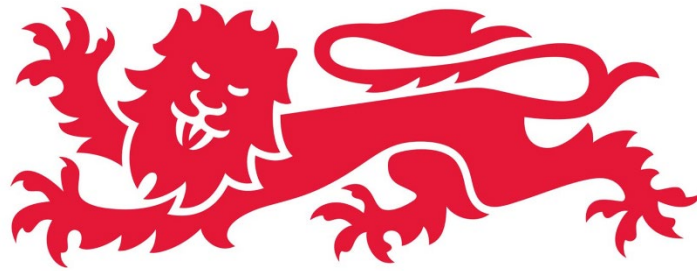


# Newcastle University

## Visiting Medical Electives Policy



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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 to our Electives Programme.

Elective placements are available at several Northeast NHS Hospitals in a wide range of specialisms.

### **Contact Details:**

Medical Student Office  
School of Medical Education  
Newcastle University  
Framlington Place  
Newcastle upon Tyne  
NE2 4HH

**Email:** [medical.electives@ncl.ac.uk](mailto:medical.electives@ncl.ac.uk)

**Telephone Number:** (+44) 0191 208 4815

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## OVERVIEW

Newcastle University is a regional Medical School that works in partnership with NHS Trusts throughout the Northeast 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.

Elective Placements are open to medical students who are in their penultimate or final year of clinical study.

Due to the large volume of applications, we are only able to offer students one elective for a minimum of 4 weeks or a maximum of 8 weeks. (We cannot accommodate “split electives” over two or more areas)

You are responsible for finding your own elective supervisor and for arranging your own accommodation (information on how to find a supervisor and accommodation can be found on page 5 of this document).

You will be responsible for making your own travel arrangements for which you will be liable for any associated costs. We are unable to offer any financial assistance towards the expenses of visiting elective students. This includes daily travel costs during the elective placement.

Elective placements generally commence on a Monday unless this falls on a Bank Holiday which would mean that you would start on the Tuesday. The last elective start date in December is the third Monday of the month and the earliest elective start date is the second Monday of the month. Please note that the Medical Student Office based at Newcastle University closes for a couple of weeks over the Christmas period and staff will therefore not be contactable during this time. You will be notified via email of our closure dates if this affects you.

You will need to complete the visiting elective online application form at least 6 months prior to your proposed elective start date. We regret that late applications will not be accepted or treated as urgent and will be automatically rejected.

## HOW TO APPLY

Submit the online application form (<https://forms.ncl.ac.uk/view.php?id=13038574>) at least 6 months prior to your proposed elective start date. Your application must include all documentation outlined under section 1 below.

Documentation listed in Section 2 must be provided by the deadlines or your elective placement will be cancelled.

### Section 1

1. **Deans Letter:** a completed Newcastle University Deans letter or Letter of Recommendation from your Medical School confirming they recommend you for the visiting elective programme.
2. **Valid Passport:** a scanned copy of the photo ID page from your Passport AND a scanned copy of the outside front cover of your Passport.
3. **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 successfully completed so far on the medical programme and your associated grades.

4. **Medical Indemnity/ Malpractice Insurance Certificate** - A scanned copy of a Certificate of Medical Indemnity/Malpractice Insurance. Ensure the certificate covers you for the entire period of your elective placement. Information on obtaining Medical Indemnity/Medical Insurance can be found on page 6 of this document.
5. **English Language Proficiency Certificate (*international students only*)** - A scanned copy of evidence of your English language proficiency (English Language certificates accepted can be found on page 7 of this document) or a letter from your school certifying that the Medical Degree course is taught and examined in English and that you are a current student.
6. **Supervisor confirmation email:** a copy of your supervisor email which confirms acceptance and dates agreed. Information on how to find an elective supervisor can be found on page 5 of this document.
7. **Passport-style Photograph:** an up-to-date passport-style photograph of yourself.

## **Section 2**

Further information on the documents listed below can be found on pages 8 - 10.

1. **Offer Letter** – signed and returned within 30 days of the date stated on your offer letter.
2. **Administration Fee** – payment to be made within 30 days of the date stated on your offer letter.
3. **Enhanced Disclosure and Barring Service Certificate (DBS) or Criminal Record Certificate dated within 6 months of your elective start date** – no later than 2 months prior to elective start date.
4. **Occupational Health Questionnaire** – completed 1 month prior to elective start date.

## **RECEIPT OF APPLICATION FORM**

**Following receipt of your application form the Medical School will:**

1. Acknowledge receipt of your online application via email within 2 weeks.
2. Email you the outcome of your application within 1 month.
3. Email International students, a VISA support letter 3 months prior to elective start date. We are unable to offer advice to students regarding VISA requirements, but information can be found by clicking on the link:  
[Applying for a Student Visa - Student Progress - Newcastle University \(ncl.ac.uk\)](#)
4. Ensure our Occupational Health provider emails you with a link to access the Occupational Health Questionnaire 2 months prior to your elective start date.

## FINDING AN ELECTIVE SUPERVISOR

### GENERAL ADVICE FOR ALL HOSPITALS IN OUR REGION

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, Teesside, 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.

**Please note** that the Cardiothoracic Surgical Team at the Freeman Hospital are unable to accept visiting elective students until further notice. If we do receive applications for this team, we will unfortunately have to reject your application.

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

#### ROYAL VICTORIA INFIRMARY (RVI)

The Royal Victoria Hospital (RVI) and Freeman Hospital website ([Consultants - Newcastle Hospitals NHS Foundation Trust \(newcastle-hospitals.nhs.uk\)](#)) enables you to search for consultants based on either their last name or specialism. It may be prudent to call the secretary or department to express your interest before emailing.

#### RVI – OPHTHALMOLOGY

If you are specifically interested in a placement in ophthalmology, please contact Dr Eric Barnes, [eric.barnes2@nhs.net](mailto:eric.barnes2@nhs.net), who will consider your request. **DO NOT** approach other consultants within the department.

#### THE GREAT NORTH CHILDREN'S HOSPITAL (GNCH)

If you are specifically looking for an elective within Paediatrics, please **DO NOT** approach consultants directly, email: [nuth.PAtoClinicalDirectorsGNCH@nhs.net](mailto:nuth.PAtoClinicalDirectorsGNCH@nhs.net) outlining the reasons why you would like an elective placement at the GNCH, include your CV, exact dates and preferred speciality from the list below:

Community	Gastro	General	ID	Neurology
Oncology	PICU	Renal	Respiratory	Surgery

**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 and will be given as a donation to the GNCH charity. This is additional to the £210 administration fee payable to Newcastle University.

If the GNCH can accept your application, they will inform you of that decision. You will then be required to complete the online application form. At times the GNCH are unable to accept further applications due to capacity, if this is the case, a message will be published on the website.

**Please note:** The GNCH only deal with the listed specialties. They 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. They 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](mailto:nuth.PracticePlacementFacilitators@nhs.net)

## **SOUTH TEES HOSPITAL NHS FOUNDATION TRUST**

If you are interested in applying for an elective under South Tees Hospital Trust, (James Cook University Hospital, Middlesbrough and Friarage Hospital, Northallerton) please email the Trusts undergraduate department at: [stees.undergrad@nhs.net](mailto:stees.undergrad@nhs.net) to enquire about the possible availability of supervisors in your chosen specialisms within the hospitals in that area.

Once you receive supervisor confirmation you must complete the online application form: (<https://forms.ncl.ac.uk/view.php?id=13038574>)

## **ACCOMMODATION**

We are unable to provide accommodation for the visiting elective programme however, it may be possible for visiting elective students to rent University accommodation. Check the University website <http://www.ncl.ac.uk/accommodation/staff-and-visitors/> for costs and facilities and complete the following form: <http://www.ncl.ac.uk/accommodation/staff-and-visitors/booking/form/> to enquire about availability.

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.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/>

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>

## **MEDICAL INDEMNITY/MALPRACTICE INSURANCE**

We are unable to accept you for an elective placement if you are not covered by Medical 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.

We are unable to recommend a particular malpractice insurance company but if you are struggling to find your own Medical Malpractice Insurer many students have successfully obtained cover from the Electives One Stop Shop company: <https://www.electivesonestopshop.co.uk>. We must inform you however that this company is in no way affiliated with our university.

## ENGLISH LANGUAGE PROFICIENCY CERTIFICATE (INTERNATIONAL STUDENTS ONLY)

If your current medical degree is taught and examined in English, we will accept this as proof of your proficiency. Proof must be either in the form of a letter from your school certifying that you are a current student on their medical degree which is taught and examined in English or stated on your academic transcript.

If the above does not apply, we currently only recognise and accept the following English Language certificates:

- a. International English Language Testing System (IELTS Academic) – must be dated within three years of the start of your elective to be valid and you must have achieved an overall score of 6.5 with a minimum score of 5.5 in each subgroup. We can consider the General IELTS certificate if you have acquired higher scores in some of the sub-categories.
- b. DAAD Language Certificate – must be dated within two years of the start of your elective to be valid and you must have obtained a minimum of a level 3. You must score at least 90 with a minimum of: Reading – 18, Writing 17, Listening – 17, and Speaking 20.
- c. Test of English as a Foreign Language (TOEFL) – must be dated within three years of the start of your placement and must be verifiable on the relevant official website. You must have obtained an overall score of 90 with a minimum of: Reading – 18, Writing – 17, Listening – 17, and speaking – 20.

Information relating to other English Language certificates can be found by clicking on the link: <https://www.ncl.ac.uk/international/language/#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 **2** full academic years of undergraduate degree-level study in one of the countries listed below. Applicants who have studied in Canada must also provide sufficient evidence to demonstrate that the degree was taught and assessed in the medium of English language. Applicants who require a student visa must have been awarded an academic qualification equivalent to a UK bachelor's degree in one of the countries listed below.
  - Been awarded a master's qualification following 12 months of a master's degree-level study, in one of the countries below. Applicants who have studied in Canada must also provide sufficient evidence to demonstrate that the degree was taught and assessed in the medium of English language. Applicants who require a student visa must have been awarded an academic qualification equivalent to a UK master's degree in one of the countries listed below.
  - Been awarded a degree or degree level qualification which meets, or exceeds, the recognised standard of a UK bachelor's degree, master's degree, or doctorate (as recognised by NARIC) and can provide sufficient evidence to demonstrate that the degree was taught and assessed in the medium of English language.
2. You are a **national** from one of the countries below:

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

\*Non-Canadian nationals who have studied in Canada must provide sufficient evidence to demonstrate that the degree was taught and assessed in the medium of English language.

## OFFER LETTER

You will only receive an offer letter if you have included all the required documentation listed in section 1 with your application. If you wish to accept the offer, you must sign, date, and return Appendix 1 of your offer letter along with payment of the non-refundable administration fee within 30 days of the date stated on your offer letter.

If your application is incomplete (unable to provide all documents listed under section 1) you will receive an email stating a non-negotiable deadline for submitting your outstanding documents. Failure to provide us with all outstanding documents by the deadline will result in your application being cancelled.

## ADMINISTRATION FEE

Visiting students are required to pay a non-refundable administration fee of £210. This fee includes application processing, verification of documents, instigation of an online Occupational Health questionnaire and registration.

## THE VISA SUPPORT LETTER (INTERNATIONAL STUDENTS ONLY)

If you are an international student, you will receive a VISA support letter 3 months prior to the start of your elective placements.

### UK Home Office Visa Requirements for Medical Electives

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, which you can present to your local Visa Application Centre when applying for your Visa, and 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 \(www.gov.uk\)](http://www.gov.uk)

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 problems 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. You are required to provide us with a copy of your VISA at least 1 week prior to the start of your elective placement.

If you are refused a Visitor Visa, you must notify us immediately.

**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.**

## ENHANCED DISCLOSURE BARRING SERVICE (DBS) OR CRIMINAL RECORD CERTIFICATE

We can only accept an Enhanced DBS certificate (standard certificates will NOT be accepted) or Criminal Record Certificate (international students) which is dated within 6 months of your elective start date. If your university has signed up to the DBS update service, then we will accept a letter from your Medical School confirming that your enhanced DBS certificate remains clear.

## OCCUPATIONAL HEALTH

You will not be permitted patient contact until you are given official clearance by our Occupational Health Provider. Students will be invited to 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 elective start date which will contain the URL and PIN number to enable you to access and complete the questionnaire. The email will come from the following email address: [no-reply@ohims.co.uk](mailto:no-reply@ohims.co.uk).

IDC will screen your questionnaire and either:

1. Email you and the electives team with a copy of your Fitness Certificate which confirms your fitness to practice, and stating no further action is required.
2. Inform you of any required follow up appointments. These appointments do come with an additional charge to yourself and are outlined below:

*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.

If you have not received your online health questionnaire 6 weeks prior to your elective start date, please check your SPAM mail folders in the first instance and if you cannot find the email, contact the Medical Electives Team at [medical.electives@ncl.ac.uk](mailto:medical.electives@ncl.ac.uk) who will arrange for another email to be sent to you.

## REGISTRATION AND ARRIVAL

The Elective team will send you a registration email 1 month prior to the start of your elective placement and will include important information regarding registration along with a registration form which you are required to complete and return within 7 working days. Your registration form must include the address you are staying at during your elective placement.

Additionally, you will receive information from the Hospital Trust administrator (usually 1 week before your start date) which will provide you with instructions for your first day.

## RIGHT TO STUDY CHECK (INTERNATIONAL STUDENTS ONLY)

To comply with Home Office regulations, **all** international students must have their identification documents checked – 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.

You will be asked to complete a ‘right to study check’ as part of your registration. Further information will be included in your registration email.

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.

## STUDENT CONDUCT

It is important that our visiting elective students 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.

Therefore:

- Visiting 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.
- 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 the hospital trust where they are based.
- Any instances of unprofessional behaviour by visiting elective students will be reported to the Dean of their home Medical School by the Director of Medical Studies, Newcastle University Medical School.
- Visiting Elective students who believe that during their elective they have evidence of malpractice or impropriety, which 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

The hospital will provide you with scrubs if they are required, however these MUST be returned once your elective is complete.

Visiting 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.

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.

## ELECTIVE CONTACT

We like to keep in touch with students whilst they are on their placement to check that everything is going as planned and they are not encountering any issues. The Electives team will email you weekly (to the email address provided on your application form) which you are required to complete and will provide you with the opportunity to inform us of anything which is not going to plan.