

## Royal Victorian Eye and Ear Hospital Medical Elective Program Information Guide

**Please read the following information carefully before applying for elective placement**

The Royal Victorian Eye and Ear Hospital offers a limited number of medical elective placements for local, interstate and overseas medical students in their final year of study. We offer placements in ENT and Ophthalmology. Research electives are not part of this program.

**ALL** elective enquiries must be directed to the Education Officer. Please **DO NOT** contact hospital clinicians or staff directly. Please contact the Education Officer at [MedicalElectives.Observers@eyeandear.org.au](mailto:MedicalElectives.Observers@eyeandear.org.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 of their medical program/degree at the time of their elective.

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

### What dates are available for elective placement?

Elective placements are ***ONLY*** offered during the period of mid-February to mid-December each year.

### When can I apply?

Applications can only be accepted up to 12 months in advance. If applications are received beyond 12 months in advance they will be deleted.

### What types of clinical placements are available?

The Royal Victorian Eye and Ear Hospital is a specialist hospital providing ophthalmology and otorhinolaryngology services. We can therefore only offer placements in these areas of specialties.

You will be a visitor to this hospital and be observing and shadowing clinicians. General medical and surgical clinical placements are NOT offered at The Royal Victorian Eye and Ear Hospital.

A clinical elective placement will involve integration into the activities of the unit(s) to which you are assigned 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 clinics, unit and education meetings). There may be opportunities to attend some teaching sessions, Grand Rounds or other hospital teaching. There is limited opportunity to attend the Emergency Department and Theatres. If you are offered to attend these areas, it will be under strict guidance from your supervisor and approval by the Head of relevant Unit.

There may be possibility of undertaking clinical audit activities under the supervision of a Consultant during the placement.

### How many weeks are available for an elective placement?

The overall total duration of an elective placement will be a minimum of 4 weeks and a maximum of 6 weeks. We cannot accommodate placements of less than 4 weeks or more than 6 weeks. This is so we can offer elective placements to as many students as possible. We will attempt to place you on the dates you list on your application form. Please list all the dates you are available, starting with your first preference. Split rotations between clinical specialties (ophthalmology and ENT) may be permitted. This would incorporate 2 weeks in each specialty for a 4 week placement, or 3 weeks each for 6 week 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 Education Officer and your Supervisor and advise them of your absence.

### How much does an elective placement cost?

The elective placement costs \$AUD 600 per placement (regardless of number of weeks). All elective placement payments are non-refundable. Payments contribute to administration fees as well as running costs to arrange your placement.

### Will you help me with a visa if one is required?

The Royal Victorian Eye and Ear Hospital **cannot** provide information to international students regarding the type of visa required. You **will not be an enrolled student** and **we do not sponsor any visa applications**. You will be a visitor to this hospital and be observing and shadowing clinicians.

For information regarding a visa, please contact the [Australian Department of Immigration](#). Please ensure your visa covers the entire duration of your stay in Australia. Elective payments will not be refunded if you are unable to obtain a visa.

### Do you provide accommodation?

Accommodation **is not provided** at the Royal Victorian Eye and Ear Hospital and we are unable to assist you with accommodation during your placement. There are a number of backpacker establishments and hotels close to the hospital, however, the hospital does not endorse or recommend any particular establishment over another. Students should make their own enquiries and booking/reservation direct with the preferred establishment.

### How do I apply for an elective?

Ensure you have read this document carefully, and have understood all sections and meet all requirements. All applications MUST be written in English.

If you meet all requirements, email [medicalelectives.observers@eyeandear.org.au](mailto:medicalelectives.observers@eyeandear.org.au) and enquire if any of the 3 date ranges you are considering, are available. You will then be contacted and advised of availability. If you are informed that suitable dates are available, you will have two weeks from the date of the email to complete and submit all relevant documents listed below. If the documents are not received within the two week period, the placement dates may be offered to another student.

Applicants must ensure all the appropriate fields are completed on the application form. Submission of an application form does not guarantee a place. The offer of an elective placement will be confirmed via email to the address given on the application form only.

Applicants must apply individually for placements. We will not accept student group requests or communicate with student colleagues. Applications are processed in order of receipt. We will endeavour to accommodate an applicant's first preference. However, we cannot guarantee that the clinical placements requested will always be available.

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

- Application form
- Resume or Curriculum Vitae (CV)
- Certified ID photo (JPEG file) (or passport bio data page if from overseas)
- Credit Card Authorisation Form

*You may send a proficiency of English (IELTS or TOEFL) document if you wish.*

## **DO NOT SEND ANY ADDITIONAL DOCUMENTS UNLESS REQUESTED**

### **If my application is accepted what happens next?**

You will receive a letter of offer. You will also be informed at that time that your credit card will be charged for the application fee. A receipt will be sent to you. Payment will only be processed if you are offered a placement. Refunds will not be available once you have been offered a placement.

### **What additional documents are required (insurance, vaccinations etc.)?**

All students undertaking study in a clinical environment are required to:

- provide evidence of staff health screening in accordance with the Hospital's Staff Health Procedures (submit within 6 months of placement);
- Submit a recent National Police Record Check (no older than 3 months); and
- Sign a Confidentiality Agreement.

The process for satisfying these requirements is outlined below.

## **YOU CANNOT COMMENCE YOUR ELECTIVE WITHOUT THESE DOCUMENTS**

### **Staff Health Survey/Vaccinations (within six months of, and at least 3 months prior to placement)**

The Hospital's Staff health survey (including mandatory covid and influenza vaccinations) is required prior to commencing your elective. Note: depending on the time of year of the placement, and the country you are from, the influenza vaccination may be required once in Australia, prior to commencement of the placement.

Students are required to comply with the Hospital's Staff Health Procedure. Please have the "Staff Health Survey Form" completed by a Medical Practitioner or Staff Health/Infection Control Nurse and submit along with supporting serology results. The doctor/nurse completing this document cannot be the applicant/employee, their relative or someone with whom they have a close personal/professional relationship. Alternatively you may provide certified copies of required documentary evidence (in English).

### **Insurance (3 months prior to placement)**

It is recommended that you have **Personal Medical Insurance** that covers you in the event of sickness, accident or medical emergency.

**Professional Medical Indemnity Insurance** (\$10 million AUD per occurrence).

All overseas and interstate 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.

#### Police Check (3 months prior to placement)

A police criminals record check is required. Given these elective placements are in a hospital, we have a duty of care to protect and not place at unreasonable risk its patients. Therefore, we must ensure the suitability of each prospective student application prior to offering an elective placement. Applicants must therefore contact the relevant local police force to obtain a current, authorised police record report (a "police check") on themselves for forwarding in confidence to us.

#### Access to Eye and Ear Digital Health Record

If you undertake any clinical audit activities during your placement, you may require access to the digital health record. To receive this access, you will need to complete the online training in relation to the Health Records Act Victoria. This training can be completed online at <https://hcc-elearning.com.au/> You will need to sign up, complete the online training, and then submit the certificate of completion to the Education Officer.

#### 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 clothes should I wear to my elective?

##### 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 staff or the reputation of the Royal Victorian Eye and Ear Hospital.

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 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](#).