

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION THOROUGHLY BEFORE SUBMITTING YOUR APPLICATION

Clinical electives at Cabrini Health provide students with the opportunity to explore a medical or surgical discipline in a unique setting, distinct from their primary training environment.

Subject to availability and approval, Cabrini currently offers placements in the following specialties:
Geriatrics

- Emergency Medicine
- Intensive Care
- General Medicine
- Neurology
- Haematology
- Geriatrics/Aged Care
- Orthopaedics
- Cardiology
- Palliative Care
- Psychiatry
- Anaesthetics
- General Surgery

Please note, Cabrini is unable to provide elective placements in Paediatrics and Obstetrics and Gynaecology.

A clinical elective placement will involve integration into the activities of the unit (as deemed appropriate by the clinical lead of each unit), generally this would mean 'shadowing' of the registrar, attendance of unit activities (ward rounds, outpatient's sessions and unit meetings) and hospital educational activities.

The student is expected to participate in the activities of the clinical unit and will have multiple opportunities to engage in clinical activities in relation to patient assessment and patient care under the supervision of hospital staff. This does **NOT** include individual tutorials or integration into the Monash University medical student teaching program unless deemed appropriate by the Clinical Dean. There will be opportunities to attend grand rounds and other hospital teaching.

A formal timetable is not provided before commencing the elective. Students will be assigned a supervising consultant who will discuss their learning activities, opportunities and attendance requirements. Students must be confident in managing their own learning.

When you can I apply?

Applications for electives must be submitted between **February - July the year prior** to an elective.

Program Requirements

Students must be in the **final year** of their medical degree at the time of the elective. This elective must also be part of your own university elective period.

Duration of the Clinical Elective Period

Clinical electives are offered from a minimum period of 4 weeks to a maximum of 8 weeks, subject to availability. All elective disciplines start on a Monday and finish on a Friday and all elective participants are required to attend an orientation session.

Administration fees and Placement Fees

A \$200 non-refundable administration fee is required when you submit your initial application form.

Once you have received a letter of offer, you will be required to pay an elective placement fee of \$100 per week and provide any additional requested documents within 28 days.

Cancellation of Placement

If at any time an applicant wishes to withdraw or cancel their application, this should be done immediately via e-mail to the elective coordinator.

Please Note: **Administration fees, once paid, will NOT be refunded.**

A refund of the weekly fee will only be processed in the following situations:

- If the cancellation is made 30 or more days from the commencement date of the elective.
- If Cabrini has to cancel the placement due to unforeseen circumstances.
- In the event of any epidemic outbreak, Cabrini reserves the right to cancel your placement. You are to adhere to infection control guidelines set by the Victorian Department of Health and Cabrini Health.

International Students

Fluency in written and spoken English is a requirement.

Students should contact the [Australian Embassy](#) (Diplomatic post) in their own country for visa requirements and permissible length of stay, as clinical electives are subject to a visa being granted.

It is the student's responsibility to ensure that the appropriate visa for entry and temporary residence in Australia is obtained. Cabrini Health is unable to act as a sponsor on your behalf and will not complete sponsorship forms for a study visa.

Accommodation

Students are responsible for arranging their own accommodation, Cabrini Health does not provide accommodation.

You can find information regarding accommodation options at visitvictoria.com

Cabrini Health Malvern is located approximately 9km from the Melbourne CBD and you can use public transport (tram, train or bus) to the hospital site.

Insurance

Students must arrange the following insurance and forward a copy of the documents to the elective coordinator prior to commencement of the elective:

- Professional Indemnity / Medical Malpractice (Minimum: \$20,000,000 AUD)
- Public Liability (Minimum: \$20,000,000 AUD)
- Personal Accident Insurance

If your insurance is provided by your university (as is commonly the case) please forward the relevant supporting documentation. We also recommend that international students obtain appropriate personal travel/health insurance.

What assessment of my elective placement is provided?

Cabrini Health will provide an assessment of attendance and professionalism only. If your university requires an assessment to be completed that involves clinical skills or medical competencies, you are NOT eligible for an elective at Cabrini. We highly recommend you contact your university and check the assessment requirements before applying, as the application fee is non-refundable. If your university

requires an assessment to be completed, it must be provided for review with your application. Students are not permitted to submit any forms of this nature directly to the consultants/hospital staff.

How to apply

To submit an application, applicants must complete the Cabrini Health Medical Student Electives Program form and include the following documents and attachments as part of their application – all documents must be in English.

Stage 1: An application will not be considered until all of the below documents have been completed and received (please combine forms as one merged PDF file):

1. Complete this [application form](#)
2. Completed Academic Details and Authorisation, such as a letter of reference from the Dean of your university or medical school, providing proof of enrolment, confirming you are a final year student and of good standing.
3. Resume/CV.
4. A photo of your student ID.
5. Request for invoice for payment of \$200 Administration fee (non-refundable). Please complete the [Invoice request form](#) by filling in your details and emailing [Jennie McInerney](#) You will receive a request for payment and a subsequent receipt once paid. Please forward the receipt to Jennie once received for proof of payment.

Notification that your application has been received will be sent to you by return email. Please note that receipt of an application does not guarantee an offer of placement.

Stage 2: Once your application has been received and your clinical elective at Cabrini Health approved, the following documents and payments are required. (please combine forms as one merged PDF file - with exception of Aus National Police Check which can be sent separately):

1. Receipt for placement fees of \$100 per week. Please forward the receipt to [Jennie McInerney](#) once received for proof of payment.
2. Complete this [Immunisation Declaration](#) form Students must be vaccinated for, or show immunity to, measles, mumps, rubella, varicella, tuberculosis, pertussis, hep B, and COVID-19 and have received a seasonal influenza vaccine in order to be considered for an elective at Cabrini. Any requests for exemptions will be reviewed on a case-by-case basis.
3. Only students who have, after the age of 16, been a citizen or permanent resident of any country other than Australia, or, resided continuously in any single country other than Australia for 12 months or more, are required to provide evidence of their overseas criminal history. The following documentation will be accepted as evidence:
 - Nation-wide check of criminal history produced by the relevant national authority (if in a language other than English, it must be accompanied by a certified English translation); or
 - International Criminal History Check issued by an AHPRA approved supplier <https://www.ahpra.gov.au/Registration/Registration-Process/Criminal-history-checks/International-Criminal-History.aspx>
4. Professional indemnity / medical malpractice insurance (minimum: \$20,000,000 AUD), public liability insurance (minimum: \$20,000,000 AUD) and personal accident insurance.
5. Current passport-size photo.
6. A copy of your assessment form/s (if required)
7. Any documentation that your university will require to be completed during your elective.

8. All students attending Cabrini are required to complete a series of online modules before arriving. You will not be permitted on site until these modules are successfully completed.
9. Signed Student [Acknowledgement and Undertaking](#)