

# School of Dental Sciences, Newcastle University

## Incoming Elective Policy

### This policy has been produced to inform:

- Dental students wishing to undertake an elective period within Newcastle University and Newcastle upon Tyne Hospitals NHS Foundation Trust;
- Clinical Elective Supervisors hosting in-coming dental elective students.

Newcastle University School of Dental Sciences believes that opportunities for electives are an important part of undergraduate medical training. We welcome applications from **senior**, normally final year of undergraduate programme, dental students.

#### 1. Applying for an Elective

General enquiries regarding Electives should be emailed to [dental.electives@ncl.ac.uk](mailto:dental.electives@ncl.ac.uk)

Application Forms and accompanying documentation must be received by the School of Dental Sciences, Framlington Place, Newcastle University, Newcastle upon Tyne, NE2 4BW, United Kingdom at least 6 months prior to the proposed start date of an elective.

The **Elective Application Form** is available on the Newcastle website [www.ncl.ac.uk/dental](http://www.ncl.ac.uk/dental)

Students are strongly encouraged to make direct contact with a clinician and obtain their agreement to act as a Clinical Elective Supervisor before submitting an Application Form. If this is not possible, the Medical Student Office will endeavour to find a Clinical Elective Supervisor on their behalf. **Please note** that ALL students must submit an Application Form otherwise the elective will not be valid and will not be recognised by School of Dental Sciences, Newcastle University. Similarly, applications will only be accepted if they are received at least 6 months prior to the proposed start date, even if a student has agreement from a clinician to act as their Clinical Elective Supervisor.

Electives are available for a minimum of three weeks and a maximum of eight weeks only. Elective opportunities cannot normally be offered during the months of May, or September to December inclusive.

Electives are available at Newcastle Dental Hospital and Newcastle upon Tyne Hospitals NHS Foundation Trust. For more details of these hospitals and the specialties available refer to [www.newcastle-hospitals.org.uk](http://www.newcastle-hospitals.org.uk).

Only one elective, (meaning one supervisor and one clinical speciality), per student is permitted and unfortunately there is no guarantee all applications can be accommodated. It is the student's responsibility to ensure they are able to attend for the dates requested as we are unable to re-arrange dates.

Newcastle University School of Dental Sciences does not charge tuition fees for an elective but there is a non-refundable administration fee of £75. This is payable when accepting a firm offer of an elective via the web store:

[https://webstore.ncl.ac.uk/browse/extra\\_info.asp?compid=1&catid=297&modid=1&prodid=280&deptid=7&prodvarid=0](https://webstore.ncl.ac.uk/browse/extra_info.asp?compid=1&catid=297&modid=1&prodid=280&deptid=7&prodvarid=0)

No honorarium can be offered to elective students by Newcastle University School of Dental Sciences.

No accommodation can be arranged for elective students although a list of local accommodation can be provided.

#### 2. Health Screening

To comply with the General Dental Council protocol on blood borne viruses and NHS Trust policy, incoming elective students are required to complete a Health Screening Questionnaire and may be required to attend an appointment at the Occupational Health Directorate Worklife & Wellbeing Centre at Newcastle General Hospital. If an appointment is necessary students may need to undergo blood borne virus screening and/or MRSA screening. The appointment will be arranged by the School of Dental Sciences Office and students will be informed of this at registration.

### 3. Visas and Certificate of Acceptance of Studies

In accordance with UK immigration policy it is essential for medical elective students from outside of the EU/EEA to obtain a **Tier 4 Visa**.

To apply for a Tier 4 Visa medical elective students will need to request a **Certificate of Acceptance of Studies (CAS)** from Newcastle University.

Please note: to comply with UK immigration policy you CANNOT undertake a dental elective on a Visitor Visa or a Student Visitor Visa.

It is the student's responsibility to obtain the correct visa. If a student arrives with an incorrect visa we regret that they will not be permitted to start an elective and Newcastle University School of Dental Sciences will not be held responsible for any costs incurred

### 4. Qualifications and Supporting Documentation

The qualifications, occupational health/immunisation status, Disclosure and Barring Service enhanced check (or equivalent from your relevant government department) and English Language certificates of elective students are all subject to the same scrutiny as those of Newcastle University Dental Students.

**English Language Qualification** - All incoming elective students are required to be sufficiently proficient in the English Language in order to undertake an elective in the UK. Evidence of a qualification in English Language must be provided.

Please note that Medical Elective Students from outside of the EU/EEA will require a **Certificate of Acceptance of Studies (CAS)** in order to obtain a **Tier 4 Visa**. To obtain a CAS, students must provide an **IELTS certificate or equivalent**. The certificate must have been obtained within **two years** of the start date of the elective and students must have achieved a **minimum score of IELTS 7.0** in each of the four components (reading, writing, listening, speaking)

**Medical Indemnity Insurance** - all incoming elective students are required to be covered by medical indemnity insurance.

A copy of your current **Disclosure and Barring Service enhanced check** (or equivalent from your relevant government department) \*Please note section 5 below.

**Additional Essential Documentation** - Please also see **section 5** of this policy regarding **essential** supporting documentation required when you arrive in Newcastle to **register** as a dental elective student.

## 5. Registering as an Elective Student

All elective students register at the School of Dental Sciences, Newcastle University for the duration of their elective and their attendance will be monitored.

On the first day of the elective, students **MUST** report to the School of Dental Sciences Office at 09:30 a.m. to complete registration.

The following **essential** documents **MUST** be provided at registration otherwise a student will not be permitted to start an elective.

1. **Passport**
2. **Tier 4 Visa** (for non EU/EAA students)
3. **Disclosure and Barring Service enhanced check** (or equivalent from your relevant government department) or equivalent from your relevant Government department. This **MUST** be less than **THREE MONTHS OLD**. (A copy of your current DBS must be enclosed within your application)
4. **A recent letter of Good Conduct from your Dean** (dated within 3 months of start of elective)
5. **The offer letter from the School of Dental Sciences, Newcastle University.**
6. **Certificate of Malpractice Insurance**

Students will be given a registration pack, which will facilitate access to the Medical School Library and computer facilities. If not already paid via the web store at [https://webstore.ncl.ac.uk/browse/extra\\_info.asp?compid=1&catid=297&modid=1&prodid=280&deptid=7&prodvarid=0](https://webstore.ncl.ac.uk/browse/extra_info.asp?compid=1&catid=297&modid=1&prodid=280&deptid=7&prodvarid=0), the administration fee is also required at this point.

On registration, students will also be given details of their appointment with the Occupational Health Directorate, if applicable. Students will not be permitted any patient contact or access to wards or clinics until given health clearance by Occupational Health.

Once the registration process is completed, students should report to their Clinical Elective Supervisor (or nominated individual).

## 6. The Elective Period

Elective students will be bound by the same code of conduct and standards of professionalism as Newcastle University Dental Students.

Students are expected to attend their elective as agreed with their Clinical Elective Supervisor. Attendance will be monitored by the Dental School Office. If a student fails to attend satisfactorily it may not be possible to sign off any elective assessment forms supplied by their home Dental School. A report may also be sent to the Dean of the home medical school.

When appropriate, non-attendance will also be reported to the UK Home Office in accordance with their immigration regulations.

Medical students are required to adhere to the Dress Code Policy for the hospital in which they are placed. As these policies do vary slightly so students should always ensure they are following the policy that applies to the particular hospital or site where they are based. The following list is offered as a very general guidance and is by no means exhaustive: - No white coats, hair tied back, bare below the elbows (which means no wrist watches), bracelets or rings (other than a wedding band), no necklaces or chains, one pair of stud earrings only, no facial jewellery, no ties, no bare midriffs, no low cut tops, no visible tattoos. In addition, it is not considered appropriate when coming into contact with the public/patients to wear denim jeans, unacceptably tight or revealing clothing, leggings or clothing bearing unacceptable slogans. Trainers are not permitted and for safety reasons, you should wear clean, sensible footwear. Hair should not be brightly dyed. Name labels must be worn in hospitals. On a clinical attachment the final arbiter of appropriate dress will be the clinician in charge. Students may be asked to leave the ward/clinic if they are not considered to be suitably dressed. It is important to remember that members of the public/patients and colleagues must feel comfortable in your company.

Any instances of unprofessional behaviour by elective students will be reported to the Dean of the home dental or medical school by the Head of School, School of Dental Sciences, Newcastle University..

Elective students who believe that during their elective they have evidence of malpractice or impropriety which it would be in the public interest to disclose, should bring their concerns to the attention of the Head of School, School of Dental Sciences.