



The RMH Clinical School Medical Student Elective Placement program information guide

Please read the following information carefully before applying for an elective placement at the Royal Melbourne Hospital (RMH).

The elective program at the RMH is administered by University of Melbourne, the RMH Clinical School. All elective enquiries are to be directed to the Elective Coordinator via rmh-electives@unimelb.edu.au.

DO NOT directly contact the RMH Clinicians



**The Royal
Melbourne
Hospital**



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About the placement program

What elective experience can I expect at the RMH?

The RMH provides a true elective placement only. This means that we do not provide formal teaching or summative assessments to fulfil 'core' rotational requirements within a student's current course and are unable to enter into any placement/legal agreements between a student's home institution and the University of Melbourne/Royal Melbourne Hospital.

A clinical elective placement will involve integration into the activities of the Unit (as deemed appropriate by the Head of each Unit), generally this would mean 'shadowing' of the resident/registrar, attendance of unit activities (ward rounds, outpatient's sessions and unit meetings) and hospital educational activities.

The student is expected to participate in the activities of the clinical unit and will have multiple opportunities to engage in clinical activities in relation to patient assessment and patient care under the supervision of hospital staff.

This does **NOT** include individual tutorials or integration into the University of Melbourne medical student teaching program unless deemed appropriate by the Clinical Dean. There may be some opportunities to attend Grand Rounds or other hospital teaching. You will not be provided with access to the hospital's Electronic Medical Records (EMR). You will not be provided with additional access to units/locations at RMH; Elective students are provided with the same access as RMH Medical Students only.

A formal timetable is not provided before commencing the elective. Students will be assigned a supervising Consultant who will discuss their learning activities, opportunities and attendance requirements. Students must be confident to manage their own learning effectively in the unit team.

Our electives cannot be used to complete research or a project.

An elective student placement does not correspond to that of a final year student at the University of Melbourne and as such, no documentation to that effect will be signed.

For students from universities in Germany

We are unable to sign any forms indicating that you have 'the same rights and duties' as our medical students or provide a hospital or University of Melbourne stamp for documentation. If either of these are a mandatory requirement for you, we will be unable to facilitate your elective and advise that you do not apply.

Who can apply for a medical elective?

Medical students who are in their final year or penultimate year at the time of their elective placement. Evidence of this will be provided by your Dean/Representative completing the Academic Details and Authorisation Form.

University of Melbourne students

We do not accept elective applications from University of Melbourne medical students.

If you have graduated and are a doctor

If you have graduated and are a doctor, you are not eligible for this program.

Please contact the [Medical Board of Australia](#) for information about pathways for International Medical Graduates, or the [Postgraduate Medical Council of Victoria](#).

When can I apply?

Elective applications for specific periods of time will be [advertised on the RMH website](#) under 'Current status of elective applications'.

Any applications received outside of the times indicated will be deleted.

How many weeks are available for an elective?

Electives are available for a minimum of 2 weeks and a maximum of 8 weeks.

Only Neurosurgery will accept students for an 8-week block. **All other units will accept students for a maximum of 4 weeks.**

Can I take holidays during my elective?

No. If you wish to travel while here for your elective placement, please arrange your travel before or after your placement not during your placement.

If we become aware that you are not attending your elective placement as you are travelling, we will consider this a breach of professional behaviour and will discuss this with your university.

What hours/days of attendance are required?

You are expected to attend your placement from Monday to Friday during normal business hours. If the date that you are starting falls on a public holiday, you will commence the elective on the next business day. Some units may have opportunities to attend outside of these hours and this will be discussed with you on your commencement.

If you are unable to attend due to sickness, you must email the Elective Coordinator and your host unit to advise them of your absence. Failure to do so will result in your attendance form being signed off for days attended only.

If we become aware that you are not attending your elective placement for a reason other than illness, we will consider this a breach of professional behaviour and will discuss this with your university.

What assessment of my elective placement is provided?

At this hospital, we will provide assessment on attendance and professionalism only. If your University requires an assessment to be completed that involves clinical skills or medical competencies, you are **NOT** eligible for an elective at the RMH.

We highly recommended you contact your university and check the assessment requirements before applying, as the application fee is non-refundable. If your university requires an assessment be completed, it must be provided to us with your application for review. Students are not permitted to submit any forms of this nature directly to the consultants/hospital staff.

A 'Certificate of Completion' can be provided upon request. This letter will include your name, the units and dates of your placement and that your attendance was either satisfactory or unsatisfactory. This will be signed by a representative of the Dean of the Royal Melbourne Clinical School.

Will you help me with a visa?

No. The University of Melbourne, the RMH Clinical School cannot provide information to students regarding visas. **You will not be enrolled as a student and we do not sponsor any visa applications.** You will be a visitor to this hospital and observing/shadowing clinicians.

For information regarding visas, please contact the [Australian Department of Home Affairs](#).

It is the student's responsibility to ensure that they have the correct visa. **Elective payments will not be refunded if you are unable to obtain a visa.**

Do you provide accommodation?

Accommodation is not provided by the RMH and we are unable to assist you with this.

Am I eligible for a student discount for public transport?

You will be an elective student, not an enrolled student and therefore not eligible for a student concession.

For travel in Melbourne, you currently need to purchase a Myki card, which allows you travel on trains, buses and trams in the metropolitan area. This is in a process of change. Find out more about [travelling around Melbourne on public transport](#).

Elective placement fees

All costs incurred for the elective placement, including travel and accommodation are the responsibility of the student.

A \$200 AUD (non-refundable) elective application fee is payable when lodging your application. The receipt of payment for this must be attached to your elective application.

Once an application has been approved, the elective placement fee is \$100/week (non-refundable). The application fee is deducted from this. For example, 8 weeks is \$800 minus the application fee so the placement fee is \$600. The placement fee is payable within 1 week of your formal placement offer.

As the elective fees (both application and placement) are administration fees and non-refundable, please read this guide carefully and ensure that you are eligible before applying.

Refund/cancellations

If at any time, you wish to withdraw the application or cancel an offer of placement, this should be done immediately via email to the Electives Coordinator at rmh-electives@unimelb.edu.au. Any fees paid to this point are non-refundable.

A refund of the weekly fee will only be processed in the following situations:

- If the RMH Clinical School has to cancel the placement due to circumstances beyond their control.
- In the event of any epidemic outbreak, the university reserves the right to cancel your placement. You are to adhere to infection control guidelines set by the Victorian Department of Health, the RMH and the University of Melbourne.

The application fee is non-refundable.

Fees will not be refunded if the student fails to obtain insurances, visas or other documentation required by the due date that has been advised.

What types of placements/dates are available?

Placement units

Medical

- Cardiology
- Dermatology *available mid-February to November
- Endocrinology
- Gastroenterology
- Infectious Diseases
- Ophthalmology *available January, June, November & December
- Respiratory *available November to January
- Neurology

Surgery

- Breast and Endocrine *no students mid-December to January
- Cardiothoracic
- Ear, Nose and Throat
- Neurosurgery *before completing the application form send a formal email request stating why you wish to do Neurosurgery with a copy of your resume/CV to Prof Drummond kate.drummond@mh.org.au with her Personal Assistant Janelle.kneeshaw@mh.org.au and rmh-electives@unimelb.edu.au cc'd in.
- Oral and Maxillofacial Surgery *before completing the application form send a formal email request stating why you wish to do Oral and Maxillofacial Surgery, with copy of your CV, to Professor Alf Nastri via his Personal Assistants entomfscordinator@mh.org.au and rmh-electives@unimelb.edu.au cc'd in.
- Orthopaedics
- Plastic Surgery
- Trauma *no students mid-December to January. 2-week placement only.
- Urology *available January, June, November & December
- Vascular

Other

- Anaesthetics & Pain Management
- Emergency *available January, June, November & December. 4-week placements only.
- Intensive Care
- General Psychiatry *when submitting your application form, include a blurb with 1-2 paragraphs stating why you wish to do General Psychiatry addressed to Dr John Koutsogiannis.
- Neuropsychiatry *when submitting your application form, include a blurb with 1-2 paragraphs stating why you wish to do Neuropsychiatry addressed to Professor Dennis Velakoulis.
- Ophthalmology * when submitting your application form, include a blurb with 1-2 paragraphs stating why you wish to do Ophthalmology addressed to Dr Elaine Choong.
- Radiology

General medicine/general surgery

Please note that general medicine/general surgery are not options and will be disregarded if you enter this into your elective application form.

Paediatrics and obstetrics and gynaecology

Paediatrics and obstetrics and gynaecology are not available at the RMH.

If that is your area of interest, then please click [here](#) for a list of other University of Melbourne affiliated hospitals that offer these disciplines. Refunds will not be provided for elective application requesting these placements.

Placement dates

Elective placements are not available in most units from mid-December to mid-January each year. Only ICU and Emergency accept electives during this time and they offer these placements to Australian students.

Most units accept one or two students at a time.

Placements are not able to commence in the first week of February each year as this is when the new junior doctors commence, you can start the placement the weeks before or after.

Application process

All applications for elective placements at the RMH are processed through the University of Melbourne, the RMH Clinical School. Students must **NOT** contact Clinical Departments or Medical Staff directly and all enquiries are to be made directly with the Elective Coordinator via email at rmh-electives@unimelb.edu.au.

Before applying/sending an enquiry, ensure that you have read this document carefully and you have checked with your institution to ensure you are aware of any documentation that they require (including assessment forms).

All documents provided must be in English or as a certified translated copy.

Applications can only be made for electives within the dates that applications are open for – for information about this, please go to the [Electives website](#) the relevant information will be under 'Current status of elective placements'.

REMEMBER: We will not accept any official forms or assessments (outside of attendance and professionalism) issued from the student's home university or higher educational provider. Students are not permitted to submit any forms of this nature directly to hospital consultants and/or hospital staff.

How to apply

To submit an application, email the following documents and attachments to the Elective Coordinator via rmh-electives@unimelb.edu.au – all documents must be in English or as a certified translated copy and saved as separate pdfs (no photos of documents).

In the subject of the email, ensure that you have the month/year that you are applying for the elective – for example, Subject: 'Elective Application January 2024'.

An application will not be considered until all of the below documents have been received:

- Completed Application Form
- Completed Academic Details and Authorisation
- Completed Immunisation Declaration – students must be immunised/previously infected for measles, mumps, rubella, varicella, hep B in order to be considered for an elective at RMH
- Resume/CV
- A copy of your student ID
- Receipt of \$200 Application Fee payment – [click here to make payment](#)
- A copy of your assessment form/s (if required)
- Any documentation that your University will require us to complete

Notification that your application has been received will be sent you by return email.

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

When will I hear if I have been successful?

Please see the advised dates on the [Electives website](#) of application processing times.

While we endeavour to respond to you as quickly as possible, we routinely receive a large number of emails requesting elective placements and we request your patience during these periods. Please refrain from sending repeating emails as this will delay our response times.

If my application is accepted, what happens next?

If the RMH Clinical School is able to arrange an elective placement for you, you will receive a letter of offer with details of how to pay (due within one week of the letter being sent). Failure to make payment within this time frame will result in your elective placement offer being withdrawn. The Elective Application fee will not be refunded in this case.

When you make the payment, we will be notified. From there we will send you an email confirming your elective and detailing the additional documents required before commencing your elective (further details below).

Elective placements are not final until all paperwork and fees have been received from the applicant 8 weeks before the elective commencing.

By accepting an elective placement at the RMH, students are providing consent for the University of Melbourne to disclose personal information to the RMH if we deem it necessary to do so.

What additional documents are required before commencing your elective?

All additional documents are due 8 weeks before your elective commencement. You may send these in earlier if you'd prefer. If the required documents aren't received by the due date, your elective offer may be rescinded. You will not commence your elective without providing these documents.

Insurance

Please note that students undertaking an elective placement at the RMH are not formally enrolled with The University of Melbourne or the RMH Clinical School and therefore are **NOT** covered by the University's insurance. Students must arrange their own insurance as below.

Personal medical insurance

You are required to provide proof of personal medical insurance. This covers you in the event of sickness, accident or medical emergency.

You may wish to check if you have [reciprocal health care](#) arrangements with Australia.

Professional medical indemnity insurance

All students must provide evidence (in English) of indemnity cover for the elective period. This coverage can be provided by your University, or an alternative insurance organisation, however please note the coverage must amount to AUD \$20 million per occurrence for professional indemnity insurance.

In Australia, [MIPS](#) offer medical indemnity cover to medical students from Australia and overseas along with other companies.

Vaccinations/immunisations

You will have completed the Immunisation Declaration when you applied for your elective – 8 weeks before your elective commencing, you will need to supply documentation (in English or a certified translated copy) of the below. If the required documentation is not received by this date, your elective may be rescinded.

You will **not** commence your elective without providing proof of the below.

Influenza vaccination

Last dose must have been administered within 12 months of the start of the elective commencement date.

COVID-19 vaccination

In Victoria, it is a legislated requirement that health professionals are fully immunised for COVID-19. Currently, that's 3 COVID vaccinations or one dose of Janssen vaccination and one dose of another COVID vaccination. Documentation must be provided to show that the relevant vaccinations have been received in order to commence your elective.

Tuberculosis

If you have had a previous positive result, you will be required to provide relevant serology.

Measles

Provide antibody levels if available, students must be vaccinated/previously infected in order for the application to be considered.

Mumps

Provide antibody levels if available, students must be vaccinated/previously infected in order for the application to be considered.

Rubella (German Measles)

Provide antibody levels if available, students must be vaccinated/previously infected in order for the application to be considered.

Varicella (Chicken Pox)

Provide antibody levels if available, students must be vaccinated/previously infected in order for the application to be considered.

Hepatitis B

Provide antibody levels if available, students must be vaccinated/previously infected in order for the application to be considered.

Pertussis (Whooping Cough)

Provide antibody levels if available, students must be vaccinated/previously infected in order for the application to be considered.

Australian National Police Check

All students both Australian-based and international are required to obtain/provide an Australian National Police Check. The Australian National Police Check must be dated within 12 months of the expected date of completing your elective. For example, your elective will finish on the 30/4/2024, your criminal record check must not be dated before 30/4/2023.

International students can apply for an Australian National Police Check before arrival in Australia through the [Australian Federal Police website](#).

In addition to the instructions provided on the AFP website a student must:

- Enter code Number 37 in Section 1 'Purpose of NPC'
- Tick 'No' to the fingerprint section

Criminal Record Check (CRC) – international students

As well as the National Police Check, a criminal record check is also required and must also be dated within 12 months of the expected date of completing the elective for all international students.

CRC must be from the country in which the student has spent a majority of the last 12 months (usually the country that they are studying in). CRC must be state-wide or province-wide (local or shire is not sufficient).

If the CRC is not in English, it must be accompanied by a certified translation.

Professional expectations

Dress code

You are expected to be well groomed and professional in appearance at all times. Some examples of inappropriate types of attire are below:

- Trainers/gym shoes
- Sandals/open toed shoes
- T-shirts/singlets/low cut tops/bare midriffs
- Jeans/short skirts

Whenever you are on the wards, you must be 'bare below the elbows'. This means that if you have a long sleeved shirt on, it must be rolled up above your elbows. This is to comply with infection control measures and ensure that our patients are protected.

Your official hospital ID badge must be displayed prominently at all times so that your status as a student is clear.

Please do not bring a white coat. Theatre scrubs can only be worn within designated areas and are provided by the hospital where required.

Professional behaviour

As Medical Elective Students you are expected to be polite and respectful to the hospital, university and Clinical School staff, as well as patients, their relatives and hospital visitors.

You should exercise great care in the material you post on social media about your private life and your hospital experiences. At no time should material be posted which could adversely affect your patients, their relatives, your teachers or the Clinical School Staff.

Attendance Monday to Friday during the normal hours of the unit's operation is the expectation unless otherwise set by the unit. If you are unable to attend, the expectation is that you would inform both the relevant person on the unit and the Clinical School of your absence, and your expected return date.

When you are on your elective placement, you must stay with the unit assigned and offered in your letter of offer. **You are not to reach out to alternative units or to contact RMH Clinicians who are not associated with your allocated unit and request to participate in any of their activities/request an elective with them.** All elective enquiries must come through the Clinical School.

Please note: Mobile phones should be switched off or on silent while you are on your placement. Calls should only be answered during breaks.

Should we observe or be informed that you have not displayed appropriate professional behaviour, we will contact your university and you may have your elective immediately cancelled.



Advancing health for everyone, every day

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