



School of Medical Education Policy for Incoming Medical Electives

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

Elective placements are available at a number of hospitals within the Newcastle Regional Medical School, in a wide range of specialities.

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

Application Form: Can be found at <https://forms.ncl.ac.uk/view.php?id=13038574>

Key Information

- Applications must be received at least **SIX MONTHS** in advance of the proposed start date of the elective.
- Electives can be offered throughout the year for a minimum of four and a maximum of eight weeks only and are subject to availability.
- Applicants must be a registered undergraduate medical student at a Medical School which is listed on the World Directory of Medical Schools:
<http://www.wdoms.org/>
- Applicants must be in their clinical years and the elective must be a compulsory part of their undergraduate medical programme.
- Graduated doctors are not eligible to apply for electives.
- Only one elective, (meaning one supervisor) per applicant is permitted and unfortunately, there is no guarantee that all applications can be accommodated.
- Applicants should be sufficiently proficient in the English Language in order to benefit from an elective in the UK. Evidence of a qualification in English Language must be provided, and we are only able to accept evidence of their English proficiency in the form of a formal language certificate such as an IELTS, DAAD or TOEFL or equivalent. See APPENDIX A for more information.
- Applicants must be in possession of medical indemnity/malpractice insurance.
- Once an elective has been allocated to an applicant, it is not possible to amend the dates.
- Applicants are responsible for arranging their own accommodation and travel.
- COVID-19 regulations/rules must be adhered to at all times both for travel to the UK (see FCO guidance) and within hospital/university institutions as per local guidance.
- All incoming students must show proof of completed COVID-19 vaccination at least 2 weeks prior to arrival in the UK. Any exceptions to this must be discussed in advance on application. A list of approved vaccines is available on the UK Government website; Gov.UK

Fees

- Newcastle University Medical School does not charge tuition fees for an elective but there is a non-refundable administration fee of £200.00. This is payable when you accept a firm offer of an elective and is payable within 7 days of signing and returning your offer letter.
- Payment for the administration fee is accepted via the University web store at: <https://bit.ly/2SNTxJA>
- Applicants are required to complete a Health Screening with our Occupational Health Service. The fees for this may vary and are assessed on an individual basis, however, students are required to pay a deposit of £50 approximately 3 months prior to attending for an elective. A list of possible additional charges can be found in Appendix B. The Occupational Health team will send you instructions on how to complete the on-line Occupational Health Questionnaire approximately 2 months prior to arrival. Following the completion of the questionnaire, you will be provided with a cost list for any additional vaccinations, checks or treatment you may require.
- Payment for the Occupational Health deposit is accepted via the University web store. We will provide you with a link approximately 3 months prior to your arrival.

How to Apply

- A fully completed Application Form and accompanying documents must be received **SIX** months prior to the proposed start date of an elective. We regret that late applications may not be accepted.
- Applicants are strongly encouraged to find their own Clinical Elective Supervisor before submitting an Application form. To help you in your search you can visit the NHS central webpage via the following link - [Hospital consultant service search - NHS \(www.nhs.uk\)](http://www.nhs.uk), you will be able filter and search for consultants across by their specialism and region. While we cannot arrange a supervisor for you, we may be able to give you advice and assistance if you are struggling. **Please note** that even if an applicant finds a supervisor, the Application Form must still be submitted SIX months prior to the proposed start date, otherwise the elective may not be accepted or recognised by Newcastle University Medical School.
- If you are coming to the UK for less than six months and are a national of a country outside the UK or Ireland, you will need to complete a Visitor Visa form. The Medical School will issue you with a specific letter confirming that you have been accepted onto the Incoming Elective programme, 3 months prior to your arrival. It is the responsibility of the applicant to ensure they remain up to date with visa requirements, as they may be subject to change without notice by the UK Visa and Immigration department. Without the correct visa we regret that it will not be permissible for you to start an elective and Newcastle University Medical School will not be held responsible for any costs incurred.
- To comply with NHS Trust policy, applicants are required to obtain health clearance from the Occupational Health Service. Information about the Occupational Health fees are detailed above in the 'fees' section. Successful applicants will be sent instructions on how to complete the on-line Occupational Health Questionnaire approximately 2 months prior to arrival.

- Applicants must submit a series of 'essential' documents with their application form. These documents are listed in more detail in the next section below.

Essential Documentation to be submitted with the Application Form

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. **English Language competency** - 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.
3. **Indemnity/ Malpractice Insurance** - A scanned copy of a Certificate of Medical Indemnity/Malpractice Insurance. (We cannot recommend a particular insurance company, but some students have previously used; <https://www.electivesonestopshop.co.uk>)
4. **Disclosure and Barring Service (Enhanced Check)** - A scanned copy of a Disclosure and Barring Service (DBS) Enhanced Check certificate (or equivalent from your relevant government department)
5. **Any documents or 'contracts' that your home Medical School or other parties may wish to be signed by a representative of Newcastle Medical School** - On an individual basis regarding their documents/contracts and whether these can be signed off by a representative from Newcastle Medical School

Please also see section below 'Registering as an elective student' for further information regarding the required supporting documentation.

Registering as an Elective Student

- All elective students must be registered at Newcastle University for the duration of their elective and attendance will be monitored.
- On the first day of an elective, students **MUST** report to the Medical Student Office at 09.30a.m to complete registration.
- A copy of the original of ALL of the essential documents **MUST** be provided at registration otherwise a student will not be permitted to start an elective;
 1. Passport
 2. Standard Visitor Visa which has been stamped in at the airport
 3. A recent letter of Good Standing from your Medical School Dean (dated within 3 months of start of elective)
 4. Original certificate of Medical Indemnity/Malpractice Insurance
 5. Original Disclosure and Barring Service (enhanced check) certificate or equivalent from your relevant government department. This **MUST** be dated within SIX MONTHS of the elective start date
 6. The offer letter from Newcastle University Medical School
 7. Your email receipt for payment of the £200 administration fee
- Students will be given a registration pack, which will facilitate access to the Medical School Library and computer facilities.
- Students will be advised by Occupational Health if they are required to attend an appointment with the Newcastle Occupational Health Service. Students will not be

permitted any patient contact or access to wards until given clearance by Occupational Health.

- Once fully registered, students will be given a letter of authorisation to collect their Trust ID badge. Access to Trust clinical areas is not permitted without this ID badge which should be worn at all times.

Conduct during the Elective Period

- 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)

Finding a Supervisor

Students must find their own supervisor and have an agreement in place prior to arriving for their elective. However, if you are struggling with this, please contact the team at medical.electives@newcastle.ac.uk

To find a supervisor, you may wish to look at the websites for the Royal Victoria Hospital and the Freeman Hospital at; <http://www.newcastle-hospitals.org.uk/hospitals/index.aspx>. Most departments have a 'Meet the Team' page which lists the consultants.

You can also visit the NHS page; <https://www.nhs.uk/service-search/other-services/hospital/LocationSearch/7/Consultants> to search for consultants by specialism and area (in this case, Newcastle upon Tyne, North Tyneside, South Tyneside, Cumbria, Middlesbrough etc) and then obtain their contact details via their base hospital's webpage or telephone number.

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

*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

*An initial assessment may be completed by either an Occupational Health Advisor or an Occupational Health Physician. 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 onto an Occupational Health Physician.