ELECTIVES REGULATIONS – AN OVERVIEW

LEICESTER MEDICAL SCHOOL

Medical students have an opportunity to undertake a 6 week long elective placement following successful performance in their Final Professional Examination in Year 5 of the MB ChB course. The medical school ethos is to encourage students to experience a contrasting healthcare setting during their electives, whilst recognising the potential risks and challenges associated with this unique part of the medical degree course.

University of Leicester School of Medicine takes the preparation for the electives very seriously and this document sets out the process for the medical electives programme.

Structure of the Medical Electives team:

- Medical Electives Convenor
- Electives Administrator
- The Medical Electives team is responsible for the processing of the elective proposals from the students and advice/support to the students as it pertains to their elective preparation.
- Medical Electives Convenor reports to the Director of the Medical Undergraduate Education and the Head of Department of Medical and Social Care Education

Pre-elective planning

Step 1

Elective briefing

Students receive a briefing lecture in Year 4 of their course, outlining the necessary steps, the duration of elective, a number of practical considerations when preparing for their elective and a deadline for the process of submitting the application forms, on-line information and resources are available to students on the University of Leicester Blackboard site.

Students have to follow a strict application process in order to gain approval for their elective proposal.
The importance of choosing an elective which helps to fulfil the key requirement of experiencing a healthcare in a context which is sufficiently different from the healthcare provision students are exposed to during the rest of the course is highlighted to the students.

Importance of personal safety considerations/ considering ethical implications of healthcare in a different healthcare context and importance of reflecting on ways to reduce risks whilst on their electives are some of the areas covered during the briefing.

**Step 2**

**Students are required to approach a healthcare delivery centre of their choice, which can be located in the United Kingdom or abroad.**

Often, students are required by the institutions they endeavour to visit to have letters of good standing and confirmation of their status as a full-time enrolment on the medical course, which are then provided by the Electives Administrator.

**Step 3**

**Medical Electives convenor collects and assesses the elective proposal forms with support from the Electives Administrator.**

Students are strongly advised to submit their elective proposal forms early, in order for the proper vetting and risk assessment of the applications to take place.

Students are required to write up to 200 words summarising the aims of their elective and also on the ways in which they hope to demonstrate whether they achieved their elective aims. This part of the form encourages planning and reflective skills or the student and should make their experience more focussed.

Students are pointed to essential sources of relevant information with regards to travel health, elective ethics.
RISK ASSESSMENT PROCESS OF ELECTIVE PROPOSALS

All LMS students are required to fill out a risk assessment form as part of their elective proposal.

Students are required to consult and record the summary of Foreign and Commonwealth Office advice current at the time of their elective application process.

The department of medical and social care education follows the principles of the FCO guidance.

The elective proposals to countries where FCO advises against the travel to are not accepted.

Students are required to declare that they will consult their GP for travel health advice and immunisations relevant to the country they are proposing to visit.

Students are required to declare the prevalence of certain diseases such as HIV in their proposed elective country destination and in those countries with higher prevalence; students are required to fill out document in order to be given access to the HIV prophylaxis treatment which, for the very high HIV prevalence countries, is then provided by the medical school.

Medical Electives Ethics

All LMS students are required to read relevant material (currently BMA Ethics Toolkit) to ensure they are aware of the key principles of a Responsible Elective. Students are required to submit a reflection on how they will ensure their elective is a responsible elective based on good care and ethical principles.

We encourage students to consider the differences between the NHS and other systems of healthcare in the country they would like to attend.
Further Risk Assessment/ Process of reviewing Elective Proposals

In complex cases, where higher risk is indicated or other complexities of the elective proposals arise, Medical Electives Convenor reports such cases to and discusses such cases directly with the Director of Medical Education or the Head of Department for Medical and Social Care Education.

The decision of the department in terms of rejecting a particular elective application based on risk or safety concerns is final.

The department also reserves the right to refuse a proposal which does not meet the essential educational aims of the elective experience.

Students are given a chance to discuss alternative plans with Medical Electives convenor, in the case of their original proposal not being accepted. Support is given to students researching alternative options for their elective.

Professional Indemnity

Students are required to supply a certificate from MDU or MPS medical indemnity organisations / or an alternative indemnity cover if such is required by their host institution.

Provision of proof of professional indemnity by medical students is an essential requirement for the approval of the elective proposal.

Students are informed that any activity they undertake should occur under supervision of a suitably qualified healthcare professional.

Contact information database

Elective administrator compiles a full database of the students and their elective destinations with details of contacts for emergency and non-emergency contacts, details of clinical supervisor in the host elective institution. This database is held for use by named key members of medical school staff.
This is to ensure that important contact data for the students and their next of kin as well as telephone/ e-mail contacts for the host institution/ organisation are then collated as a database prior to student’s departure to their electives.

Such contact data is very important in the case of unforeseen/ emergency situations arising for the students whilst on their electives and is required and held by the department of medical and social care education and is also required by the Leicester University insurance team.

**Emergency Support /Assistance**

All the students have access to a 24 hour phone line emergency assistance numbers by the Leicester University Insurance team.

Leicester School of Medicine has an emergency contact protocol for students to be used in the event of unforeseen / emergency circumstances arising during the elective placement.

This protocol includes access to key members of medical school staff. This ensures prompt communication between key members of staff in terms of providing timely advice and support to students in case of unforeseen / emergency circumstances and ensures good communication with the University wide processes such as communication with the University’s risk managers.

**Post-elective**

Students are encouraged through briefing and elective / global health related teaching to reflect on their elective experience.

Students are advised to report specific health concerns to their GP/ Occupational Health as appropriate.

In the unlikely circumstance of students requiring pastoral support following their elective placement, Medical Electives team directs students and communicates with the Pastoral Support Unit as appropriate/

Medical Electives Convenor arranges debriefs for students on individual basis.

**Elective Module Assessment**
Satisfactory completion of the elective module requires two key components:

An assessment elective form signed by the host institution clinical supervisor

My memorable elective experience report with evidence of personal and professional learning and reflection

The elective reports are marked by members of LMS academic staff, with the best report selected based on assessment criteria for the Elective Prize.

**Feedback on Electives**

Currently, LMS Medical Electives Convenor is piloting a feedback scheme in order to help students reflect on the quality of their elective placements.

**Collaboration with other relevant institutions in order to ensure good practice is followed**

Close collaboration with the University insurance team, including University risk manager

LMS and active member of the Medical School Council Electives Council UK

Collaborating with the UHL Occupational Health Department