

UNDERGRADUATE MEDICAL ELECTIVES GUIDANCE ON APPLICATION PROCESS

We offer excellent opportunities for undergraduate medical students from the United Kingdom and all over the world to undertake elective study within Hampshire Hospitals NHS Foundation Trust.

Contents

Entry Requirements	2
Application	2
Application Process	2
English Proficiency	4
Criminal Records Check.....	5
Immunisations and Occupational Health.....	5
Immigration Status.....	6
Insurance Requirements	6
Accommodation.....	6
Fees	6
Offer Information.....	7
Placement Information	7
Evaluation	8

Entry Requirements

- Students must be in their penultimate or final year of medical school.
- Students must be studying at a medical school that is listed on the World Directory of Medical Schools <http://search.wdoms.org/> to be considered for a placement.
- Students from countries which are not deemed to be majority English speaking must meet our minimum English language proficiency requirements, outlined below.
- Students must not have had a previous elective placement through Hampshire Hospitals NHS Foundation Trust.
- Health clearance must be completed prior to commencing elective placement.
- Student must provide evidence of Enhanced Disclosure and Barring Service (DBS) certificate or equivalent.
- Any applicants that do not meet the above requirements will not be considered for a place.
- Visa applications – please be advised that all overseas students must organise their own visa.

Please note we are unable to host students on Erasmus or Erasmus+ programmes as we are not registered with the scheme.

Application

- To apply for an undergraduate medical elective placement at Hampshire Hospitals NHS Foundation Trust, an application form must be completed and emailed, with the correct supporting documentation, to the Medical Student Elective Administration team: medicalstudentelective@hhft.nhs.uk
- A **non-refundable** administration fee is required once an offer of placement is sent to the student and a clinical supervisor confirmed.

Application Process

- Applications must be submitted to medicalstudentelective@hhft.nhs.uk
- All questions on the application form must be answered. All supporting documentation must be provided at time of application. Incomplete applications will not be processed.

- Electives are offered for a period of up to 6 weeks. Placements in medicine and surgery are offered from early July and must be completed by the end of August, and last 2- 6 weeks (6 weeks maximum). Placements may be available in other medical specialties at other times of the year, but this is not guaranteed.
- A **non-refundable** administration fee of £150 for UK residents / £300 for non-UK residents must be paid once a supervisor has been found and an offer has been made. If payment is not received, placements will not commence. Please note: the administration fee will be waived for medical students affiliated to the University of Southampton.
- As places are limited, unfortunately, not all applicants will receive offers. Availability will depend on the popularity of your chosen specialty, and on the number of consultants available to provide supervision. We also cannot guarantee placement within your first choice of specialty.
- Students may be offered an alternative department if a placement in their chosen specialities cannot be found.
- Students are permitted one elective only at Hampshire Hospitals NHS Foundation Trust, in one department.
- Students cannot specify the hospital they wish to be based at, only their chosen departments and availability dates.
- Students should note that once an application is received, the dates of an elective can only be altered in exceptional circumstances. After a supervisor has been confirmed, the dates cannot be altered.
- The Elective offer is non-negotiable.
- Upon receipt of a complete application, and providing it meets all requirements, the student will receive notification that the application has been received. Students should allow approximately 4-6 weeks, after receiving acknowledgment of receipt of their application, to receive further communication from the Medical Student Elective Administrator in relation to a possible placement. The application process will take a minimum of 8 weeks.
- A scanned copy of your passport must be provided with your application. The front cover and page with photograph and personal details should be shown. This must be verified (signed and stamped) by the Dean/Head of your Medical School, or other Medical School official.
- Students must ensure that they have sufficient funds to take up the elective placement, should we be in a position to make an offer. Hampshire Hospitals NHS Foundation Trust charges a placement fee for incoming elective students. Visiting students are required to finance their own accommodation, living and travel expenses and, if applicable, any costs relating to any Visa application.
- Electives offer no remuneration, nor is financial aid available from Hampshire Hospitals NHS Foundation Trust.

- If an applicant wishes to withdraw an application or cancel an offer of placement, they must notify the Medical Student Elective Administration team: medicalstudentelective@hhft.nhs.uk at the earliest opportunity.

English Proficiency

- We are unable to accept applications from students that do not meet the English requirement.
- Students who are applying from countries which are not deemed to be majority English speaking must provide a copy of ONE of the below test certificates with their application. **For a list of majority English speaking countries as determined by GOV.UK, please refer to:** <https://www.gov.uk/tier-4-general-visa/knowledge-of-english>
- Students who are applying from countries which are not deemed to be majority English speaking but are taught AND examined in English will not be required to submit English language test results but would need to submit a letter from their Dean/Head of School to state as such.

For applicants from countries which are not deemed to be majority English speaking (see link above) – a copy of one of the below qualifications/test certificates must be provided with application.

Qualification/Test Certificate

- IELTS (Academic for UKVI) – overall score of 7.5 (dated within two years of proposed start date of elective)
- Completed degree from a **majority** English speaking country (must be recognised by UK NARIC - United Kingdom National Recognition Information Centre) as being equivalent to a UK Bachelors degree) - certified copy of degree certificate required

For applicants from EU countries which are not deemed to be majority English speaking – a copy of one of the below qualifications/test certificates must be provided with application.

Qualification/Test Certificate

- SQA Standard Grade in English – minimum Grade 2 *
- IGCSE English (First Language) – minimum Grade B *
- GSCE in English - minimum Grade B *
- International Baccalaureate, English (higher or standard level) – minimum Grade 6 *

We regret that applications containing certificates not on the respective lists above will not be considered for a place.

Criminal Records Check

- Enhanced DBS (Disclosure Baring Service) certificate or original validated letter/report from respective Government department confirming no criminal convictions, dated no more than 3 months prior to application.

Immunisations and Occupational Health

- You will be asked to complete an Occupational Health Assessment via the Health4Work online portal. A questionnaire will be assigned to you via the portal once your placement has been confirmed but before your start date. You will receive emails with instructions on how to access and complete the questionnaire.
- Students must provide documentary evidence of the following immunisations:
 - Hepatitis B vaccinations (three vaccinations)
 - Evidence of the blood test result following completion of a course of Hepatitis B vaccinations, showing a level of antibody measured in international units/l and should indicate whether or not the student has immunity
 - Two MMR vaccinations **or** documentary evidence of positive serology to measles and rubella
 - History of chickenpox if from a temperate country or alternatively a blood test showing evidence of immunity to varicella if from a non-temperate country
 - BCG vaccination **or** in the absence of immunisation against Tuberculosis, a negative Mantoux test (or equivalent) within one year of the placement start-date is required
- Scanned copies of the documents must be uploaded to the online portal and submitted along with the questionnaire. Where applicable, a verified English translation of these documents must be provided. If any information is missing or unclear, you might be contacted by the Health4Work Team for further clarification
- You must be fully vaccinated against Covid-19 and provide documentary evidence.
- If you have a disability or health issue (including blood borne viruses) that may impact on the activities/arrangements of an elective placement or your fitness to practice, you must disclose this before you accept an offer of placement.

Immigration Status

- If applicable, it is the student's responsibility to obtain the correct visa prior to arriving in the UK
- Refer to the UK Government website for full details and eligibility requirements to complete an elective placement - <https://www.gov.uk/standard-visitor/visit-to-study>

You should:

check you meet the [basic eligibility requirements for a Standard Visitor](#) and any relevant extra eligibility requirements and prepare any required documents that prove your eligibility

[check if you need a visa to visit the UK](#)

- Electives cannot be rearranged if visas are not obtained in time to start on the agreed date, nor can the application fee be refunded.
- ***Please note we are unable to host students on Erasmus or Erasmus+ programmes as we are not registered with the scheme.***

Insurance Requirements

- Successful elective students are required to be covered by medical indemnity or malpractice insurance for the duration of their elective period and confirming UK cover. Students must ensure the necessary arrangements for this are made prior to commencing their placement and provide proof of insurance cover.
- Health Insurance – It is obligatory for all overseas elective students to obtain adequate health insurance to cover them during their stay. You are responsible for your own health insurance. You need to arrange the insurance before leaving your country. It is NOT possible for overseas students to purchase health insurance in the UK. You are responsible for paying any costs in case of illness or accident. It is also strongly recommended that you have insured your personal belongings during your stay in the UK.

Accommodation

- Elective students are required to make their own living arrangements for the duration of their placement and are liable for the associated costs.

Fees

- A **non-refundable** administration fee of £150 for UK residents / £300 for non-UK residents must be paid once a supervisor has been found and an offer has been made. The administration fee will be waived for undergraduate medical students affiliated to the University of Southampton.

- Hampshire Hospitals NHS Foundation Trust charges a placement fee per week for incoming elective students.
 - UK residents £100 per week
 - Non UK residents £150 per week
 - University of Southampton medical students £50 per week

Offer Information

- Upon receipt of an offer, you will be asked to email your confirmation of acceptance of the offer. The elective placement offer will be held for two weeks and it is essential an email of acceptance has been received. If the acceptance is not sent within this period, the offer will be withdrawn.
- Hampshire Hospitals NHS Foundation Trust reserves the right to change a student's department if circumstances change and the department can no longer accept a student. If it is not possible to offer an alternative department, the administration fee will be refunded.
- Hampshire Hospitals NHS Foundation Trust reserves the right to withdraw its offer to you depending on medical or immigration advice.
- The offer is non-negotiable

Placement Information

- Elective placements are offered for a period of up to 6 weeks. Elective placements in medicine and surgery are offered from early July and must be completed by the end of August, and last 2-6 weeks (6 weeks maximum). Placements may be available in other medical specialties at other times of the year, but this is not guaranteed.
- Elective placements are observer roles and will be conducted under strict clinical supervision
- Students attending an elective placement must adhere to the required **smart** dress code – students should wear a skirt/smart trousers (not jeans) and a blouse/shirt. White coats are not worn. The NHS has a “bare below the elbow” policy (rolled up or short sleeves).
- Elective students will be bound by the same code of conduct and standards of professionalism as Hampshire Hospitals NHS Foundation Trust staff.
- Students are expected to attend the elective placement as agreed with their Elective Supervisor and the Medical Student Elective Administrator. If a student fails to attend, the Dean of the home medical school will be notified and where appropriate, non-attendance will be reported to UK Visas & Immigration in accordance with their regulations.

Evaluation

We ask all students to complete an electronic feedback form at the end of their placement. We will provide students with an Elective Completion letter at the end of their elective, confirming the details of their placement.