

Best Practice Medical Electives Guidance

Medical School Checklist

Pre-elective planning and risk assessment

1. Host a briefing event on electives: include presentations by students who have undertaken placements in previous years.
2. Distribute comprehensive guidance handbook to students, all guidance to be available online. The Handbook should include guidance on reducing the risks associated with:
 - Blood Borne Viruses
 - Rape and Sexual Health
 - Drugs
 - Insurance/Indemnity

... and information on general elective planning including:

 - Information on general health concerns (tropical diseases, diarrhoea etc.)
 - Information on pre-elective vaccinations needed

Applications for electives

1. Application form to be assessed by a training electives assessor to identify student's attitude to risk.
2. Any student who has not properly assessed risk should take part in a consultation with the electives assessor and tutored on how to identify and minimise risks.
3. Application form should also include:
 - A certificate of attendance at the electives briefing event
 - A declaration stating that the student has read and understood the Medical School's elective guidance.
4. Monitor the FCO guidance. No approval to be given to placements which contravene FCO guidance.
5. Extra caution to be applied when assessing applications for placements in high-risk specialties (in areas with high HIV risk) such as Trauma and O&G.

Before students leave for electives

1. Students traveling to areas with high incidence of HIV to be issued with Prophalaxis (PEP) kits.
2. Students to be given email address for email account at School to use in case of emergency. This account should be monitored daily whilst students are on electives.
3. Elective supervisor to note the phone number of British Embassy in country in which elective being conducted.
4. Elective supervisor at School to have all emergency contact details for students.

Post- electives

1. Student elective reports should be filed in student resources library or made available online for use by students in consecutive years.

Medical Student Checklist

Pre-elective planning and risk assessment

1. Attend your Medical School's electives briefing event.
2. Read your Medical School's guidance handbook on electives as part of your planning.
6. Monitor the Department of Health and Foreign and Commonwealth Office websites for guidance on health and safety and areas to which it is unsafe to travel.

Applications for electives

1. You will need to assess risks to which you may be exposed and detail how you will minimise these. For your application to be successful you will need to demonstrate sufficient understanding of the risks and how to minimize them, refer to your Medical School's electives handbook to guide you.
2. Attach a certificate of attendance for the electives briefing event.
3. Sign the declaration stating you have read and understood your Medical School's elective guidance.

Before students leave for electives

1. If you are travelling to an area with high incidence of HIV make sure you receive a Prophalaxis (PEP) kit.
2. Take note of the email address for contacting the School to use in case of emergency.
3. Note the phone number of British Embassy in the country in which you are conducting your elective.

On return from electives

1. Submit a report on your elective experience, this should specifically include details of the risks you faced and how you felt these were dealt with.