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## Information about Elective Placements at Peninsula Health (Frankston)

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**Peninsula Health** is the major health care provider serving the metropolitan and rural areas on Victoria's Mornington Peninsula. The *Peninsula Clinical School* is located in Peninsula Health and is a clinical school of Monash University. The main campus of Peninsula Health is at Frankston Hospital, Hastings Road Frankston Victoria 3199. Information about Peninsula Health and Frankston Hospital is available at [www.peninsulahealth.org.au](http://www.peninsulahealth.org.au) Information about Monash University is available at [www.monash.edu](http://www.monash.edu)

Elective placements may be available to students in their final year of study of a MBBS or equivalent degree in medicine. Places are available to students who are in an equivalent clinical year in their own medical school and have had appropriate clinical experience. Where there is a current reciprocal arrangement between Monash University and their home medical school students should arrange electives through this arrangement and not directly with Peninsula Health. Elective placements are undertaken under the supervision of a Consultant or Senior Registrar at Peninsula Health.

In the academic year between late January and early November, elective places are limited and depend on availability of positions, teaching capacity and supervision within the medical disciplines. If elective placements are available, it is preferable that they take place within ONE unit/speciality for a 6 week block during the Monash University schedule of final year placements. For 2018, the dates of these 6 week block rotations are:

<b>R#1</b> 29 Jan to 9 Mar	<b>R#2</b> 12 Mar to 20 Apr	<b>R#3</b> 23 Apr to 01 Jun
<b>R#4</b> 25 Jun to 3 Aug	<b>R#5</b> 6 Aug to 14 Sep	<b>R#6</b> 17 Sep to 26 Oct

The PCS receives its final year student allocations from Monash University in late November/December. Then potential vacancies for the following year may be available for allocation to non-Monash student applicants. For summer elective students, placements may be available during the Australian University summer holiday period of December and January.

### **Elective placements may be available in the following medical disciplines at Peninsula Health:**

1. General Medicine, Cardiology, Respiratory, Gastroenterology, Oncology
2. General Surgery, Orthopaedics, Plastic, Vascular & Thoracic, Urology
3. Emergency medicine
4. Aged Care
5. ICU, Women's Health, Paediatrics, Anaesthetics

Electives in Aged Care may also be available at Golf Links Road, Mornington and Rosebud campuses of Peninsula Health. Emergency rotations may also be available at the Rosebud campus.

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## Applications

**ALL documents required must be included in your application before submission. Your application cannot be considered until all documents are received. Failure to submit all required documents will delay consideration of the application.**

**The Peninsula Clinical School cannot obtain documents from or approach any organisation on behalf of an applicant in regard to required documentation. The provision of documents is the applicant's responsibility.**

- *Part 1 Elective Application Form* is to be completed by the applicant. Applicants should give 3 choices in order of preferred specialities and dates. This section should be accompanied by a curriculum vitae and a letter outlining what the applicant expects to achieve in their elective placement for their course and their future career, their career goals and other information relevant to the medical disciplines they have nominated.
- *Part 2 Immunisation requirements* – please see Application form
- *Part 3 Proof of Enrolment* is to be completed by the applicant's university.
- *Part 4 Checklist of documents* showing that ALL required documents are included in the application. Failure to include ALL documents will delay consideration of the application.

Elective students who make application for a placement **MUST** obtain and submit with their completed application form:

1. a valid visa (for overseas applicants),
2. health insurance,
3. personal accident insurance, (NB **MUST** be provided by the applicant's home university)
4. professional indemnity insurance (NB **MUST** be provided by the applicant's home university)
5. public liability insurance. (NB **MUST** be provided by the applicant's home university)
6. current police check
7. current working with children check
8. academic transcripts
9. immunisation certificates
10. application fee

NB Private insurance documents are not acceptable to the application

Original copies of the applications should be received at least 90 days prior to the proposed start date of the placement, but can only be confirmed within the current year.

Applications for placement are considered by the Director Clinical Training and the Clinical Director of the department in which the applicant is to be placed. During the placement, elective students are not employees of Peninsula Health and must comply with all Peninsula Health policies and procedures and be directed by their supervisor while on placement.

## Offers

Students who are offered an elective placement will receive a letter of offer to the email address on their application form. The letter will outline the dates and departments for the placement. All placements are subject to availability within the medical discipline and resources available for supervision.

Applicants should confirm acceptance as soon as possible to ensure a placement.

## Peninsula Health eLearning courses and requirements

Prior to the commencement of your elective placement you will be required to provide the following documents:

1. Valid current certified copy of an Australian National Police Record Check. This can be found at [www.afp.gov.au](http://www.afp.gov.au) or [www.police.vic.gov.au](http://www.police.vic.gov.au)
2. Valid current certified copy Working with Children Check. This can be found at [www.workingwithchildren.vic.gov.au/](http://www.workingwithchildren.vic.gov.au/)

Students on clinical placement are required to adhere to the immunisation schedule of Peninsula Health in the Application form.

Students are required to provide a record of vaccination status and immunity to infectious diseases with their application. Those persons who are not vaccinated in accordance with the guidelines will not be able to be placed at Peninsula Health. Peninsula Health reserves the right to refuse to allocate clinical placements if it is deemed that the person will be at risk of contracting or transmitting vaccine preventable infectious diseases. All persons who have only partial or no demonstrated immunity to vaccine-preventable infectious diseases are expected to declare this prior to commencement.

Elective students will also be required to complete the following Peninsula Health eLearning courses **before** they can commence placement. These may be done prior to commencement or on the first day:

- Hand Hygiene
- RISCE
- Manual handling
- Fire Training
- Blood Matters
- Asepsis Technique

All students must sign a Peninsula Health Confidentiality Agreement.

## **Fees**

*A non refundable application fee of \$200 (equivalent to the first week's fees) is charged for all applications and must accompany the application. **Peninsula Clinical School then charges \$AUD 200 per week for the student placement.** Payment for the placement can be made by credit card prior to commencement. (NB the fee levels are subject to change without notice)*

A deposit of \$25 is required for the Peninsula Health ID badge and payable on commencement of the placement. The ID badge must be worn while on all Peninsula Health campuses. The ID badge may not be used after the rotation has finished and must be returned for refund.

## **Reference/assessment Form**

If a reference/assessment form (or statement of completion of placement) is required by the elective student's home university at the completion of the placement, this should be included (in English) with the application checklist.

## **Accommodation**

Peninsula Health is unable to offer accommodation for elective placements. It is the student's responsibility to find accommodation.