INFORMATION FOR MEDICAL STUDENTS

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 permitted to examine and otherwise interact with allocated patients at Monash Health under supervision from their named Supervisor or Monash clinician delegated by their Supervisor to supervise them. 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.

**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: $250
- Overseas Medical Student – elective duration 4 weeks or less: $500
- Overseas Medical Student – elective duration greater than 4 weeks: $1000

**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 particular unit to host a medical student elective may vary across the year. The list of clinical units able to host medical students is displayed on the Monash Doctors website: [http://monashdoctors.org/](http://monashdoctors.org/) with contact details for each specialty.
How do I apply?
The application form for a medical student elective is available on the Monash Doctors website [http://monashdoctors.org/](http://monashdoctors.org/).
Please note that an applicant must have agreement from a Monash Health Supervisor to host an elective prior to submitting an application. Monash Doctors Workforce will NOT negotiate and arrange a placement with a Supervisor.

General Information about visiting Melbourne
Tourist information is available at [www.visitmelbourne.com/](http://www.visitmelbourne.com/)

Accommodation
Monash Doctors Education (MDE) Mededucation@monashhealth.org can provide local information, tips and contact addresses for accommodation providers. MDE will also be available during student electives for any pastoral support needs that arise.

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

Overseas Police Check (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.

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](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.

Identification Card
You will be provided with an ID badge that you are required to wear at all times. This will provide you with the necessary access required for your role.

What to Wear
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.

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 9594 2750 or email medsupport@monashhealth.org

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