable electives can also include attachments with individual medical practitioners in Australia or overseas.

Non clinical electives in a para-medical area e.g. medico-legal, ethics, community development can also be considered as long as a period of 2 weeks minimum involves some clinical exposure.

Electives can be undertaken at more than one location and in more than one specialty.

You can explore elective by:

- Asking students who have previously been on electives their experience
- Looking up relevant web sites e.g. <http://www.electives.net/> and Projects Abroad <http://www.projects-abroad.org/projects/medicine-and-healthcare/electives/>
- read elective reports at Clinical Library, e.g. recipients of the Kathleen Menzies Award
- An excellent guide to planning your elective can be found at the University of Queensland, School of medicine web site , <http://www2.som.uq.edu.au/som/CurrentStudents/globalhealth/Documents/UQMS%20Guide%20to%20Electives.pdf>
- An international database form The Lancet Student can be found at : [Elective reports from all round the world: http://www.thelancetstudent.com/legacy/category/electives/](http://www.thelancetstudent.com/legacy/category/electives/)



- You may wish to use one of the private companies who assist students with preparing their elective e.g. Antipodeans Abroad, Medics Away or Gap Medics.

Further elective options include:

1. Previous established links with each clinical school on certain overseas destinations (see the SOM website for details). The contact person is listed in brackets;
  - RCS- Vanuatu (Dr Peter Arvier) Nepal (Dr Bert Shugg)
  - LCS- Lund, Sweden (Dr Kim Rooney)
  - HCS-Brazil, Indonesia & Fiji (Dr Nick Cooling)
2. AUSSTAT and KIWISSTAT Rural Scholarship Programme. This is an application for an elective as well as a scholarship for that elective. There are 15 scholarships spread equitably across Australia and New Zealand which offer \$500 towards travel and expenses (conditions apply). Email an electronic version of your CV to the Programme Co-coordinator [lucy.evans@ausstat.com.au](mailto:lucy.evans@ausstat.com.au)

Please include a letter that outlines why you would like a rural scholarship and what your career plans are. Tell them a bit about yourself - what your hobbies are and what you have enjoyed about your medical career so far. They would also like to know what sort of rural elective you would like. They will then advise the successful applicants by telephone and will discuss options before linking you up with a rural hospital so that you can make final arrangements. Upon completion of the elective you will be required to submit a report to AUSSTAT as well as to UNSW.

3. Commonwealth Bursaries. Please note that, as of 2002 and until further notice, Commonwealth Foundation Bursaries will be offered to students from medical schools in the developing Commonwealth only. Please refer to Association of Commonwealth Universities website.
4. Geriatrics  
The May Shaw Nursing Home, Swansea, Tasmania provides opportunities for medical students who seek a rural elective in Tasmania. For information contact one of the doctors on (03) 62578205.
5. Institute for Studies in Social and Intercultural Health and Equity (ISSIE), Santiago, Chile  
ISSIE is an autonomous institution based in Chile that draws together academics and health professionals interested in supporting medical education and the training of future health professionals from a critical point of view, which highlights the psychosocial and anthropological aspects of health, with the aim of producing doctors and professionals with an understanding of the holistic, integral and socially responsible practice, that is necessary for addressing disease and illness in respect to treatment as well as prevention.  
Programs include: Education in social and intercultural health and equity for local and international students Course: Sociocultural determinants of health and their impact in medicine.  
There is also a Visiting program to primary care clinical settings in Chile, Bolivia and Peru Organized by the Institute for studies in Social and Intercultural Health and Equity Santiago, Chile
6. Kenya Aid  
Opportunities for electives in a range of community-orientated projects with an African organisation which has strong links to Australia. Send a cv to Dr Paul Bedwell: (pjbedwell@gmail.com )  
For further information see <http://www.kenyaaid.org/>
7. Northern Territory General Practice Education (NTGPE)  
The NTGPE coordinates placement program for undergraduate medical students in the Northern Territory. offering medical students placements in remote Aboriginal community clinics and hospital.
8. .Commonwealth 'Going to Uni' Site  
<http://www.goingtouni.gov.au/Main/Quickfind/StudyOverseas/OSHELP.htm>  
or contact the Coordinator and International Exchange Advisor  
International Office, Red Centre Tel: 9385 5337
9. Projects Abroad arranges elective placements in Ghana, Mongolia, Mexico, Peru, Senegal, India, Nepal, Sri Lanka and China.  
Contact Will Pashley, Projects Abroad Australia & NZ, Tel: 1300 132 831 | Mob: 0404 712 638 <http://www.projects-abroad.com.au/projects/medical-electives.php>
10. Christian Blind Mission  
Christian Blind Mission, the largest non-government blindness agency in the world with programs in over one hundred countries is offering to sponsor a medical student elective. Funds will be provided to cover travel and Limited

accommodation costs for a period of 6 weeks. The purpose of the elective is to give a medical student exposure to a blindness project anywhere in the world.

There are two requirements:

That the student take some skills to the project and be able to commence work on arrival.

That data is collected, analysed and published in the form of a letter or manuscript in a recognised ophthalmic journal.

All enquiries regarding this elective and how to satisfy the above criteria can be directed to:

Dr Henry Newland, Director,

Department of Ophthalmology,

Royal Adelaide Hospital

Tel: (8) 8222 5222, Fax: (08) 8222 5221,

Email: raheyes@mail.rah.sa.gov.au

#### 11. St Stephen's Hospital, Delhi, India

Students wishing to observe and learn aspects of the Indian Health System may undertake specialties supervised by a Head of Department. Students will conduct histories and examine patients or scrub for surgery and observe certain procedures. There is no remuneration. However, students will be offered local accommodation. This is a Christian institution and it is expected that students will uphold the ideals of the Hospital. A letter of good standing must be supplied. Once students are selected they need to deposit £225 (Sterling) in person on arrival in India towards accommodation and food in the hospital up to three weeks and for every additional week £75. Successful applicants should send a cheque to "Friends of St Stephen's Hospital" C/- Dr Brian P Betts, 68, Halkingcroft Langeley, Slough SL3 7AY, UK or pay on arrival at the hospital, whatever is easier. For further details and application procedure you can browse the Website at <http://ststephenshospital.org>

## Locations where you cannot go

There are some locations where you will not be allowed to conduct an elective. This is usually because of safety considerations or because a location is unable to take medical students. The Australian Government through the Department of Foreign Affairs and Trade (DFAT) issues travel advice through its website [smartraveller.gov.au](http://smartraveller.gov.au). There are classifications pertaining to the level of risk which will be the primary consideration by UTAS before approval for an Overseas Based Elective will be granted.

UTAS has determined any destination which is subject to an "Advice against travel" / "Do not travel" classification **will not be approved** under any circumstances. Further, those destinations which are subject to a "reconsider your need to travel" advice status are **highly unlikely to be approved** although special circumstances may apply to international student who have their home in those regions.

While on elective overseas, students may be requested to immediately return to Australia if the destination's travel advisory status changes to either of the above travel classifications during the period of their stay.

### Electives in Australian Hospitals

Some Australian hospitals have restrictions or advice regarding elective terms at their institution.

State	Web details	Special Requirement
ACT		Currently no electives in ACT
WA	<a href="http://www.meddent.uwa.edu.au/students/electives">http://www.meddent.uwa.edu.au/students/electives</a>	Complete required form
Qld	<a href="http://www.health.qld.gov.au/sop/content/blue_card.asp">http://www.health.qld.gov.au/sop/content/blue_card.asp</a>	Apply for a BlueCard Card.

## Applying to proposed elective host institution/hospital

### Organising a supervisor

We require all students to be supervised whilst on elective. This supervision is preferably performed by a doctor. Day to day supervision can occur through another health professional but having a designated medical supervisor overseeing your activities is important. There medico-legal as well as educational reasons for this. The final supervisors report can be completed by a non-doctor but needs to be countersigned by a doctor.

**The supervisor must not be a relative or family member.**

### Communicating with to the host institution

Make an appointment through the appropriate administration (i.e. office or private rooms) in person or by telephone if in Tasmania. Follow up immediately with a letter or email giving name, details of when you are required to commence your elective and the time frame. A suggested pro forma has been developed "Sample Letter of Enquiry for Elective Placement" and this can be downloaded from the Electives website

Tips for writing an appropriate enquiry letter include:

- Make sure you use a friendly but formal approach (Dear Dr Smith).
- Include subject line (Elective student - John Citizen 2009).
- Explain why you want to do an elective with them and advise them of your learning objectives.
- Attach further details or curriculum vitae.
- Provide contact details.
- Sign off politely (Yours sincerely).
- Check your spelling

### Acquiring the necessary paperwork

When applying to undertake an elective your host institution may require a letter of good standing, your academic record, immunisation status or police check. These can be obtained as follows:

- Letter of good standing. This is provided to all 4th-year students at their Elective Orientation session or earlier on request from the Director of Electives. You can photocopy this letter and use for each of your applications.
- Academic record. -You can print off an informal academic record from your student record in the Student Centre on the UTAS website OR obtain an official stamped academic transcript (preferred by some institutions) for \$10 [http://www.studentcentre.utas.edu.au/examinations\\_and\\_results/records/records\\_academic\\_transcripts.htm](http://www.studentcentre.utas.edu.au/examinations_and_results/records/records_academic_transcripts.htm)

- Immunisation- status You can get a copy of your immunisation status from Student Services at the School of Medicine in Hobart. Contact Jessica.Toohy@utas.edu.au
- Police check- Student services can provide a letter that you have provided a bone fide police check to the School of Medicine, Contact Jessica.Toohy@utas.edu.au

## **Elective Requirements and submission of paperwork**

Due to the growing competition for placements nationwide and internationally (in some circumstances placements overseas may take 6-12 months to arrange), students must organise their elective and submit all the required paperwork to the Electives Co-coordinator before the end of Semester 1 (12 June).

The required paperwork is:

- Elective Registration Form (appendix 1)
- Copy of formal letter/email of enquiry requesting an elective
- Copy of letter/email of acceptance from elective placement (if available)
- Notification of Destinations for Overseas Based Electives (appendix 3)
- Safe to practice: Infectious Disease -Form for Period of Elective including Health Provider Declaration - (Appendix 6 - applies if travelling overseas or remote Australia)

Some destinations do not confirm electives until later in the year but the electives registration form, elective request letter and your learning objectives must be submitted by 12 June. If your destination has a formal application form a copy of this must also be provided.

## **Approval of Elective**

The criteria for approval of electives include:

- Sound educational opportunity including established learning objectives
- Availability of suitable supervisor
- Not in DFAT level 5 region
- At least 2 weeks clinical exposure
- Not requiring additional training as recommended by Associate Head of School

The School of Medicine reserves the right, at any time, to not allow a student to undertake an elective of their choice if there is evidence of underperformance. A directed academic elective aimed at improving academic performance will then be recommended.

## Assessment

Students are required to complete a logbook during the course of their elective. The logbook cover sheet should be completed and the content of the logbook should be at least ½ a page per week with an overall summary at the end. This **must** show how the learning objectives were achieved and provide information regarding the elective and evidence of dedication to the placement.

The logbook will be assessed by the Director of Electives. Students will be given a result of Unsatisfactory, Satisfactory or Excellent with additional feedback if necessary. This will be provided as an "Assessment of elective" Report which should be placed in your portfolio in front of your other elective paperwork.

A logbook coversheet and logbook should be dropped into the assignment box on MyLO (CAM440) or emailed and the Clinical Performance review form is to be handed in, emailed or posted to the Elective Coordinator **before the commencement of Year 5 Semester 1**. Please ensure you keep a copy of all the documents for your portfolio. These forms are part of the portfolio assessment

### **Repeating Students**

If you are repeating year 4 and have successfully completed your elective the previous year i.e. satisfactory supervisors report and Director of Elective assessment, then you do not need to repeat the elective.

This is providing that the Associate Head of School does not believe an additional elective would be required to assist with academic progression. You are also required to comply with your clinical school requirements which may include a verbal presentation and poster presentation

## Make your Life Easy

- Do not leave arrangements to the last minute.
- Contact the Elective Co-coordinator if you need help before, during or after your elective. Don't forget that AMSA is also there for student support.
- Read your emails from the University of Tasmania and answer accordingly.
- Ensure your enrolment and contact details are correct and up to date (i.e. notify changes of landline and mobile telephones).
- Have a backup plan in case your initial application falls through or you have supplementary exams
- Next of kin details must be current, with all details phone, email, and postal address.

## Electives in a Tropical or Developing Region

Students who are intending to complete an elective in a tropical or developing region are advised to discuss their plans with the Director of Electives, Dr Nick Cooling - [Nick.Cooling@utas.edu.au](mailto:Nick.Cooling@utas.edu.au). Students **MUST** seek advice regarding the health and safety implications of their elective from their GP, the University Health Service or from a travel health specialist at least 3 months prior to departure. It is recommended that Mantoux negative students intending to take an elective in a developing area seek advice regarding TB prior to departure and either be immunised or have a Mantoux test three months after their return.

It is worth reflecting on the cultural and ethical aspects of working in a developing country before you visit. Recommended reading includes:

<http://student.bmj.com/student/view-article.html?id=sbmj.c7114>

There will be a compulsory full day "Pre departure workshop" on Saturday 15 September 2012 in Launceston from 10-4pm (travel to be arranged by UTAS- details provided later)

All students travelling to a region where there is a high prevalence of HIV e.g. Africa needs to be familiar with HIV Post Exposure prophylaxis guidelines and complete a HIV Post Exposure Plan prior to departure. See the SMILE section of the SOM website for details. This will be further discussed at the pre-departure workshop

Useful references for use in the field in developing countries can be found at see <http://www.refbooks.msf.org/> and include:

- MSF -Essential drugs 2010
- MSF -Diagnosis and Treatment 2010

## Self-Care

Looking after your mental health and wellbeing is always important and especially so when you are in a new environment, whether it is interstate or overseas. Information on UTAS counselling services can be found at the website:

<http://www.studentservices.utas.edu.au/counselling/>

Contacts:

Hobart: 6226 2697  
Launceston: 6324 3787  
Cradle Coast Campus: 6430 4949

Other services available:

Mental Health Helpline: 1800 332 388 (freecall)  
Lifeline: 131114 (24 hour telephone counselling)  
Sexual Health Services 1800 675 859 or website  
[http://www.dhhs.tas.gov.au/health\\_and\\_wellbeing](http://www.dhhs.tas.gov.au/health_and_wellbeing)

## Insurance

Medical students of this University are covered for medical malpractice insurance including USA and Canada. Should you need to provide a copy of the certificate as part of your application you can obtain it at the website:

[http://www.utas.edu.au/docs/fin\\_services/insurance/workexp\\_students.pdf](http://www.utas.edu.au/docs/fin_services/insurance/workexp_students.pdf)

You are also encouraged to take out additional private indemnity insurance from a medical defence organisation such as MIPS, MIGA, Avante or MDA. Membership is free for all medical students. If you are a member you must notify the insurance company of your elective destination with appropriate details, 3-4 weeks prior to your placement. In doing so, your company will provide an emergency number and other necessary details to make your elective as safe as possible.

Personal travel insurance is also strongly recommended. You will need to ensure that it includes cover in case of the need for medical evacuation. In some circumstances your Director of Electives may ask for a copy of this cover if you are going to a high risk area.

Travel insurance companies will cover students for change in travel itinerary, if they are required to have unplanned 're-sit' exams. The terminology is important for the insurance company. You can request the Director of Electives to write a letter to the relevant insurance company for any specific student who requires a supplementary exam and state this is a "re-sit". More information about insurance is available on the SMILE web pages

If the host hospital does not accept the coverage for whatever reason there is no further coverage that can be purchased through the UTAS insurer.

## Emergency Contact & Travel Assistance while away

Dr Nick Cooling, Director of Electives, will be your emergency contact with the University of Tasmania while you are on your elective; the emergency card is attached.

### International SOS

([http://www.utas.edu.au/docs/fin\\_services/travel/travel\\_ISOS.html](http://www.utas.edu.au/docs/fin_services/travel/travel_ISOS.html))

UTAS has engaged International SOS (ISOS) to provide international travel advisory and risk management services. ISOS will provide the following interim services to authorised staff members, accompanying family members and students when travelling overseas for UTAS business purposes:

- Internet access to its full services (e.g. specific country general, security and medical advisories) as well as email updates while travelling.
- CallCentre for medical advice and referrals while travelling as well other issues such as how to replace a lost passport while travelling.

### Access to ISOS:

- Website: <http://www.internationalosos.com/en/>
- Membership login: 12AYCA000109 (password not required at this time)
- Travel Emergency Card:  
[http://www.utas.edu.au/docs/fin\\_services/travel/travel\\_ISOS.html](http://www.utas.edu.au/docs/fin_services/travel/travel_ISOS.html)
- Call Centre: +61 2 9372 2468 (Reverse calls will be accepted)
- staff can familiarise themselves with reverse charge calls from overseas via

While ISOS will be providing assistance with any medical or other issues and invoicing UTAS directly, where there is an insurable event staff members and students will be required to complete and submit an Accident and Health Travel Insurance Claim form which is available at [http://www.utas.edu.au/docs/fin\\_services/insurance/forms.html](http://www.utas.edu.au/docs/fin_services/insurance/forms.html), please ensure a copy of your 'Approval for International Travel' form is attached when forwarding the claim to the UTAS Insurance Office.

### In Country Security Information

#### 1. Smart Traveler, [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au)

Register with DFAT for relevant country to receive email updates

#### 2. United Nations Department of Safety and Security - (UNDSS)

<http://dss.un.org/public/>

Potential to receive daily email sit rep's, as well as can register with UN Safety team when doing regional trips, even if not an employee of the United Nations. Other useful information may be available on UXO (Landmine) locations, potential security threats and other country activities.

#### 3. Australian Volunteers - AYAD and VIDA, AusTraining

<http://www.austraining.com.au/contact>

In country managers are based in each country where Australian volunteers are sent, who provide in country support and assistance with everyday living and security arrangements. The above link contains regional offices who will be able to provide contact details for the in country office e.g. Nepal, East Timor, Laos. Even if they are

unable to provide too much support to the Med Student directly, they will be able to put them in touch with the in-country volunteers so they have access to a social/support network (perhaps more social than support...)

#### 4. Embassy for each country <http://www.dfat.gov.au/missions/>

Sending an email to the embassy prior to arrival in country to advise purpose and dates of being in country has always been really useful. It has led to cross promotion/media opportunities for both the organisation and the embassy (positive Australian PR), links with relevant organisations or introductions as well as invites to embassy events which is always fun.

#### 5. Emergency Counselling for Australian students overseas provided by DFAT

The Department of Foreign Affairs provides emergency services for Australians who are overseas and these services include access to Lifeline telephone counselling options for those negotiating a crisis overseas or who requiring counselling services whilst they are overseas. This service is available 24 hours a day 365 days a year. This is a service for all Australians but of course is available for Australian students on an overseas study exchange, placement or field study. To access this 24/7 telephone counselling service students can ring the consulate emergency number +61 1300 555 135 and wait on the line or follow the offered selection options for different services e.g. press 2, 4, 5, 6 etc. - At the time of logging this information on this website option {6} was for emergency help. Lifeline is only going to be crisis management (not therapy) but it is a 24 hour 7 day a week option for counselling needs in emergency situations. Telephone calls to local Australian high commission/embassy/consulate in various countries can also be put through to Lifeline in Australia for the cost of a local call. If it is after hours in the country from which the person is calling their call is automatically transferred to Australia. A web link that includes the telephone numbers for the Consular Emergency Centre is: <http://www.smartraveller.gov.au/index.html>

## When You Return

### Before 30th Jan

- Reflect on the experience
- Complete your log book - upload to the MyLO drop box (CAM 440) closing date 30 Jan 2013
- Get in your supervisors report;- send to the Electives Coordinator by mail or email
- Consider entering the TUMSS photo competition
- You will receive an assessment from the Director of Electives- Early in 5th year
- Give a presentation of your elective experience to your peers and teachers early in year 5
  - RCS Oral presentation (10 min) +poster  
(Coordinated by A/Prof Peter Arvier)
  - LCS - Oral presentations  
(Coordinated by A/Prof Kim Rooney)
  - HCS - Oral or Poster or You Tube presentation  
(Coordinated by Dr Nick Cooling)

## Financial assistance

### a. SOM Travel Bursaries and Scholarships

The School of Medicine administers a number of bursaries and scholarships related to electives to assist paying for your trip. They can be found here: <http://www.medicine.utas.edu.au/prizes/index.html> . In addition there are prizes (e.g. Kathleen Menzies Prize) for reports on return.

### b. Other general scholarships which may be indirectly applicable to electives can be found here: <http://www.studentcentre.utas.edu.au/scholarships/AwardsByFaculty.aspx?FacultyId=M>

### c. External Travel bursaries

A variety of travel bursaries are available from indemnity insurers e.g. MIGA and other external organizations

Organisation	Bursary	Eligibility	Web link
MIGA	5 grants up to \$3500	All Australian medical students	<a href="http://www.miga.com.au/content.aspx?p=57">http://www.miga.com.au/content.aspx?p=57</a>
AMSA	\$1000	Rural elective in Australia	<a href="http://www.amsa.org.au/content/amsa-rural-electives-bursary">http://www.amsa.org.au/content/amsa-rural-electives-bursary</a>
RCPA	\$2000	Interest in pathology	<a href="http://www.med.unsw.edu.au/medweb.nsf/page/Opportunities#rpa">http://www.med.unsw.edu.au/medweb.nsf/page/Opportunities#rpa</a>

### d. OS-Help

OS-Help is a Commonwealth loan that assists eligible students to undertake some of their study overseas. Information regarding this can be found on the commonwealth government website:

<http://www.goingtouni.gov.au>

<http://www.goingtouni.gov.au/Main/Quickfind/StudyOverseas/OSHELP.htm>

The completed form should be submitted to

Fees Team - OS HELP  
Student Centre - Launceston  
Locked Bag 1345  
LAUNCESTON TAS 7250

### e. Concurrent Scholarships

Students should note that the placement requirements of a scholarship (for example, the John Flynn Placement Program) will not automatically be credited towards their elective period (currently a minimum of two weeks). Please contact the provider of the Scholarship for current guidelines and the Elective Co-ordinator for clarification.

## Recommended guidebooks and ebooks

1. Wilson, Mark (2009) The Medics Guide to work and electives around the world 3rd Ed Hodder Arnold London\*
  2. Graham, H. beyond borders: McGraw-Hill's guide to health placements. North Ryde: McGraw-Hill Australia, 2005.
  3. A Guide to Global health electives Centre for international Health & development UCL .The elective pack: the medical student's guide to essential international health and development.  
[www.ucl.ac.uk/cihd/undergraduate/elective\\_info/electivepack.pdf](http://www.ucl.ac.uk/cihd/undergraduate/elective_info/electivepack.pdf)
  4. A Guide to Working Abroad for Australian Medical Students and Junior Doctors  
[http://www.mja.com.au/public/issues/194\\_12\\_200611/working\\_abroad.html](http://www.mja.com.au/public/issues/194_12_200611/working_abroad.html)
- \*Copy available in the Clinical School library

# Appendix 1

## Check List

### 1. Initial planning

- Reflect on the sort of experience you want to achieve
- Go to the electives page on the SOM website (Outbound section) and read the requirements and resources  
<http://www.medicine.utas.edu.au/electives/outbound/index.html>
- Explore possibilities: Ask students who have previously been on electives their experience, look up relevant elective web sites (eg <http://www.electives.net/> ), read reports in the Clinical Library from past students who have been awarded the Kathleen Menzies Travelling Prize
- Check out funding sources (e.g. MIGA)
- You should revise your Safety in Practice Form on SPMS. If there are any changes to your situation e.g. if you think your health status may impair your performance on your placement

### 2. Inform the School of Medicine of your plans

***The paperwork must be submitted to Electives Coordinator  
no later than end of semester 1***

Electives@med.utas.edu.au  
Private Bag 34, Hobart TAS 7001

- Elective registration form- (to be completed on-line)
- Notification of Destinations for Overseas Base Electives Form if travelling overseas
- Copy of letter of enquiry requesting an elective
- Copy of letter of acceptance at elective placement (if available)

### 3. Before you go

- Research your proposed destination- culture, local customs, language and dress code
- See your doctor for a travel health assessment including immunisations and relevant prophylaxis. Plan to do this at least 3 months before you go, as some immunisations need to be adequately spaced.

**The completed form must be submitted no later than 1 September 2012.**

- Check your passport is up to date (it must be valid for at least than 6 months from the date of departure)

- Buy your travel insurance and make sure your cover is adequate, especially if you are intending to travel after the completion of your elective as you will not have any coverage from the University
- Ensure you have indemnity insurance- in addition to that provided by UTAS.
- All students are encouraged to consult the Australian Government Travel Advisory and Consular Service <http://www.smarttraveller.gov.au> if travelling overseas.
- It is recommended you register where you are travelling with this Service
- For overseas destinations make yourself familiar with health requirements
- Start preparing a medical kit for you use
- One month before departure contact your supervisor or the contact person for destination to make sure they know when you are arriving and where you should go on arrival and check that all the information you have provided is correct.
- Make sure your contact details are correct and up to date with UTAS Student Affairs and the electives coordinator, notify of any changes in telephone numbers (including mobiles), addresses or next of kin details.
- Attend the Pre departure workshop on Saturday 15 September in Launceston (travel provided by UTAS, details will be advised)

#### 4. Whilst on elective

- Write up your thoughts and experiences at the end of each week for your log book
- Make sure you get your performance report completed before departure
- Be aware of who to contact at UTAS if there are any significant problems on the elective (Urgent- Security Tel      Non-urgent Director of Electives Nick.Cooling@utas.edu.au )

#### 5. After the elective

- Submit your log book, to the Electives Coordinator, using the MyLO drop box in CAM440 and keep a copy in your portfolio
- Submit your signed original copy of the supervisors report performance report to Electives Coordinator , Gina Parsons Private Bag 34 Hobart- or via email to [electives@med.utas.edu.au](mailto:electives@med.utas.edu.au) before the commencement of semester 1 Year r 5 -and place a copy in your portfolio
- Pick up a 1 page Assessment Report from the Director of Electives at the External Liaison office desk- and place in your portfolio.
- Consider presenting your elective experience at a forum

# Appendix 2 - Registration form

**i** Form should be submitted no later than the end of Semester 1.

**i** Highlighted fields are mandatory.

## Student Details

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Student Name

Student ID

Residential Address

Mobile Phone

Email Address

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School of Medicine Internationalisation and Electives (SMILE) Program

[School of Medicine Internationalisation Committee Wiki](#) (log-in required)

## Proposed Elective Destination

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Date From

Date To

Name of Hospital/Institution and, if known, Specific Unit

Address

Country

Name of Contact Person

Phone Number

Email Address

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### Proposed Second Elective Destination

Page 3 of 6

Date From

Date To

Name of Hospital/Institution and, if known, specific unit

Address

Country

Name of contact person

Phone number

Email address

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### Next of Kin Details

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Name

Relationship

Address

Home phone

Mobile phone

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Students are required to provide 3-5 specific learning objectives for their elective placement. These may be derived from each of the sub-outcomes of the five theme of the medical graduate profile. It is essential that your learning objectives are tailored to the outcome you wish to achieve from your placement.

Objective 1

Objective 2

Objective 3

Objective 4

Objective 5

You are required to develop at least 3, and up to 5, learning objectives for your elective. They may be general or more specific learning objectives. Suggestions for learning objectives are outlined below:

### General

1. Further expand and consolidate knowledge in medicine and/or surgery
2. Obtain experience that may influence subsequent career orientation
3. Acquire training for a career in a specialty in medicine
4. Expand training experience from a field in the UTAS School of Medicine undergraduate programme
5. Obtain an introduction to research methods
6. Experience a different type of health care delivery from that practiced in Australia
7. Experience a different culture and society and how that impacts on concepts of health and disease

### Specific

You may wish to develop some more specific learning objectives aligned to the 5 themes of the UTAS medical graduate profile:

1. Human Health and Disease - outcomes relating to the science underlying medicine, clinical skills, research and technology
2. Communication and Collaboration - outcomes relating to communication skills, team working and leadership skills
3. Community Health and Disease - outcomes related to health care systems (national and international), public health and community based practice
4. Personal and Professional Development - outcomes related to ethics, lifelong learning, and safety and quality
5. Integration - outcomes that ensure students are able to synthesise material, think critically and creatively, and problem solve

Learning objectives should be written in a task orientation form that can be measurable and achievable, i.e. *By the end of the elective I will: be able to ... or have an understanding of ... or have increased my awareness of ...*

If you need assistance writing your learning objectives contact the Director of Electives [Nick.Cooling@utas.edu.au](mailto:Nick.Cooling@utas.edu.au)

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## Appendix 3

### Notification of Destinations for Overseas Based Electives

Dear student

If you are intending to travel overseas for your 4<sup>th</sup> year elective placement, you are required to carefully read and complete the following Form. **Please complete and return the Original Form later than 01 July.**

Late submission of the Form may result in the Elective not being approved.

***Important Conditions for Students:***

*UTAS has in place a formal Travel Policy which applies to all staff and students. Students who decide that they wish to travel to overseas destinations for the purposes of an Elective personally and voluntarily assume all the risks for any harm, trauma, injury or damage that they may suffer to their person or property whether foreseen or unforeseen while overseas.*

*Further, students considering an Overseas Based Elective should be aware for reasons relating to UTAS's overall duty of care and insurance arrangements that restrictions apply to certain destinations. The Australian Government through the Department of Foreign Affairs and Trade (DFAT) issues travel advice through its website [smartraveller.gov.au](http://smartraveller.gov.au) and there are two classifications pertaining to the level of risk which will be the primary consideration by UTAS before approval for an Overseas Based Elective will be granted.*

*UTAS has determined any destination which is subject to an "Advice against travel" / "Do not travel" classification **will not be approved** under any circumstances. Further, those destinations which are subject to a "reconsider your need to travel" advice status **are highly unlikely to be approved** although special circumstances may apply to international students\*.*

*In addition, students while they are overseas on an Elective may still be required to immediately return to Australia if the destination's travel advisory status changes to either of the above travel classifications during the period of their stay.*

*Students who knowingly remain overseas in such circumstances will not have their Elective count towards their academic assessment and may also be subject to UTAS Student Discipline proceedings.*

***Students must therefore think very carefully before selecting a particular destination for an Elective and consult with the Academic Coordinator who can provide more details on the UTAS travel policy prior to submitting their choice.***

\*Where the travel destination is the students home country.



Please write your name and Student ID and then you must acknowledge each statement with your signature and where required provide the necessary information.  
 Please return the ORIGINAL to the External Liaison Office by internal mail.  
 (Private Bag 34 marked Att: Gina Parsons)

FULL NAME	STUDENT ID
	PLEASE ENSURE ALL BOXES BELOW ARE SIGNED
<ul style="list-style-type: none"> <li>◆ I have read and understood this Form and agree with its conditions.</li> <li>◆ I have referred to the current DFAT advice for the country of my destination prior to submitting this Form and will also regularly review the website while overseas.</li> </ul>	
<ul style="list-style-type: none"> <li>◆ I have or will arrange prior to travel comprehensive travel insurance cover with medical evacuation.</li> </ul>	
<ul style="list-style-type: none"> <li>◆ I have or will prior to travel arrange suitable Indemnity cover.</li> </ul>	
<ul style="list-style-type: none"> <li>◆ I have or will prior to travel see a GP or travel doctor in regards to my elective.</li> </ul>	
<ul style="list-style-type: none"> <li>◆ I have or will prior to travel update my travel immunization as required.</li> </ul>	
<ul style="list-style-type: none"> <li>◆ The name and contact details of my next of kin are:</li> </ul>	
<ul style="list-style-type: none"> <li>◆ My proposed destination is:</li> <li>◆ My travel dates are:.....</li> <li>◆ My contact details (address, telephone and email) during the period of my elective are:</li> </ul>	

Student signature: .....Date.....



## Appendix 4 ELECTIVES LOGBOOK COVERSHEET

Students are required to keep a diary during the elective, a minimum of ½ A4 page for each week preferably in typed format, to be submitted with the Student Performance Review form completed by your supervisor/s.

STUDENT ID NO:	STUDENT NAME:
DISCIPLINE SUPERVISOR CONTACT DETAILS HOSPITAL/INSTITUTION ADDRESS DATE OF ELECTIVE:	..... ..... ..... ..... ..... FROM: ..... TO.....
DISCIPLINE SUPERVISOR CONTACT DETAILS HOSPITAL/INSTITUTION ADDRESS DATE OF ELECTIVE:	..... ..... ..... ..... ..... FROM: ..... TO.....

Please attached your log book to this cover sheet, a minimum of ½ page per week

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## **Appendix 5 Student Performance Review Information Sheet**

### **Assessment in the School of Medicine**

The School of Medicine assessment programme has been designed to test the understanding and application of core medical knowledge and skills as well as the personal and professional behaviour of its medical students.

### **The Student Performance Review Form**

The SOM assesses student performance in the clinical setting via the Student Performance Review Form. This involves supervisor review and assessment of the evidence of a student's clinical activity as well as their performance across a range of important elements of clinical practice.

### **What is expected of those completing Student Performance Review Forms?**

An honest and objective rating of the student's performance as observed during contact session/s with the student.

### **How do I complete a Student Performance Review Form?**

When a student gives you the Student Performance Review Form, please complete each section as indicated below:

- Record the name, details location of placement and the amount of time you have spent with the student.

### **PART A**

- Consider all aspects of the student's performance that you or your colleagues have observed throughout the current performance period. Provide a rating for each of the behavioural domains listed in the Student Performance Review Form by ticking the option that you feel best represents the student's performance.

### **PART B**

- Tick the global rating you think best summarises the students overall level of performance.
- Note: the global judgement is not a summation of the individual criteria listed in the form, but an overall impression of the student's performance as observed during each contact period. Students should be considered "satisfactory" unless their positive/negative performance warrants a different grade. If a student is Unsatisfactory, please contact Dr Nick Cooling email [nick.cooling@utas.edu.au](mailto:nick.cooling@utas.edu.au)
- Provide feedback for the student by considering their overall performance and indicating areas of strength and any that need attention. Indicate whether you would have the student as an Intern or Junior Medical officer on your clinical team by ticking the appropriate box.
- Print your name and contact number, and sign and date the form.

### **What do I do with the completed Student Performance Review Form?**

The form can be returned to the student who will ensure completed forms are returned to SOM staff or returned to:

Electives Coordinator  
Private Bag 34  
Hobart TAS 7001



School of Medicine

**Student Performance Review Form  
Year 4 – Elective**

Form to be completed by the supervisor at the end of the placement

**Student name** \_\_\_\_\_

Department/Hospital Name \_\_\_\_\_

**Time spent with student** (please cross)

- Little or no contact     
  Sporadic superficial contact     
  Infrequent in-depth contact  
 Moderate in-depth contact   
  Frequent in-depth contact

<b>Part A; Rating of Student performance</b>	<b>Unsatisfactory</b>	<b>Satisfactory</b>	<b>Excellent</b>	<b>Not observed</b>
<b>Instructions:</b> Consider all aspects of performance observed by yourself or colleagues throughout the placement period and provide a rating for each behaviour listed below				
<b>History taking skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Examination skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication skills</b>				
Ability to effectively exchange information with supervisors , colleagues and patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professional boundaries/Sensitivity to patient</b>				
Maintains appropriate boundaries with supervisors, colleagues and patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows respect and discretion with all patient regardless of culture, age, gender or disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teamwork/Attendance</b>				
Maintains cooperative working relationships, promoting positive group interaction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation across learning opportunities throughout the placement period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resilience/Flexibility</b>				
Ability to bounce back from professional and personal set-backs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to reprioritize tasks and duties as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ethical and legal standards</b>				
Applies ethical and legal standards in all professional situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Clinical decision making/Knowledge base</b>				
Ability to analyse, synthesise and interpret information to form appropriate clinical decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates appropriate knowledge and understanding of relevant medical sciences and clinical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sharing knowledge/Seeking help</b>				
Participates in a collaborative educational role with supervisors, colleagues and patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies own limitations and seeks appropriate advice or assistance as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PART B : Overall level of student performance**

Unsatisfactory

Satisfactory

Excellent

**Preceptor comments:**

Strengths

Areas than need attention

**Have you discussed this with the student**

YES

NO

Supervisors Name.....Signature.....Date.....

Official Stamp

Students signature.....Date.....

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## **Appendix 6: Infectious Disease Form for Period of Elective Study**

Student Name:.....

Student ID:.....

### **Student Declaration:**

Details of proposed elective period of study including destination, health care facilities, anticipated learning experiences and duties, departure date and duration of stay.

Country/Sate of Destination.....

Health Facility.....

Duties/learning experiences.....

.....

Departure Date.....

Duration of elective.....

I have sought advice regarding potential infectious diseases and risks associated with travel and my learning/work experiences during the elective period of study

Signature:.....Date.....

### **Health Care Provider Declaration:**

The student has sought and received appropriate advice regarding potential infectious diseases and risks associated with travel and the intended learning/work experiences during the elective period of study

Name:.....

Signature:.....

Address or Stamp:

Date.....

RETURN: Please return the signed form to the Electives coordinator no later than 01 September 2012.

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# Appendix 7 - HIV Exposure Plan

## Post HIV Exposure Plan

[UTAS Home](#) > [Faculty of Health Science](#) > [School of Medicine](#) > [Internationalisation and Electives Program](#) > [Fourth-year Electives](#) > [Forms](#) > Post HIV Exposure Plan

**i** Highlighted fields are mandatory.

A Post HIV Exposure Plan, prepared before you leave on your elective, will:

1. ensure you have a plan to deal with exposure to HIV, and
2. reduce the stress of dealing with an inadvertent exposure to a blood borne pathogen

This plan is best prepared with advice from your supervisor at the hospital you will be visiting. Contact your supervisor well before you depart to collect the relevant information. They will know the prevalence of HIV, drug regimens available and oPEP recommendations. Your supervisor may also advise you as to the appropriate HIV specialists to contact in visited country.

### Preliminary Details (pre-departure)

Page 1 of 3

Before you prepare your plan you need to collect the following information.

Name	<input type="text"/>
Date of Birth	<input type="text"/>
Email address	<input type="text"/>
Date of last personal HIV antibody testing	<input type="text"/>
Hep B surface antibodies?	<input type="text" value="No"/>
Hep A vaccination?	<input type="text" value="No"/>
Country visiting	<input type="text" value="Aland Islands"/>
Background HIV prevalence in that country	<input type="text"/>
Common associated comorbidities (e.g. TB)	<input type="text"/>
Does the visiting hospital have HIV PEP easily available?	<input type="text" value="No"/>
What drugs do they use?	<input type="text"/>
Current first line Highly active Anti-Retroviral Treatment (HAART) in hospital/country visited?	<input type="text"/>
Does the hospital have a post HIV exposure plan?	<input type="text" value="No"/>
Can you obtain a copy?	<input type="text" value="No"/>
Who is the local/regional specialist in HIV medicine?	<input type="text"/>
Contact number	<input type="text"/>
Where would you get serology performed for you (and the patient)?	<input type="text"/>
Supervisor name (host hospital)	<input type="text"/>
Contact number	<input type="text"/>
Name of the closest HIV specialist	<input type="text"/>
Contact number	<input type="text"/>
Institution	<input type="text"/>
Director of Electives (UTAS) contact number	<input type="text" value="+61 3 6226 4663"/>
Airline for return home travel	<input type="text"/>
Contact number	<input type="text"/>
Travel insurer	<input type="text"/>
Contact number	<input type="text"/>
Next of kin contact number	<input type="text"/>

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School of Medicine Internationalisation and Electives (SMILE) Program

[School of Medicine Internationalisation Committee Wiki](#) (log-in required)

PEP Prophylaxis kit content you will have access to while on elective

- I have purchased my own kit in Tasmania
- I am able to obtain the following kit in the country I am visiting
- I have made no arrangements to access an oPEP kit

... and it includes **Tenofovir/Emtricitabine (Truvada) 1 daily**

Quantity **7 day supply** ▼

... and **Lopinavir/Ritonavir (Kaletra) 2 tabs bd**

Quantity **7 day supply (28 tablets)** ▼

**! NB If you have a 7 day kit you must obtain the rest of the supply from a local source before the tablets run out or you should return to Australia.**

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School of Medicine Internationalisation and Electives (SMILE) Program

[School of Medicine Internationalisation Committee Wiki](#) (log-in required)

## Inadvertent Exposure to Blood Borne Pathogens

[UTAS Home](#) > [Faculty of Health Science](#) > [School of Medicine](#) > [Internationalisation and Electives Program](#) > [Fourth-year Electives](#) > [Forms](#) > Inadvertent Exposure to Blood Borne Pathogens

**i** Highlighted fields are mandatory.

**i** To be followed only after inadvertent occupational exposure to blood borne pathogens.

### Details of Inadvertent Exposure to Blood Borne Pathogens

Page 1 of 2

Student name

Email address

Regarding the source patient:

- HIV Positive – Duration (if known)
- Viral Load/CD4 count (if known)
- Other Co-morbidities (if known)

Nature of injury and bodily fluid exposed to

Time of incident  :  :  :  :

**! Notify your supervisor immediately.**

HIV status of the patient?

Your supervisor should organise this.

Locate the HIV PEP flowchart to determine your specific risk and recommended treatment. In brief this is:

- Low risk (e.g. low risk exposure and negative patient) – no prophylaxis or
- Moderate risk – antiretroviral prophylaxis with Truvada or
- High risk - antiretroviral prophylaxis with Kaletra

This needs to start within 72 hours of exposure.

Contact the [Director of Electives in Tasmania](#) who will provide advice and liaise with Tasmanian infectious disease physicians or HIV specialists in Melbourne.

If you start the 7 day kit you must return home within one week or obtain local supplies of oPEP to complete the course.

On arrival, organise urgent advice from the Infectious Disease Clinic at the teaching hospital – including further HIV PEP treatment.



School of Medicine Internationalisation and Electives (SMILE) Program

[School of Medicine Internationalisation Committee Wiki](#) (log-in required)