

Incoming Medical Electives Policy Newcastle University



2022-2023

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Newcastle University Medical School believes that opportunities for electives are an important part of undergraduate medical training and actively welcomes applications for our Incoming Electives Programme.

Elective placements are available at a number of North-East NHS Hospitals and Trusts through the Newcastle Regional Medical School, in a wide range of specialisms and it is our hope that this document will not only answer any questions you have about the Incoming Electives Programme but also assist in your search for a suitable elective placement.

Main Contact: Newcastle University, Medical School
Email: medical.electives@ncl.ac.uk

Application Form: A copy of our online application form can be found here:
<https://forms.ncl.ac.uk/view.php?id=13038574>

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Overview

Newcastle University is a regional Medical School that works in partnership with NHS Trusts throughout the North-East of England. Our partnership allows us to host students across sites in Newcastle, Northumberland, Gateshead, Cumbria, North and South Tees, Sunderland, Durham and Darlington, offering students a wide range of experiences in various medical settings.

The Medical Student Office, and in particular, the Medical Electives Team at Newcastle University, oversee the administration and arrangements of elective placements but it is the responsibility of each student to find their own clinical supervisor.

Due to the large volume of applications, we receive for elective placements, we currently only offer Medical Electives for a duration of 4 or 8 weeks and only one elective placement (meaning one supervisor and one clinical specialism) is permitted per medical student. This condition to our placements enables us to offer placements to a larger number of students.

Due to the various steps involved in the application process, we ask that applications are submitted at least 6 months prior to your elective start date.

We require students to provide a range of documentation in support of their application. A full list and details of these documents is available in our Incoming Elective Policy. While it is preferable for students to submit these documents at the time of applying, if there are any documents (not denoted with an asterisk within the application form) that you are unable to submit, then please email these separately to the Medical Electives Team as soon as possible.

While we do not charge admission fees for the elective programme, students are required to pay a £200 administration fee and £10 Occupational Health fee prior to arrival. More details are available below under '*Charges and Payments*'.

All students are required to obtain Medical Malpractice Insurance (or Medical Indemnity Insurance) prior to your elective placement. This is usually free to Medical Students but may depend on where you are studying and which organisation you choose to obtain your insurance through.

Non-UK students may need to obtain a Standard Visitor Visa prior to entering the UK. The Medical Electives Team will provide you with a letter in support of your VISA application, approximately 3 months prior to your elective start date. If a VISA is not required then you may use the letter at the UK border to confirm your reason for entry. More information about VISA requirements can be found below under; '*VISA*'.

All non-UK students must supply evidence of their English proficiency in the form of a formal language certificate such as an IELTS, DAAD or TOEFL. Some countries are exempt from this and some students will not require this certificate if they can supply evidence that their course is taught and examined in English. More information about the English Language proficiency requirement can be found in Appendix A.

We hope that you find the information in this Policy Document useful when planning your elective placement, however, if you have any additional questions, please do contact the team at medical.electives@newcastle.ac.uk

Charges and Payments

While we do not charge tuition fees for Electives, we do require students to pay a £200 administration fee and a £10 Occupational Health Fee, both of which are non-refundable.

The Occupational Health Fee covers the cost of a compulsory health screening questionnaire which forms part of the assessment of your fitness to practice in a medical environment and conforms to NHS Trust Policy. More information about the health screening

questionnaire and fitness to practice certificate can be found below under the section; 'Fitness to Practice'. It is important to note that on occasion, the health screening questionnaire flags additional services required in order for a student to be declared 'Fit to Practice'. These could be a telephone appointment to discuss an ongoing health issue or the need for a particular vaccine. It is rare that students require additional services but if this is the case, you will be advised of the appointment/service and associated cost by our Occupational Health Team. We will then contact you to arrange the payment. Because this is assessed on an individual basis we are unable to provide you with any potential additional costs at the time of Offer, however, a breakdown of any potential costs through our occupational health service can be found in *Appendix B*.

After reviewing your application, if we are in a position to offer you a place on our Incoming Elective programme, we will send you a formal Offer Letter which includes a declaration and acceptance form for you to sign and return to the Medical Electives Team. Once you have returned the signed acceptance form, you will be asked to make the required payments of £210 within 7 working days from the date you return the signed copy to us. If you require an extension to the payment deadline, please inform the Electives Team as soon as possible so that we can review your request.

Within the offer letter you will be provided with the links to the appropriate page on our online Webstore so that you can submit your payments.

How to Apply

Our online application form can be found on our webpage here:

<https://www.ncl.ac.uk/medicine/study/electives/>

We require students to submit their online application form and accompanying documentation at least 6 months prior to their proposed elective start date. We regret that late applications may not be accepted.

In support of your application, students are required to provide us with copies of the following documentation:

- 1. Passport** - A scanned copy of the photo ID page from your Passport AND a scanned copy of the outside front cover of your Passport.
- 2. Medical Indemnity/ Malpractice Insurance Certificate** - A scanned copy of a Certificate of Medical Indemnity/Malpractice Insurance.
- 3. Disclosure and Barring Service (Enhanced Check)** - A scanned copy of a Disclosure and Barring Service (DBS) Enhanced Check certificate (or equivalent letter of good standing from your relevant government department) This MUST be dated within 6 months of your elective start date in order to comply with NHS Trust regulations. If your DBS / Letter of good standing is not appropriately dated then you be required to bring a new and up to date version with you on the day of registration at the university.
- 4. Deans Letter** – Using the template provided on our website, we request that the Dean of your Home University or Medical School signs and stamps our template confirming they are able to recommend you for the incoming elective programme.
- 5. Letter of Good Conduct** – This is additional to the above 'DBS/Letter of Good Standing from your local Government and should be issued by your home university, confirming you are a student in good standing and of good conduct. Please note, you will be asked to provide an updated version of this on the day of registration, dated within 3 months of your elective start date.

6. **Certificate or Proof of COVID-19 Vaccination** – This must be a UK approved vaccine, which currently include; Moderna vaccine, Oxford/AstraZeneca vaccine, Pfizer/BioNTech vaccine, Janssen vaccine, Novavax vaccine and Valneva vaccine.
7. **Academic Transcript of Study** – A copy of your academic transcript or transcript of study from your home university, showing what course or modules you have completed so far on the Medical programme and your associated grades.
8. **Any assessment documents that your home Medical School may wish to be signed by a representative of Newcastle Medical School** – Please email these separately and we will review them on an individual basis.
9. **English Language Proficiency Certificate (*international students only*)** - A scanned copy of evidence of English language proficiency, for example an IELTS certificate or equivalent, normally obtained within two years of the start date of the elective. If your course is taught and examined in English then you do not need evidence of an English Language proficiency course but we do need you to provide evidence that your course was/is taught in English. This could be a letter from your Dean or copy of your academic transcripts. More information can be found in *Appendix C*.

After submitting your online application you will receive an email from the Medical Electives Team within approximately 2 weeks, confirming receipt of your application. If you have arranged a clinical supervisor at the time of applying then we may be in a position to also provide you with an informal acceptance of a place on our elective programme. If you do not yet have a supervisor, we will ask you to provide us with confirmation of one as soon as possible.

Once your application and supporting documentation has been reviewed fully, and we are able to accept you onto the electives programme, we will provide you with a formal offer letter, which will include an agreement for you to sign and return to our team.

We will keep in touch with you at regular intervals prior to your elective start date to discuss the next step and any requirements prior to your arrival. For example, if you are an international student, we will contact you approximately 3 months prior to your start date, to provide you with a VISA support letter.

Finding an Elective Supervisor

GENERAL ADVICE FOR ALL HOSPITALS IN OUR REGION

Students are required to find, contact and agree supervision with a clinical supervisor prior to your elective placement. While we do not have a list of available supervisors or individual email addresses, most departments within our NHS Trust Hospitals have a 'Meet the Team' page on their websites which lists consultants, their specific interests and either an email link or telephone number for their secretary or department.

You can visit the following central NHS page here; <https://www.nhs.uk/service-search/other-services/hospital/LocationSearch/7/Consultants> to complete a wider search across all of our North-East hospitals. You can filter your search for consultants by specialism and area (in this case, Newcastle upon Tyne, Northumberland, North Tyneside, South Tyneside, Teeside, Cumbria, Middlesbrough etc) Once you have the name and hospital for your chosen consultant you can visit their local hospital website to obtain their department or secretaries telephone number as discussed above. You can then call them to ask about availability and obtain an email address to discuss any opportunities further.

Additionally, a small handful of our Trusts do have dedicated teams to help students locate supervisors. These are listed in the following sections.

ROYAL VICTORIA INFIRMARY

If you are visit the website for the Royal Victoria Hospital (RVI) and Freeman Hospital you can search for consultants based on either their last name or specialism here: [Consultants - Newcastle Hospitals NHS Foundation Trust \(newcastle-hospitals.nhs.uk\)](#). It may be prudent to call the secretary or department to express your interest before emailing, or to obtain an email address if one cannot be found online.

THE GREAT NORTH CHILDREN'S HOSPITAL

Application process for Paediatric Medical Elective Students

If you are specifically looking for an elective within Paediatrics, then you can consider contacting the Great North Children's Hospital directly. You are still required to complete an online application through Newcastle Medical School and must give a minimum of six months notice to allow for all of the necessary checks to take place.

Charges and Fees

Please note: There is an additional CHARGE imposed by the GNCH for Medical Electives. This charge is **£25 per week** which will be processed by the GNCH directly (via Lisa Hardisty and her team) and will be given as a donation to the GNCH charity. This is separate to the £210 (total) payment to Newcastle University for administration and occupational health fees.

To apply for the GNCH:

- Please do NOT approach consultants directly
- Email: Lisa Hardisty on lisa.hardisty1@nhs.net outlining why you want an elective placement at GNCH
- Give your exact dates.
- Attach your CV
- State the **paediatric** specialty you would prefer from the following specialties only:
 - **Oncology**
 - **Neurology**
 - **Respiratory**
 - **ID**
 - **Renal**
 - **Gastro**
 - **General**
 - **Community**
 - **Surgery**
 - **PICU**
- GNCH will consider your application and identify if they are able to accommodate your request.
- If you are successful, then GNCH will forward your application on to Newcastle University to complete the application process, and put you touch with your named supervisor so that you can then plan a draft timetable before the placement commences.

Please note: We only deal with the above listed specialties. We do not take applications for Emergency Department Medicine, Neonates, Cardiology, ENT, Orthopaedics or Ophthalmology, and any requests for these specialisms should be addressed to the relevant department. We do not offer any **nursing or allied health professional placements** - to apply for one of these you will need to contact nuth.PracticePlacementFacilitators@nhs.net

ELECTIVES UNDER SOUTH TEES HOSPITAL NHS FOUNDATION TRUST

If you are interested in applying for an elective under South Tees Hospital Trust, please email the Trusts undergraduate department at: stees.undergrad@nhs.net to enquire about the possible availability of supervisors in your chosen specialisms within the hospitals in that area.

If you are allocated a supervisor via the Trust's undergraduate team then you will be required to forward a copy of your supervisor confirmation to medical.electives@ncl.ac.uk to review alongside your online application form and supporting documentation.

Prior to your elective start date, we will send all students a registration form to complete, along with details of where and when to register. You will receive a separate email from the Trust with additional instructions on the induction process required by the Trust along with information about what to expect on your first day, which includes a tour of the hospital, collection of your ID badge and a FIT test. (Please note, we will also provide the hospital with a copy of your Fitness to Practice Certificate following your initial health screening with our team).

Hospital Sites under this trust include:

- James Cook University Hospital, Middlesbrough
- Friarage Hospital, Northallerton

Accommodation

Unfortunately we do not provide set accommodation for the elective programme however, on occasion it may be possible for elective students to rent University accommodation.

We recommend that you visit the university website to research the costs and facilities available. More information can be found at the following link, by clicking on each accommodation tab on the web page - <http://www.ncl.ac.uk/accommodation/staff-and-visitors/>.

If you decide to stay in University staff and visitor accommodation you will need to complete a form via the link here - <http://www.ncl.ac.uk/accommodation/staff-and-visitors/booking/form/>.

If there is no University accommodation available, then you may find the following websites helpful:

<https://newcastlegateshead.com/business-directory/where-to-stay>

https://www.spareroom.co.uk/flatshare/newcastle_upon_tyne

<https://www.airbnb.com>

<https://www.erasmusliving.co.uk/>

<https://www.propertybynest.co.uk/short-term-lets/newcastle-upon-tyne/>

While we do receive feedback from previous elective students on their accommodation, we cannot recommend individual websites (including the list above which are just to be used as a guide and are not affiliated with the University) or individual properties, and would strongly advise students to check and research the property as much as possible prior to making a booking online. Please try to avoid booking accommodation where the landlord or property manager has initiated contact and sought you out as a tenant.

You can find the postcodes for the Newcastle Hospitals on the following link, which may help you narrow down the area in which you want to stay - <http://www.newcastle-hospitals.org.uk/hospitals/index.aspx>

Malpractice insurance

Medical Malpractice Insurance (or Medical Indemnity Insurance) is designed for anyone working in the healthcare industry and associated caring professions. It provides public liability and professional indemnity cover to safeguard against claims of clinical negligence and medical malpractice.

While we cannot recommend a particular insurance company, many previous students have used this company; <https://www.electivesonestopshop.co.uk> and we have received positive feedback from those students. The company is in no way affiliated with our University but we

like to provide prospective students with information we receive from past students as a helpful guide. You might be able to obtain your Medical Malpractice Insurance through the above company however, you are free to choose any provider.

Please note that unfortunately we cannot accept you for an elective if you are not covered by Medical Malpractice Insurance. When you have registered with an Insurance Provider, please can you provide us with a copy of your insurance certificate so we can update our records and continue to progress with your application and subsequent preparations for your arrival.

Registration and Arrival

Students will be provided with details on when and where to register and what to do on arrival, approximately 1 month prior to your elective start date. You **MUST** register with the Medical Student Office in order to start your elective, and registration will take place on the first day of your elective (usually a Monday morning). Following registration, you will be required to have your passport checked as part of the 'Right to Study' check required by the university and UK government. For international students this check will include showing your vignette or entry stamp, and Visa - where applicable.

If your elective is based at a hospital a considerable distance away from the University, the Medical Electives Team will arrange for your registration and 'right to study check' to take place on site at the hospital.

You will receive a separate email from your elective base hospital with information on any NHS Trust induction required, information about the hospital and where to collect your hospital scrubs and what to expect on your first day.

The following documents **MUST** be provided at registration otherwise you will not be permitted to start your elective:

1. Passport
2. Standard Visitor Visa (International students only)
3. Medical Malpractice Insurance Certificate
4. DBS or Letter of Good Conduct from Home Government (dated within 6 months of start date of elective)
5. A recent letter of Good Conduct from your Dean (dated within 3 months of start of elective)
6. Return flight tickets (International students only – Digital copy will suffice)

For students registering at the Medical School, your registration pack will provide documentation to facilitate access to the Medical School Library and computer facilities, which you can access during your stay in Newcastle. If you require a university student Smartcard ID and would like to access the fitness facilities, please inform the Medical Electives Team and we will arrange for you to collect your university ID badge from the Walton Library, located in the Medical School.

Once fully registered, students will be sent on to their base hospital to collect their Trust ID badge. (If you registered at the base hospital, you will automatically receive your NHS Trust ID badge following registration). Access to Trust clinical areas is not permitted without this ID badge which should be worn at all times.

Student Conduct

It is important that our elective students to conduct themselves in a manner appropriate to their student status and in a manner befitting of a representative of the NHS Trust and of Newcastle University. As such;

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

- Students are expected to attend their elective as agreed with their Clinical Elective Supervisor. Attendance will be monitored by the Medical Student Office. If a student fails to attend satisfactorily it may not be possible to sign off any elective assessment forms supplied by their home Medical School. A report may also be sent to the Dean of their home Medical School.
- Non-attendance by Short Term Student Visas may be reported to the UK Home Office in accordance with their immigration regulations.
- Students are required to adhere to the Dress Code Policy for the hospital in which they are placed. These policies do vary slightly across different sites, so students should always ensure they are following the policy that applies to their particular hospital, or site where they are based.
- Any instances of unprofessional behaviour by elective students will be reported to the Dean of their home Medical School by the Director of Medical Studies, Newcastle University Medical School.
- 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 Director of Medical Studies, Newcastle University Medical School. (A copy of the MBBS policy on 'Raising Concerns' is available from the Medical Student Office)

Dress Code

Students will be provided with two pairs of scrubs (where required) by their base Hospital, which you **MUST** return once your elective is complete.

Incoming medical elective students are required to adhere to the Dress Code policy for the hospital in which they are placed. You will be given full guidance on your arrival at the hospital. If you require additional guidance on this, please contact your elective base hospital directly.

Name labels / ID Badges **MUST** be worn in hospitals at all times.

The following list is offered as very general guidance only and is by no means exhaustive:

1. No white coats
2. Hair tied back
3. Bare below the elbows (which means no wrist watches, bracelets or rings other than a wedding band)
4. No necklaces or chains one pair of stud earrings only
5. No facial jewellery
6. No ties
7. No bare midriffs
8. No low cut tops
9. No visible tattoos

In addition, it is not considered appropriate, when coming into contact with the public/patients to wear:

1. Denim jeans
2. Unacceptably tight or revealing clothing
3. Leggings
4. Clothing bearing unacceptable slogans
5. Trainers are not permitted and for safety reasons, you should wear clean, sensible footwear
6. Hair should not be brightly dyed

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.

Fitness to Practice

Students must complete an online Occupational Health Screening Questionnaire to assess your fitness to practice, in line with NHS Trust Policy. You will receive an email from our Occupational Health Provider (Industrial Diagnostics Company - IDC) approximately two months prior to your arrival. The email will contain a URL and PIN number to enable you to access and complete the questionnaire. Please note, you will not be permitted patient contact until you are given official clearance by our occupational health team. Following the outcome of the questionnaire, if it is determined that you require a follow-up appointment, tests, services or vaccinations from Occupational Health, Industrial Diagnostics will advise you of this prior to arrival and will discuss any additional cost this may incur. If no follow-up appointment is needed, then you will receive a copy of your Fitness Certificate to confirm your fitness to practice and no further charges will be required. The Electives Team will also receive a copy of your Fitness Certificate from Occupational Health. A breakdown of any potential charges if additional health services are required, can be found in *Appendix B*.

If you have not received your online health questionnaire 1 month prior to your start date, please check your SPAM mail folders in the first instance and if you cannot find the email from Industrial Diagnostics Company, please contact the Medical Electives Team at medical.electives@ncl.ac.uk and we will arrange for another email to be sent to you.

Elective Monitoring

To confirm that you have arrived safely at your chosen placement and are not encountering any problems on your elective, the Medical Student Office will send you a weekly contact email which will include a link to a simple and short online form for you to complete. You will be emailed on a weekly basis and are required to complete the short forms as soon as possible.

This process enables the Medical Electives Team to ensure that our elective students are safe, the elective is going to plan and to assist you where needed if anything unexpected happens. Please note that we will ONLY use the email address you provided with your application form for the weekly contact and cannot use any new address you create during your stay. If you have any issues accessing your original email account during your elective, please contact the Medical Student Office immediately using the contact details at the top of this document.

VISA

UK Home Office Visa Requirements for Medical Electives

In order to register at Newcastle University non-UK residents must enter the UK on the appropriate VISA (if entering from a country that requires this).

If a VISA is required, the immigration route you should choose is a Standard Visitor Visa. If you have been accepted on the electives programme and issued with a formal offer, **we will send you a letter in support of your VISA application** approximately 3 months prior to your start date, which you can present to your local Visa Application Centre when applying for your Visa, and also at the UK border upon entry into the country. We ask that students check the information carefully on the VISA support letter we provide and inform the medical electives team immediately if you require any amendments.

You can visit the link below to determine whether or not you need to apply for a Visitor Visa or whether or not you can travel to the UK without one and enter the UK as a visitor via the UK border: [Check if you need a UK visa - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

The VISA application process can take approximately 3 months so we highly recommend you apply for your VISA immediately, if one is required. **Students should check the relevant VISA processing times at the local visa application centre they will be**

applying to. If you believe the VISA process will take longer than 3 months, please contact the Medical Electives Team immediately and we will issue you with a VISA support letter sooner than 3 months prior to your elective start date.

If possible, you should not book any travel to the UK until you know the start date of your VISA. This date might not necessarily be in-line with the start date of your Medical Elective. The start date of the Visitor Visa is usually in line with the date when a decision is made to grant the visa, not necessarily the start of the elective programme. Please ensure the visa dates cover your visit for the full elective period.

If you are planning two electives in the UK, one through Newcastle University and one through another university, then you must be upfront when you apply for your VISA, providing the Visa Support letter from both universities and detailing any holidays you may be taking in between, especially if it involves leaving the UK for a short time. The VISA you obtain through the pre-entry clearance will be given for six months and will allow multiple entries, however you must make your intentions clear.

Please note, that whilst the VISA is given for a six-month period, you must leave the UK within 30 days of completing your elective unless otherwise agreed within the application of your VISA.

To avoid any problem on arrival, we ask that you send us a copy of your Visitor Visa once you receive it, and in advance of you travelling to Newcastle. We strongly advise that you comply with this request. Failure to provide a valid Visitor Visa, when one is needed, will result in us being unable to accept you to the Elective programme.

If you are refused a Visitor Visa, you must notify us immediately and send a copy of the refusal notice for our University visa officer's records.

Students arriving from outside of the European Economic Area should avoid entering the UK via the Republic of Ireland. To do so may result in you not receiving the correct permission to enter the UK, which may prevent you from being allowed to register on your elective programme.

Further information on the Standard Visa route is available on the UK Government website here: <https://www.gov.uk/standard-visitor>

Nationals of the US, New Zealand, Australia, Canada, Japan, Singapore and South Korea arriving in the UK without entry clearance may need to find a member of Border Force staff at the port of entry and ask to be stamped into the UK as a Short-Term Study student. Do not use the E-Gate for this purpose. ***Always seek advice on entry requirements prior to arrival.***

To comply with Home Office regulations, **all** international students must have their identification documents checked and copies taken – this is known as a 'right to study' check. It is important that you have valid immigration permission which allows you to study at Newcastle University to maintain your registration. You will be asked to complete a 'right to study check' as part of your registration at Newcastle University when you arrive. More detail on this can be found under

Please find below the link to our BRP/Right to Study page, which gives details of how students can book a slot to provide their immigration documents where applicable.
<https://www.ncl.ac.uk/student-progress/visa/brp/>

Please be aware that if you enter the UK without a Visa where one is required, you will not be allowed to undertake your elective. Having said all that we do of course hope that your visa application goes very smoothly, and we are looking forward to welcoming you to Newcastle.

APPENDIX A - English Proficiency Qualification

University Link for More Information;

[https://www.ncl.ac.uk/international/language/#tests\(visa\)](https://www.ncl.ac.uk/international/language/#tests(visa))

IELTS

In most cases you will need an overall score of [IELTS](#) 6.5 or equivalent. You will also need at least IELTS 5.5 or equivalent in each of the four sub-skills:

- Writing
- Reading
- Speaking
- Listening

TOEFL*

TOEFL IBT: score of 90 with a minimum of

- Reading - 18
- Writing - 17
- Listening - 17
- Speaking – 20

*Valid only if you have taken the test within two years of the start of your course with us. A full breakdown of all TOEFL grade equivalencies we typically accept is included in our English language policy on the [English Language Requirements overview](#).

Exemptions

You do not need to prove your English ability if you meet one of the criteria below.

1. Within the last three years you have completed:
 - **Either** two academic years of undergraduate degree level study **or** 12 months of a masters level programme, in one of the countries below
 - Evidence of study and assessment in English may be required
2. You are a **national** from one of the countries below:

Antigua and Barbuda	Dominica	St Kitts and Nevis
Australia	Grenada	St Lucia
the Bahamas	Guyana	St Vincent and the Grenadines
Barbados	Ireland	Trinidad and Tobago
Belize	Jamaica	UK
Canada	New Zealand	USA

General IELTS instead of Academic IELTS

All non-UK students must supply evidence of their English proficiency in the form of a formal language certificate such as an IELTS, DAAD or TOEFL.

The IELTS should be the Academic IELTS certificate and you would require a minimum of 5.5 in each sub-category. However, if you already have the General IELTS we may be able to consider this but you would require higher scores in some sub-categories than would be expected in the Academic IELTS.

Course taught in English

If your course is taught and examined in English, then this would need to be confirmed in your Dean's letter plus we would require an English O-Level certificate (or equivalent).

APPENDIX B – BREAKDOWN OF OCCUPATIONAL HEALTH COSTS

The below table shows the individual charges for additional health services should they be required. The service is provided by Newcastle University's Occupational Health Team, Industrial Diagnostics Company and would only be requested if required following the compulsory online health screening questionnaire.

Please note; the majority of our incoming elective students do NOT require any additional health screenings or services other than the initial online Health Screening Questionnaire (charged at £10 – as discussed in the *Charges and Payments* section of the Policy document). However, if any additional health services were required, you would be informed of this immediately by our Occupational Health Provider, following the questionnaire and prior to your elective start date.

Occupational Health Screening Questionnaire	£ 10.00
*OHA Telephone Assessment (with an Occupational Health Advisor)	£ 50.00
*OHP Telephone Assessment (with Occupational Health Physician)	£ 200.00
*OHA Video Assessment (with an Occupational Health Advisor)	£ 50.00
*OHP Video Assessment (with an Occupational Health Physician)	£ 200.00
Physiologist New Starter Video Assessment	£ 50.00
OHP New Starter Face to Face Assessment	£ 200.00
OCP New Starter Face to Face Assessment	£ 250.00
Specialist GP/Consultant Report Request Cost	£ 50.00
MMR Vaccine	£ 36.00
Hep B Vaccine	£ 40.00
Varicella Vaccine	£ 50.00
BCG Vaccine	£ 45.00
Measles Blood Test	£ 30.00
Rubella Blood Test	£ 30.00
Hep B Titre Blood Test	£ 40.00
Hep B Surface Antigen Blood Test	£ 30.00
Hep B Core IgG/IgM Blood Test	£ 45.00
Hep B Core M Ab Blood Test	£ 30.00
Hep B Viral Load RNA Blood Test	£ 200.00
Varicella Zoster Blood Test	£ 30.00
IGRA Blood Test (Quantiferon)	£ 70.00
Hep C Antibody Blood Test	£ 30.00
HIV Antibody Blood Test	£ 30.00
Health Questionnaire Assessment	£ 10.00
MRSA Swab	£ 55.00

* Denotes an initial assessment (usually a telephone assessment) which may be completed by either an Occupational Health Advisor (OHA) or an Occupational Health Physician (OHP). If, however, a consultation takes place with an Occupational Health Advisor and during the consultation they discover that the student has more complex issues, they will be referred on to an Occupational Health Physician and both charges would apply.