

Guidance for acceptance of work experience students, elective medical students, and clinical attachments in Dumfries and Galloway Infirmary or Mid Park Hospital

2016

Definitions

Work experience student – any person who for reasons of experience prior to application for acceptance onto a medical degree course, attends DGRI or Mid park hospital; usually school pupils or students studying for a related degree that wish to change to a medical degree.

Medical Student (junior) – any student studying for a degree in medicine, prior to the final 2 years of the degree course who attends for additional experience, or for an elective placement.

Medical Student – any student studying for a degree in medicine, in the final 2 years of the degree course who attends for additional experience, or for an elective placement.

Clinical Attachment doctor- Any doctor qualified outside UK who has completed part 1 of PLAB, attending on unpaid basis to gain experience of UK medicine. (Doctors are not permitted to undertake placements until they have completed part 1 of PLAB)

Scope of Guidance

This guidance provides information on the time, duration, and conditions under which students or doctors may be accepted for placements. Also information on procedures which must be followed, and any restrictions in access which must be adhered to.

Dumfries and Galloway NHS Board welcomes students and doctors from all parts of the World, and hopes to provide valuable experience, within the limitations set by governing bodies. The restrictions are in accordance with GMC and BMA guidance and are not negotiable; failure to comply puts NHS Dumfries and Galloway risk, and therefore will be viewed as a disciplinary offence.

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Work Experience Students

A work experience is often requested by school pupils or students wishing to spend some time within the hospital with a view to pursuing a medical career.

Work experience students are allowed no direct patient contact, and attend only in an observational capacity. Placements are arranged by the Education Centre team, to ensure appropriate risk assessments and occupational health compliance. No other pupils should be invited to attend for experience.

Any student making enquiries should be asked to contact dg.educationcentre@nhs.net, and will be asked to complete an application form (obtained from their school), provide a letter of endorsement from their school / university, and confirm that they have had an MMR vaccine.

Medical Student (junior)

Medical students at UK universities, who are not in their final 2 years may request to do an elective /SSC / placement in Dumfries. They do not come under the elective student policy nor do they fall into the work experience category. Students from non-UK medical schools are not accepted for placements at this stage of their training.

These students require a letter from their University confirming that they are a medical student and stating what objectives (if any are stipulated) need to be met during the placement. This applies even for short visits during university holidays.

Students from UK universities in England , Wales, or Northern Ireland who are to have any unsupervised contact with patients at all they must obtain PVG certification (Protecting vulnerable groups), and occupational health clearance. PVG clearance takes at least 6 weeks to obtain.

Accommodation is not available for this group, except occasionally during July and August.

Any consultant obtaining requests in this group should

- Inform the student that a letter of endorsement will be required
- Inform the student that occupational health clearance will be required
- Confirm with colleagues that a doctor in a substantive post will be responsible for the student at all times he/she is in the hospital
- Email Vicki Mclaughlan (vicki.mclaughlan@nhs.net) (Undergraduate co-ordinator) confirming acceptance of the request, and ability to provide a programme for the student
- Advise the student to email Vicki Mclaughlan (vicki.mclaughlan@nhs.net), who will co-ordinate occupational health and PVG requests.

Student Co-ordinator (Vicki Mclaughlan) will

- Arrange accommodation for the elective students if available
- Arrange Occupational Health clearance on the day of arrival
- Arrange IT passwords and accounts
- Confirm with the sponsoring consultant that letters of endorsement and CV have been obtained.
- Supply them dect phone, library access, and ID badges
- Provide an induction to the Education Centre

Medical Student from Scottish Universities

Medical students at Scottish universities, who are in their final 2 years (4th or 5th years of course), may request to do an elective/SSC / placement in Dumfries. This is encouraged in the summer period when contractual students are not attending, or in departments where there are no contractual students. Students may only attend departments with contractual students if this does not detract from the experience of contractual students, for whom we have a contract.

These students are required to provide a letter from their University confirming that they are a medical student and stating what objectives (if any are stipulated) need to be met during the placement, plus a CV. This applies even for short visits during university holidays.

Accommodation is only available for this group during July and August, but if available is free of charge.

PVG (Protecting vulnerable groups) approval is not required for Scottish students (this is already obtained via Scottish Universities).

Applications should be made as early as possible in each academic year, preferably before April each year for elective placements.

Any consultant obtaining requests in this group should:-

- Inform the student that a letter of endorsement will be required.
- Inform the student that occupational health clearance will be required
- Confirm with colleagues that a doctor in a substantive post will be responsible for the student at all times he/she is in the hospital
- Email Vicki Mclaughlan (vicki.mclaughlan@nhs.net) (Undergraduate co-ordinator) confirming acceptance of the request, and ability to provide a programme for the student
- Advise the student to email Vicki Mclaughlan (vicki.mclaughlan@nhs.net) who will co-ordinate occupational health requests.

Student Co-ordinator (Vicki Mclaughlan) will

- Arrange accommodation for the elective students if available
- Arrange Occupational Health clearance on the day of arrival
- Arrange IT passwords and accounts
- Confirm with the sponsoring consultant that letters of endorsement and CV have been obtained.
- Supply them dect phone, library access, and ID badges
- Provide an induction to the Education Centre

Costs

Nil

Medical Student from other UK Universities

Medical students at English, Welsh, or Northern Irish universities, who are in their final 2 years (4th or 5th years of course) may request to do an elective /SSC / placement in Dumfries. This is encouraged in the summer period when contractual students are not attending, or in departments where there are no contractual students. Students may only attend departments with contractual students if this does not detract from the experience of contractual students, for whom we have a contract.

These students are required to provide a letter from their University confirming that they are a medical student and stating what objectives (if any are stipulated) need to be met during the placement, plus a CV.

Placements are for a maximum of 6 weeks, and a minimum of 2 weeks and all applications are required to apply through the Glasgow University scheme, where immunisation and PVG (Protecting vulnerable groups) checks are made. Students can only be accepted in a single speciality.

Accommodation is only available for this group during July and August, but if available is free of charge.

Applications should be made as early as possible in each academic year, but must be received by Glasgow University at least 4 months before the date of the proposed visit.

Any consultant obtaining requests in this group should:-

- Inform the student that a letter of endorsement will be required.
- Inform the student that a copy of their CV will be required.

- Inform the student that application must be formally submitted via Glasgow University (Vicki McLaughlin will assist with this)
- Inform student that occupational health clearance will be required
- Confirm with colleagues that a doctor in a substantive post will be responsible for the student at all times he/she is in the hospital
- Email Vicki McLaughlan (vicki.mclaughlan@nhs.net) (Undergraduate co-ordinator) confirming acceptance of the request, and ability to provide a programme for the student
- Advise the student to email Vicki McLaughlan (vicki.mclaughlan@nhs.net) who will co-ordinate occupational health requests.
- Provide Vicki McLaughlan with a programme for the student 4 weeks prior to the date of commencement.

Student Co-ordinator (Vicki McLaughlan) will

- Arrange accommodation for the elective students if available
- Arrange Occupational Health clearance on the day of arrival
- Arrange IT passwords and accounts
- Confirm with the sponsoring consultant that letters of endorsement and CV have been obtained.
- Supply them dect phone, library access, and ID badges
- Provide an induction to the Education Centre

Costs

Glasgow University application process £100.00; PVG £25.00 (prices may change)

Medical Student from Universities outside UK

Medical students at non-UK universities, who are in their final 2 years (4th or 5th years of course) may request to do an elective placement in Dumfries (to a maximum of 2 students each year). This is encouraged in the summer period when contractual students are not attending, or in departments where there are no contractual students. Students may only attend departments with contractual students if this does not detract from the experience of contractual students, for whom we have a contract.

Following GMC and BMA advice students from outside UK can be accepted only in an observational capacity. They are not permitted any direct patient contact.

These students are required to provide a letter from their University confirming that they are a medical student and stating what objectives (if any are stipulated) need to be met during the placement, plus a CV.

Placements are for a maximum of 6 weeks, and a minimum of 2 weeks and all applications are required to apply through the Glasgow University scheme, where immunisation and PVG (Protecting vulnerable groups) checks are made, and border agency sponsorship provided. Students can only be accepted in a single speciality.

Accommodation is only available for this group during July and August, if available is small free is charged.

Applications should be made as early as possible in each academic year, but must be received by Glasgow university at least 4 months before the date of the proposed visit.

Any consultant obtaining requests in this group should:-

- Inform the student that they will be allowed no direct patient contact and will be present in an observational capacity only
- Inform the student that a letter of endorsement will be required.
- Inform the student that a copy of their CV will be required.
- Inform the student that application must be formally submitted via Glasgow University (Vicki McLaughlin will assist with this)
- Inform student that occupational health clearance will be required
- Confirm with colleagues that a doctor in a substantive post will be responsible for the student at all times he/she is in the hospital
- Email Vicki McLaughlan (vicki.mclaughlan@nhs.net) (Undergraduate co-ordinator) confirming acceptance of the request, and ability to provide a programme for the student
- Advise the student to email Vicki McLaughlan (vicki.mclaughlan@nhs.net) who will co-ordinate occupational health requests.
- Provide Vicki McLaughlan with a programme for the student 4 weeks prior to the date of commencement.

Student Co-ordinator (Vicki McLaughlan) will

- Arrange accommodation for the elective students if available
- Arrange Occupational Health clearance on the day of arrival
- Arrange IT passwords and accounts
- Confirm with the sponsoring consultant that the letters of endorsement and CV have been obtained.
- Supply them dect phone, library access, and ID badges
- Provide an induction to the Education Centre

Costs

Glasgow University application process £100.00; PVG £25.00 (prices may change)

Accommodation (nominal fee)

Clinical Attachment

Clinical attachments are primarily designed for international medical graduates who have been practising outside UK and are coming to practise in Scotland for the first time. These may be considered after PLAB Part 1 has been obtained. The main purpose of a clinical attachment is for the doctor on attachment to gain an overview of medical procedures and systems in the UK, specifically within the NHS, and to observe an expert at work for a limited period before assuming professional duties themselves.

Following GMC and BMA advice doctors on clinical attachments from outside UK can be accepted only in an observational capacity. They are not permitted any direct patient contact.

BMA has provided extensive advice on these placements and this should be studied. At present NHS Dumfries and Galloway is not offering any clinical attachments; any consultant wishing to develop a programme must consult the details of the BMA advice, and discuss possibilities with Director of Medical Education.

BMA advice on clinical attachments may be found at:-

<http://bma.org.uk/practical-support-at-work/doctors-as-managers/medical-managers/clinical-attachments-for-imgs>

Contacts

Directors of Medical Education

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Undergraduate Co-ordinator

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