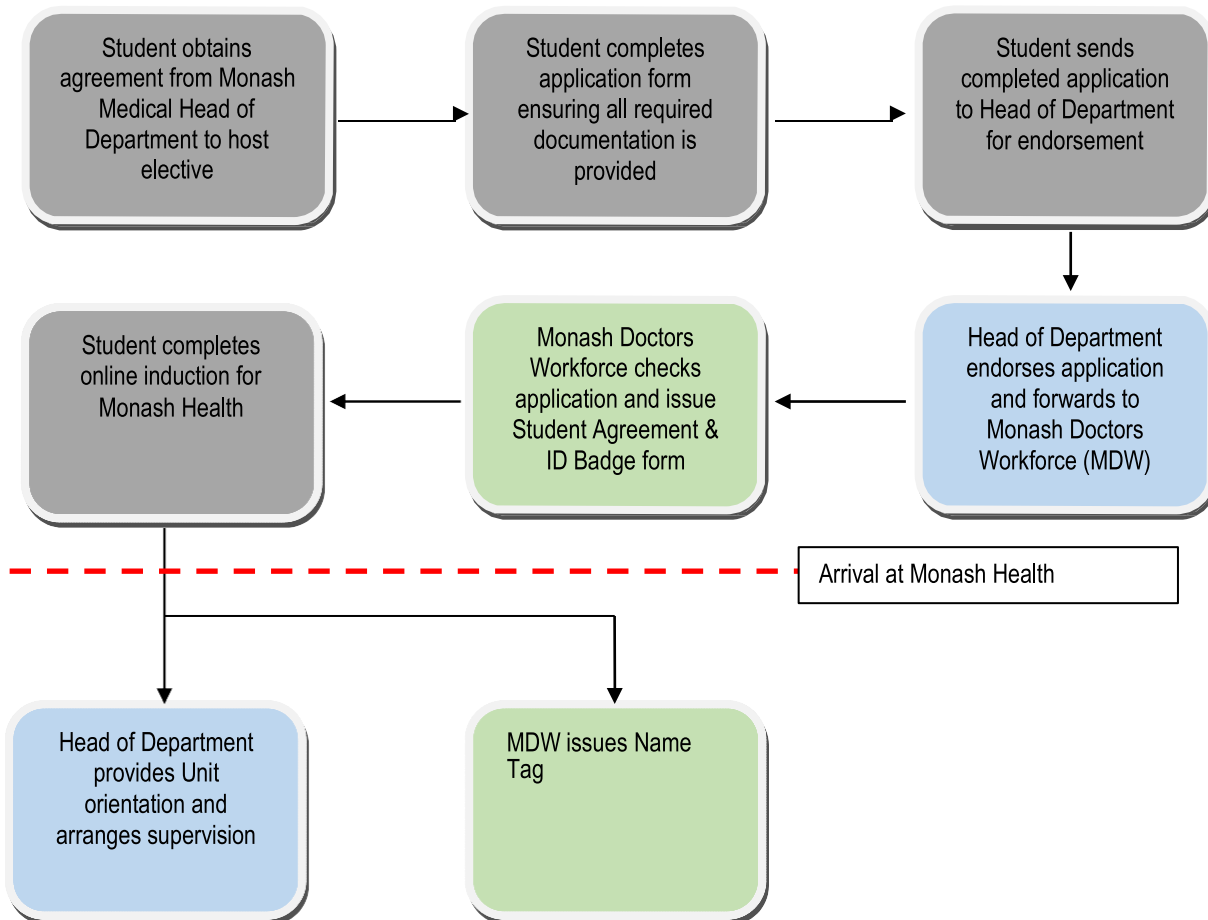


INFORMATION FOR MEDICAL STUDENTS ELECTIVES

The process for obtaining a Monash Health medical student elective agreement is outlined below:



General Conditions

- Student appointments are on an unpaid basis and do not constitute employment for any purpose.
- A Student is not permitted to examine, treat, undertake any procedures and otherwise interact with patients at Monash Health. This includes making entries into medical records, etc.
- Students must remain under the strict supervision of a specific member of the Senior Medical Staff at all times.
- The responsibility of having an appropriate current visa lies with the Student.
- The elective program is not to be used as a clinical or core rotation and purely for observation purposes only.
- Applications will be processed no earlier than six months prior to the intended commencement date. Any applications submitted before this period will be returned to the applicant with a request to resubmit within the designated timeframe
- **Medical Students are only allowed **one** elective appointment only. If applicants have already completed an elective with Monash Health in the past, they will no longer be allowed to apply for another one.**
- Approved Medical Students on placements to Monash Health are covered for accidents under the Group Accident policy.

Who Can Apply?

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

How Many Weeks are Available for an Elective?

- Elective placements are available for a minimum of two weeks and a maximum of eight weeks.
- The duration of the elective must be agreed in advance with the head of the clinical department.

How much does it cost?

Monash Health charges the following fees for processing and issuing a medical student elective agreement.

- Australian Interstate Medical Student – per elective duration 8 weeks or less – AU\$400
- Overseas Medical Student – per elective duration 4 weeks or less – AU\$600

- Overseas Medical Student – per elective duration greater than 4 weeks (max. 8 weeks) – AU\$1200

Clinical Placements Available

A wide range of specialties have agreed to host medical student electives. However, please note that Monash Health regularly has Monash University medical students undertaking clinical placements. Therefore, the ability of any unit to host a medical student elective may vary across the year.

How do I apply?

- The application form for a medical student elective is available on the Monash Doctors website <http://monashdoctors.org/>
- Please note that an applicant must have agreement from a Monash Health Unit Head to host an elective prior to submitting an application.
- **Monash Doctors Workforce will not negotiate and arrange a placement with a Unit Head or Supervisor.**

General Information about visiting Melbourne

Tourist information is available at www.visitmelbourne.com/

Accommodation

Near Monash Health Clayton

- **Mannix College:** The Catholic residential college across Wellington Road from the main Clayton University campus, accept short-term guests of Monash Health in their Gryphon House section, if they have space. Guests can use the everyday dining and other facilities and socialise informally with the long-term student residents, but the only point to note is that short-term external guests cannot attend official Mannix College dinners or other formal functions.
Here is the link with pricing and enquiry options: <http://www.mannix.monash.edu/gryphon-house/>
- **Monash University housing manager:** Kristine Papadopoulos, the Manager of the Off-Campus Accommodation Services at Monash University. She was very understanding about the difficulties in placing students who are Monash Health guests on placements but not official students of Monash University. Her team can be reached at mrs.offcampus@monash.edu and her phone numbers are below.
Her team cannot inspect properties or make bookings but they can help with referrals and advice.
- **Off-campus Accommodation Services**
Monash Residential Services | Campus Community Division | Monash University
Building B, Sir John Monash Dr, Caulfield East, VIC 3145 Australia
Postal Address: [P.O.Box](#) 197, Caulfield East, VIC 3145
Australia Ph: (03) [9903 2721](#) / [9903 4646](#)
www.monash.edu/accommodation

Near Dandenong Hospital

Quest Apartments, 2-6 James Street, Dandenong VIC 3175. Visit questdandenong.com.au or call 03 9797 2200

Other accommodation options

- **UniLodgers** - <https://www.unilodgers.com/au/melbourne/student-accommodation/monash-university?campus=807>
- **Monash University Off-campus** - <https://www.monash.edu/accommodation/accommodation/off-campus-options>

Monash Doctors Education (MDE) will also be available during student electives for any pastoral support needs that arise.

Police Clearance

Please be aware that you will not be provided with a Student agreement until Monash Doctors Workforce (MDW) has received a satisfactory Police clearance and you have completed a statutory declaration.

Overseas Police Clearance (applicable if currently living outside of Australia)

It is a requirement of your Student role with Monash Health that you obtain a current police clearance from all countries that you have lived in for the past three years. The police check from your most recent country of residence must be dated no more than 3 months prior to your start date. It is your responsibility to obtain this and forward to the Monash Doctors Workforce.

If your application reaches us for processing more than 3 months in advance, you will be required to renew this police check and provide this evidence prior to commencing your elective with Monash Health.

Monash Health Induction

Students can access the Monash Health Learning Management System without an employee number by hitting the right hand button on the LMS page, which brings up this: <https://learning.monashhealth.org/login/signup.php>

Many sites/programs also provide further induction specific to their area, please contact your Unit prior to commencement to obtain details of dates and locations. Departmental role orientation is the responsibility of your Unit who will discuss this with you on your first day.

Name Tag

You will be provided with a name tag that you are required to wear at all times.

IT Access

No IT access will be provided during your placement.

What to Wear

You are expected to always be well groomed and professional in appearance. 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.

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

Staff Car Parking

Staff car parking is not available to Students. Parking will be at your own cost in the public car park or by other arrangements.

Policies and Procedures

Monash Health expects that you familiarise yourself with policies and procedures relating to your Student role. This will be facilitated during your orientation to your clinical unit.

Medical School Dean Testimonial

Monash Health needs to receive a testimonial from the Dean of your medical school. The form for this testimonial is included in the application form. You will not receive a Student Agreement until this has been provided.

Patient Confidentiality

As a Student, you will be in a privileged position to witness confidential information about patients in Monash Health facilities. You may not disclose any information you witness whilst a Student to any person who is not a Monash Health employee.

Professional Responsibilities

It is a requirement of your employment that you immediately advise Monash Health in writing if any of the following circumstances occur and provide Monash Health all available information to you in relation to any such circumstance:

- you become the subject of any investigation by a registration body or other authority, including insurers;
- you are charged with a criminal offence that brings or is likely to bring you or Monash Health into disrepute;
- you become aware of any other matter, situation or potential situation that may place you, a patient, a staff member or Monash Health at risk or lead to a claim against Monash Health's medical indemnity insurance;
- Any changes that may impact on your performance or your ability to undertake the role in which you are appointed.

Registrations and Visas

Students must ensure that they have an appropriate Visa or residency. MDW does not assist with immigration issues.

If you have any queries you would like to discuss, please feel free to contact the Monash Doctors Workforce on 03 9594 2547 or email MonashDoctors_Recruitment@monashhealth.org.