



Royal Melbourne Hospital (RMH)

MEDICAL ELECTIVE PROGRAM

Please read the following information carefully before applying for an elective placement.

The Medical Elective Program at [Royal Melbourne Hospital](#) is administered by University of Melbourne, RMH Clinical School. All elective enquiries are to be directed to the Elective Coordinator; please **DO NOT** contact RMH clinicians. Please contact the Elective Coordinator at rmh-electives@unimelb.edu.au

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Who can apply for a medical elective?

Medical undergraduates can apply for an elective at this hospital. Applicants are required to be in their final year or second last year at the time of their elective placement.

University of Melbourne students: We do not accept elective applications from University of Melbourne medical students, as opportunities are available for placements at RMH via MD Research Project and Vocational Selective.

If you have graduated and are a doctor, then 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?

Applications can only be accepted up to 18 months in advance. If applications are received beyond 18 months in advance they will be deleted.

How many weeks are available for an elective?

Electives are available for a minimum of two weeks and a maximum of eight weeks? Only NEUROSURGERY will accept students for an eight week block. All other units will accept students for a maximum of four weeks.

Elective duration	Placement plan
8 week placement	2 x 4 week placements. Neurosurgery is the only unit that accepts students for eight week placements
6 week placement	2 x 3 week placements or 4 weeks plus 2 weeks

How much does an elective cost?

Placement type	Elective duration	Elective cost
Elective	Minimum of two weeks and a maximum of eight weeks	\$AUD 100 per week
ALL ELECTIVE PAYMENTS ARE <u>NON-REFUNDABLE</u>		

Can I take holidays during my elective?

No. If you are from overseas and wish to travel while here for your elective placement, please arrange your travel prior to or after your placement NOT during your placement.

What hours/days of attendance are required?

You are expected to attend your placement from Monday through to Friday during normal business hours. 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.

Will you help me with a visa?

The University of Melbourne, RMH Clinical School cannot provide information to international students regarding the type of visa required. 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 and shadowing clinicians.

For information regarding a visa, please contact the [Australian Department of Immigration](#)

Students are required 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 at Royal Melbourne Hospital and we are unable to assist you.

Casual accommodation is sometimes available at [The University of Melbourne](#). Other options include [Youth Hostels Association Australia](#).

What types of clinical placements are available?

Paediatrics and Obs and Gynae are NOT available at Royal Melbourne Hospital. 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.

Elective placements are not available in most units between mid-December and mid-January each year. The only unit that accepts elective students during this period is ICU. Most units accept between 1 and 2 students at a time. Placements beginning in the first week of February each year are limited as we have new junior doctors commencing at this hospital.

<p>Medical Units</p> <p>GENERAL MEDICINE is not an option, please do not include it in your preferences on the application form</p> <ul style="list-style-type: none">• Cardiology• Dermatology – limited placements• Emergency – not available from May to October inclusively• Endocrinology – not available August to October inclusively• Gastroenterology• Infectious Diseases• Neurology• Respiratory	<p>Surgical Units</p> <p>GENERAL SURGERY is not an option, please do not include it in your preferences on the application form</p> <ul style="list-style-type: none">• Breast, Oncology & Endocrine – limited places• Ear, Nose and Throat (ENT) Surgery• *Neurosurgery (apply direct to unit – see below)• Ophthalmology• *Oral and Maxillofacial Surgery• Orthopaedic Surgery• Plastic Surgery• Urology Surgery• Vascular Surgery
<p>Other</p> <ul style="list-style-type: none">• Anaesthetics• Intensive Care Unit (ICU)• Radiology – limited placements• Trauma (triage service)	<p>*Neurosurgery</p> <p>Please send a formal email request stating why you wish to do Neurosurgery, with copy of your Resume/CV, to Professor Drummond kate.drummond@mh.org.au and her Personal Assistant Janelle.Kneeshaw@mh.org.au</p> <p>*Oral and Maxillofacial Surgery</p> <p>Please send a formal email request stating why you wish to do Oral and Maxillofacial Surgery, with copy of your Resume/CV, to Professor Alf Nastri via his Personal Assistants entomfscoordinator@mh.org.au</p>

What elective experience can I expect?

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. 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 opportunities to attend some teaching sessions, Grand Rounds or other hospital teaching.

A timetable is not provided prior to commencing your elective. On arrival at RMH on the first day of your elective placement, you will be advised what Unit activities you will be able to participate in.

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, we can sign forms indicating you have the "same rights and duties".

What assessment of my elective placement is provided?

At this hospital, we will provide assessment on attendance and professionalism only. However, we are unable to complete assessments of your clinical skills and medical competencies due to the large number of our own students and visiting elective students placed here.

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.

How do I apply for an elective?

Ensure you have read this document carefully. Documents are to be in written in English

Email the following documents as PDF attachments only (not photos of documents).

- Application form
- Immunisation declaration (the TB test and Flu vaccine proof can be sent later)
- Letter from your university *stating that you are in your last or second last year of your course.*
- Resume/curriculum vitae (CV)
- ID photo (not a copy or your passport/ID card/licence)
- Assessment form or evaluation form that your university requires to be signed off at the completion of your elective placement

You may send a *Proficiency of English* document if you wish. DO NOT SEND ANY ADDITIONAL DOCUMENTS UNLESS REQUESTED.

When will I hear if I have been successful?

Please allow EIGHT WEEKS for your application to be reviewed. We routinely receive a large number of emails requesting elective placements at this hospital.

If my application is accepted what happens next?

You will receive a letter of offer with details of how to pay (within 28 days of the letter being sent)

When you make payment, we also receive an automated receipt. You will receive a confirmation letter and an email confirming the payment and detailing additional documents required prior to commencing your elective.

What additional documents are required? (Insurance and Vaccinations)

All **insurance** and **vaccination** documents are required ONE month prior to commencing your elective.

YOU CANNOT COMMENCE YOUR ELECTIVE WITHOUT THESE DOCUMENTS

Insurance

Personal Medical Insurance that covers you in the event of sickness, accident or medical emergency.

Please check as some countries have [reciprocal health care arrangements with Australia.](#)

Professional Medical Indemnity Insurance (\$10 million AUD per occurrence). All overseas and interstate elective students are required to provide evidence 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 \$10 million per occurrence for professional indemnity insurance. In Australia, [MIPS](#) offer medical indemnity cover to medical students from Australia and overseas.

Vaccinations

TB test is a *mandatory requirement* for a placement at this hospital. You will need proof of either Mantoux or Quantiferon done within 12 months of your elective commencement date. A chest xray is not acceptable. If you happen to be TB positive, then you will need a letter from your doctor stating that you are not infectious.

Flu vaccine is also required to be done within 12 months of your elective commencement date.

What should I wear?

Dress code

You are expected to be well groomed and professional in appearance at all times. Trainers/gym shoes and jeans are not acceptable. Sandals and open toed shoes are not acceptable on the wards. Males are expected to wear a shirt with a collar, though no tie is required. Females are expected to wear modest clothing. Short skirts, low cut tops and bare midriffs are not appropriate

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.

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

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 will need to purchase a [Myki](#) card which allows you travel on trains, buses and trams in the metropolitan area. For more details on travelling around Melbourne on public transport [click here](#).

General information about visiting Melbourne

Tourist information is available at [VisitMelbourne](#).

Travel to and from the international airport in Melbourne is available via [Skybus](#)