



Year 5 Elective

The Year 5 Elective is in the latter part of the final year, when all the Year 5 assessments have been completed. This means you will go on your elective with all the knowledge, skills and preparation you require to be an F1 doctor, and will therefore find it a more meaningful experience.

Timing & Deadlines of the Electives Period

For 2013/2014 the elective date has been confirmed as being the eight-week interval between week commencing Monday 31st March 2014 and Friday 23rd May 2014.

- This is the only time for your Elective and is **not** negotiable. You **must** present letters which show that your Elective period is totally occupied by your placement(s).
- The Elective Co-ordinator will neither discuss nor approve alternative dates. You should take any holidays in your chosen location outside of this time.

If you have not already done so you should start planning now.

Registration deadline: 12:00hrs (GMT) Thursday 13th February 2014
Detailed elective plan submission deadline: 12:00hrs (GMT) Thursday 20th March 2014

A range of penalties applies if you do not meet these deadlines. In particular you should note that if you do not complete and have approval for your Electives documentation before the first day of the Elective period, you will be referred to the Fitness to Practice Panel.

Elective Aims and Objectives

The Final Year Elective gives you the opportunity of undertaking a period of study, or clinical experience, in an area of medicine that is of particular interest to you.

Objectives of your Elective 'project' are for you to demonstrate your ability to:

- Develop and work to a set of realistic aims and objectives
- Manage your own time and prioritise tasks effectively
- Take account of medical ethics when practicing
- Present your preparatory work in writing, clearly and concisely
- Reflect on your practice and be self-critical
- Follow the principles of risk management when you practice
- Consider potential career paths

You can take this opportunity to gain experience in different environments from your other undergraduate studies. Your personal tutor or local Elective supervisor of your choice should be able to help you.

Assessment of the Elective Period

Detailed Elective Plan

This will be an electronic form on which you must write your plans for your elective studies and what you aim and expect to get out of it. You will need to pay more attention to this preparatory phase of the elective and be very clear about what and how you are planning to get the best from this period of study. Time is set aside for this in Unit 2: PPP. Please alert your local supervisor that this detailed elective plan will need to be marked by them by **Thursday 17th April 2014**.

Each of your **Host** Elective Supervisors must complete a copy of the

Elective Supervisor's Report at the end of each placement. This must be emailed to medadmin-5@bristol.ac.uk on or before 30th May 2014.

How do I register my Elective?

All students need to submit **all** of the following to the Curriculum/Reception Office by the deadline – 12.00GMT 13/02/14.

1. The completed **Registration Form** (available on the Elective Blackboard site www.ole.bris.ac.uk).
2. A letter or email from your **host institution(s)** showing that they can and will allow you to undertake your Elective in the location and on the dates you propose.
3. A letter or email which confirms that you have suitable **accommodation** for each Elective destination.
4. Copies of your **proposed travel itinerary** detailing your travel arrangements.
5. A copy of **insurance papers** for your travels: This must cover medical emergency & travel expenses, personal liability, baggage and personal effects, money & credit cards. You may wish to purchase insurance cover for change of venue because of a national disaster or an outbreak of disease or if you have to remain in the UK to re-sit part or all of the Year 5 assessments. If relevant, your travel insurance should also cover you for other activities before or after your Elective such as mountaineering, white-water rafting or bungee jumping.
6. **Letter of professional indemnity** (not certificate) from the **MDU** (www.the-mdu.com) or **MPS** (www.medicalprotection.org/uk/) (plus Medical Indemnity Protection Society, <http://www.mips.com.au> if you will be in **Australia**).

All six of these items must be complete before the deadline or late submission penalties will apply.
<http://www.bristol.ac.uk/esu/assessment/codeonline.html#penalties>

It is your responsibility to ensure that all documentation is in place by the deadline. No allowances will be made if:

- you choose to travel to a country where it is time-consuming to obtain confirmation of placements, accommodation, etc.
- the company who is organising your Elective cannot provide confirmations by the required deadlines – check this before you sign up with them.

If you have valid Extenuating Circumstances which have meant that you are unable to submit your registration form on time you should complete a 'Late Submission Form' <http://www.bris.ac.uk/medical-school/staffstudents/student/forms/>

If you are planning to go your country of origin you will still need to produce these documents even though you may be going 'home'.

Late Registration/Submission of Coursework. Please see University guidelines at:

<http://www.bristol.ac.uk/esu/assessment/codeonline.html#penalties>

What happens once I have submitted my correct documents?

Your documents will be checked by Dr Dallimore (Electives Co-ordinator) only when all the correct documentation has been submitted. Dr Dallimore will either approve your Elective unconditionally or you may have to provide some further information. If Dr Dallimore believes that substantial unaddressed risks still remain he may deem that the placement is inappropriate.

Electives & Re-sits

Any student who has either missed a significant part of the course or who requires further time and remedial teaching to re-take the Year 5 written examination, OSCE or the Long Case will have to undertake a revised Elective **based in one of the seven Academies**. You must take this factor into account in any planning that you make and any insurance cover that you organise. If you undertake a revised elective you do not need to submit elective planning documentation, but you will need to discuss your learning needs for remedial teaching with Mr Nigel Rawlinson and/or your academy lead.

Where can I get ideas for and information about my Elective?

- The 'Electives Network' via the MDU website: www.the-mdu.com
- General information from the BMA and the Royal Society of Medicine
- <http://bma.org.uk/search?query=elective>
- www.rsm.ac.uk/globalhealth/electivesoverseas.html?gclid=CNOMuOy8xbkCFeGWtAodvD4AUg

Where can I go?

You can travel just about anywhere in the world, **but** -

- You may not travel to countries/regions where the Foreign and Commonwealth Office recommends against travel (<https://www.gov.uk/foreign-travel-advice>) or anywhere where the WHO has declared 'at risk' for SARS or Avian influenza (see www.hpa.org.uk and www.who.int for up to date information). This is absolutely not negotiable - **no** travel will be approved to these regions/countries.
- You may only travel if you fulfil health & safety requirements (e.g. immunisations) for the country/region you are travelling to and have completed a thorough risk assessment. Make sure you allow adequate time for immunisations.

Where do I go to get proof of my student status?

- The Year 5 administrator at the Faculty office, Senate House can supply you with a letter to show you are an Elective student for your placement organisation. Email: medadmin-5@bristol.ac.uk
- If you require a letter regarding Personal Protection Equipment (PPE) this will be provided by the Director of Student Affairs on request (NOT all students need this - your host institute will inform you).

How can I raise funds?

- The Medicine & Dentistry Faculty Office will email you regarding bursaries available to you for your Electives period. Full details and application forms will be available on the Faculty Office website. The Faculty Office administers the Faculty Bursaries and students will be emailed regarding the deadline for these bursaries. You should note that there is a lot of competition for all these bursaries so you should ensure that you follow the guidance when writing your application.
- Organisations, such as relevant charities and pharmaceutical companies, may respond favourably to individual approaches. It is important that you explore these options fully.

Elective Supervisors

Your supervisor should be a member of staff from the University or one of the Academies. Neither your local supervisor nor your supervisor at your Elective destination should be a friend of the family or a family member.

You should discuss the following issues with your supervisor:

1. The aims & objectives and learning outcomes of your Elective
2. Health & Safety
3. Ethics & Data Protection
4. Time planning – are the times you have allowed realistic?

Blackboard

The information contained on these pages, Registration Forms and other useful information can be found on the Elective Blackboard site (www.ole.bris.ac.uk).

Health and Safety Risk Assessment

You must think very seriously about any possible risks to your health and safety (physical or mental) during your Elective and complete a risk assessment for your travels.

What is a risk assessment?

A risk assessment is a careful examination of what, during your Elective, could cause you or others harm, so that you can weigh up what precautions you should take before and during your Elective to prevent or minimise any risk of harm.

On your Electives Registration Form there is a risk assessment section which you must complete.

To minimise risks and their effects you must:

- Ensure that the Foreign and Commonwealth Office does not recommend against travel to your chosen country/region. (<https://www.gov.uk/foreign-travel-advice>).
- Maintain effective lines of **communication** while on Elective with your next of kin or other responsible adult - use email or mobile telephone links if possible.
- You are also required to provide the name and address of the local supervisor at your Elective destination. Where possible please provide their telephone number and e-mail address so that the University may contact you through this route if necessary.
- Obtain comprehensive **travel insurance from BMA Services or similar** and ensure you have adequate **funds** for your trip. Travel insurance must cover medical emergency & travel expenses, repatriation, personal liability, premature return, baggage and personal effects, money & credit cards. You may wish to purchase insurance cover for change of venue because of a national disaster or an outbreak of disease or if you have to remain in the UK to resit examinations or for some other reason. Make sure you know how to contact your insurance company and take a copy of your insurance details with you.
- **Discuss your health and safety** with your Electives supervisor and/or the Electives Co-ordinator.
- Read '**Risk Assessment for Contagious Diseases while on Student Electives**' and address any issues raised. (see below).
- Prepare a **first aid kit** as appropriate to your destination country.
- Note that if you go to an HIV endemic area on your Elective remember that it is particularly important that you address risk assessment and management - you will have to pay for your own prophylactic medicines or equipment. You may also have to purchase other medical items such as latex gloves.
- Ensure that you are aware of **health & safety regulations and procedures** at your host institution, including whether you need an up to date **Criminal Records Check from the [Disclosure and Barring Service](#)** – you will need to pay for this yourself and apply at least **3 months in advance**. You can get information from nicholas.iles@bristol.ac.uk.
- Make yourself aware of **what to do** and **who to contact** if something should go wrong.
- Check which **vaccinations** you need **at least three months** prior to departure. You can obtain these from Student Health, your GP or a travel clinic. You should expect to pay for these (see below).
- Ensure you are familiar with **local laws and customs**.

University Emergency Contact Details:

Student Health: Tel: +44 117 330 2720 (this is manned 08.00-18.30 Monday to Friday - out of hours you will be directed to a further number to contact an on call doctor). Student Health will also answer emails the following working day (Monday-Friday) if sent to this address: admin@gp-L81133.nhs.uk .

Students not registered with Student Health may still use this number while on Elective for emergency help and advice but must contact their own GP for illness which develops after they have returned.

Mr Nigel Rawlinson, (Director of Student Affairs): Tel:+44 117 928 9057

You need to identify risks which are specific to your Elective. The following checklist of issues is adapted from 'Health & Safety Guidance when Working Overseas'. You should work your way through this checklist to ensure that you have considered these potential hazards:

- Transportation – poor drivers, hazardous terrain, maintenance of vehicles, etc. (Note that traffic accidents are the main cause of deaths among travellers.)
- Invalid passports, which do not comply with entry criteria.
- Invalid visas and other documentation for travel (may need 'work' visa for an Elective)
- Cultural misunderstandings (customs, dress, religion)
- Legal differences – local standards, local statutes.
- Insecure or inappropriate accommodation
- Theft and other crime
- Infectious diseases
- Contact with animals (wild or domestic) - allergies, asthma, bites, rabies, malaria, etc.
- Contaminated drinking or other water (diarrhoea, Legionella, cholera, polio, etc.)
- Contaminated food (allergies, food poisoning, Hepatitis A)
- Electricity – compatibility of equipment and supply, etc.
- Emergencies (including fire) – arrangements and procedures, first aid provision, etc.
- Hazardous substances/chemicals/radiation
- Needles and other possible sources of cross contamination (HIV, Hepatitis B)
- Stress (due to accommodation problems, communication difficulties, loneliness, etc.)
- Climatic extremes
- Natural phenomena – avalanche, earthquake, volcanoes, etc.
- Civil unrest/terrorist activity

This list is not exhaustive. Depending on where you are based, there may be other hazards not included here. Any significant hazards should be listed in the risk assessment section of your Registration Form.

You will be able to find information on the above potential hazards at:

- Foreign and Commonwealth Office website (<https://www.gov.uk/foreign-travel-advice>)
- WHO Global HIV/AIDS prevalence: http://www.who.int/topics/hiv_aids/en/
- Health Protection Agency www.hpa.org.uk
- The National Travel Health Network and Centre (NaTHNaC) <http://www.nathnac.org/index.htm>
- Medical advice is also available from the Student Health Service or your GP
- 'Health & Safety Guidelines when Working Overseas' Universities and Colleges Employers Association: <http://www.ucea.ac.uk/en/empres/hands/publications/index.cfm>

Consulates of the countries you are travelling to can give you visa information; their websites may also give you information on local laws and customs (see <https://www.gov.uk/foreign-travel-advice> for a list of consulates and their websites).

Travel Health Costs - Information from Student Health

Whilst thinking about and planning your final year elective period, it is worth considering all of the following as it may affect the ease of planning the trip and overall cost. Services available under the NHS are clearly defined and there will be charges payable for anything else.

1. Immunisations

a) Occupational

Some institutions abroad may require you to have additional immunisations or possibly a blood test to prove that you have had certain immunisations e.g. MMR. There will be a charge for this blood test. In some institutions in North America they may require an immunisation which is not available in the UK and then you may need to pay for a medical certificate declaring this. You should be aware that these requirements may not be the same as those in the UK and decisions regarding immunisations will be made on clinical grounds only.

b) Travel

Hepatitis A, Typhoid, Tetanus, Diphtheria, Polio, and Cholera (for a certain subset of travellers) vaccinations are available free on the NHS. Any other travel vaccines that may be required **you** will have to pay for. Please check the SHS website for further information - <http://www.bristol.ac.uk/students-health/>.

2. MRSA Swabs

Several countries, e.g. Australia or New Zealand, require a certificate stating that you have had recent MRSA swabs that are negative. There is a charge for these and requirements may vary even within the same country. You should check documentation carefully and bring it with you to any appointment at Student Health with one of the Health Care Assistants.

3.) Anti-malarials

Malaria is a potentially lethal disease which is prevalent throughout Africa, Asia and S. America. You may require anti-malarial medication for the whole time you are abroad. Some are only available on a private prescription, for which there is a charge for the prescription and then you will also have to pay for the anti-malarial tablets. (See below)

4. Certification

Many institutions will require a statement of health and in some instances will even demand you have a chest x-ray. There will be a fee for both of these.

5. HIV Prophylaxis

If you are travelling and working in a country where there is a high incidence of HIV e.g. Africa, then you may require HIV prophylaxis for which there is a charge. (See below). This is obtained from Occupational Health.

6. Other Possible Costs

These may arise if you decide to travel independently before or after your elective period e.g. a private prescription for antibiotics if you become unwell, or medication for altitude sickness if you are climbing. These are all available and cheaper to buy at one of the private travel clinics e.g. NOMAD - <http://www.nomadtravel.co.uk/>

Please consider all the above factors before you make your choice and finalise your plans. The staff at the Students' Health Service have many years' experience of helping elective students and would be happy to answer any queries you may have. Please book into a travel clinic appointment at SHS **as soon as you start planning your medical elective**. SHS has a huge demand for travel clinic appointments for medical electives in February/March each year and availability of appointments cannot always fulfil demand during this time.

This information is not exhaustive and further information can also be found on the websites referred to in this Handbook.

FAQs for Travel

How can I check what immunisations are recommended?

<http://www.fitfortravel.nhs.uk/home.aspx>

<http://www.nathnac.org/travel>.

Charges for malaria prescriptions

Some antimalarials are not available on the NHS and only available on private prescription, these include Malarone, doxycycline and mefloquine (Lariam). There is a £14 private prescription charge at Student Health Service and the pharmacy will then charge you for the items. Each pharmacy charges a different price so it is worth shopping around with your prescription.

If Chloroquine and/or Proguanil antimalarials are recommended for your destination, these do not require a prescription and can be bought over the counter at a pharmacy.

You can check the following website for further information on risk of malaria at your destination (malaria maps) and antimalarials recommended.

<http://www.fitfortravel.nhs.uk/home.aspx>

Where can I get a prescription of antibiotics to take with me to treat travellers' diarrhoea?

It is cheaper to buy these at NOMAD travel clinic on Park Street than to obtain them from SHS as they need to be issued on a private prescription which incurs a £14 prescription charge plus the price of the tablets from the pharmacy.

Where can I obtain Acetazolamide (Diamox) for altitude sickness?

This is an unlicensed medication in England, so not prescribed at Student Health Service, however NOMAD sell it within their clinic.

Where can I check how long my immunisations last for?

Information can be found at <http://www.nathnac.org/pro/factsheets/index.htm>

Risk Assessment for Contagious Diseases While on Student Electives

Students travelling abroad may be exposed to contagious diseases which may be life threatening. Before travelling on your Elective you should:

- Assess the risks of contagious diseases with your elective advisor and take the appropriate precautions
- Have a dental check up
- Know your blood group.

Information on Potential Hazards

There are several resources available which provide up to date information which can be used for your risk assessment (some charge for their services). These include:

Foreign & Commonwealth Office (<https://www.gov.uk/foreign-travel-advice>)

The National Travel Health Network and Centre (NaTHNaC) <http://www.nathnac.org/index.htm>

SARS & Avian Influenza: <http://www.hpa.org.uk/>

If the information you require is not available from these resources or your supervisor please contact: Students' Health Service, if you are registered with the Students' Health Service, or Dr Dallimore, Elective Co-ordinator

Infectious Disease Risk Assessment

While there are numerous potential infectious hazards when travelling abroad, most of these can be avoided by appropriate immunisation, use of insect repellents/ mosquito nets and malaria chemoprophylaxis and avoiding contaminated food and water. However, particularly in clinical practice, you may be exposed to HIV, the viral haemorrhagic fevers, avian flu, SARS or other unexpected infectious hazards – the risks therefore require careful consideration with your adviser before embarking on your elective.

HIV

There are around 33 million people infected worldwide, with around 8, 000 new infections each day. The pandemic has reached all parts of the world, with sub-Saharan Africa most affected (22.5 million people infected). Against a background of general high prevalence of HIV infection in some countries, certain risk groups within those countries have even higher prevalence, for example IVDU, gay men, and sex workers. Such groups may have an HIV prevalence of over 50%. In addition, HIV infection is common amongst individuals presenting to medical services. In many areas of sub-Saharan Africa, over 75% of in-patients on general medical wards are HIV positive.

Action

All students must familiarise themselves with the risk of HIV in the area where they propose to visit.

How might a student on elective become exposed to HIV?

HIV is a bloodborne virus - exposure occurs through inoculation or mucous membrane exposure to infected blood or secretions. There is a potential for occupational/ work related risk, and risk through sexual exposure, intravenous drug use, and use of unsterile equipment (e.g. tattooing). Exposure prone procedures include: venesection, insertion of intravenous catheters, lumbar punctures, immunisation, insertion of chest drains and all surgical procedures. Obstetrics, orthopaedic surgery and trauma surgery are **HIGH RISK** exposure-prone procedures.

What is the risk of HIV infection?

The average risk of HIV after a significant needle-stick injury from an infected source/ person is approximately 1 in 300.

It is essential to remember that sexual intercourse is extremely hazardous in HIV endemic areas.

Recommended Actions (HIV risk)

- 1) **High Risk** exposure-prone procedures (i.e. obstetrics, orthopaedic surgery and trauma surgery) **must** be avoided in all areas where the local HIV sero-prevalence is equal to or greater than 1%. Standard Universal Precautions should be adopted in all situations.
- 2) **Post-Exposure Prophylaxis (PEP)** should be carried by students travelling to areas where HIV sero-prevalence is equal to or greater than 1%, and the equivalent medication is unlikely to be available locally. We recommend that for sub-Saharan Africa you take with you a starter pack of PEP, sufficient for at least 3 days to cover you while you arrange to fly home. A full course of PEP consists of 28 days of treatment, which can be continued in the UK upon return. Guidelines for when to commence treatment are provided below.
- 3) **Latex gloves and a medical kit** should be carried by students travelling to all areas where the equipment for standard universal precautions is unlikely to be available locally.

What do I do if I suffer a high-risk incident whilst on elective?

This could be a percutaneous or mucosal exposure to potentially HIV-infected blood or other high risk body fluid sustained during medical activities:

- Encourage any puncture site to bleed, and wash with soap and water (do not scrub); cover with a waterproof sticking plaster.
- Irrigate contaminated conjunctiva or mucous membrane with sterile saline or water for at least 5 minutes.
- Assess whether the patient may be HIV positive or suffering from AIDS. Involving a local experienced clinician would be valuable in performing the risk assessment, including details such as known recent test results, HIV treatment status, reason for attending medical services, additional risk group activities above the general population prevalence. Where possible, arrange for the patient's blood to be tested as soon as possible for HIV (and HBV and HCV) with the informed consent of the patient.
- Report the incident to the appropriate senior person locally, and keep a copy of the accident report.
- If HIV infection cannot be excluded, take a stat dose of HIV PEP as soon as possible and, ideally, within one hour of the incident. This one dose is unlikely to give side effects.
- Try to contact Dr Matthew Donati, Consultant Virologist (Tel:+44 117 342 5016) OR, if unavailable, the Consultant Virologist on-call via the switchboard at the Bristol Royal Infirmary (Tel: +44 117 923 0000)
- If the exposure is to blood or body fluids/tissues from a patient shown to be or strongly suspected of being HIV positive, you should continue to take the HIV PEP for four weeks.
- Report to the Occupational Health Department, University Hospital, Bristol, or the Director, Students' Health Service, Hampton House, St. Michael's Hill, BS6 6AU, 0117 330 2720, immediately on your return to the UK.

Viral Haemorrhagic Fevers (VHFs)

- Dengue fever is the commonest VHF, it is not transmitted directly from person-to-person and usually manifests as a severe flu-like illness. In Africa, VHF's include Lassa fever, Rift Valley fever, Marburg, Ebola, Crimea-Congo haemorrhagic fever (CCHF) and yellow fever. Humans initially contract these infections through exposure to rodents or insects (Ebola and Marburg unknown). Person-to-person transmission of Lassa, Ebola, Marburg and CCHF viruses can occur through direct contact with infected material (blood, vomit, pus, stool and saliva).
-
- **Action**
- Students travelling to at-risk areas for Lassa, Ebola, Marburg and CCHF viruses must avoid exposure prone procedures (see above) in all patients and avoid contact with patients in whom these VHFs are being considered or have been diagnosed.

-
- **Immunisation**
- Immunisation is an essential component of your preparation for your elective. When evaluating your vaccine requirements, you should consider the following vaccines:

Diphtheria	Hepatitis A	Japanese encephalitis
Tetanus	Typhoid	Rabies
Polio	Yellow Fever	Influenza
Hepatitis B	Cholera	Meningococcal ACWY

-
- **Action**
- All students must familiarise themselves with the immunisation requirements for the area where they propose to visit. Advice should be sought from the University Students' Health Service or your GP and the sources of information listed above.

-
- **Malaria prophylaxis**
- Malaria is the commonest imported infectious disease amongst travellers to the tropics. Prevention involves taking precautions to avoid mosquito bites (clothing, repellents and nets) and ensuring strict compliance with the recommended anti-malarials for your destination.

-
- **Action**
- All students must familiarise themselves with the risk of malaria in the area where they propose to visit (see information listed above) and take appropriate preventative measures. Please remember that sleeping under an impregnated mosquito net is at least as effective as chemoprophylaxis in preventing malaria. So if you plan to take malaria prophylaxis, take an impregnated net with you, particularly if you are not sure that one will be available where you are going.

-
- **Universal Precautions**
- Hand care: cover all cuts/abrasions with a waterproof dressing. Wear gloves during all examinations which may involve contact with blood or other body fluids. If blood or body fluids do make contact with your skin, wash thoroughly with soap or a disinfectant.

-
- Mucous membranes – always wear a mask and eye protection if you are involved in a procedure that may lead to a splash of blood or body fluids.

-
- Needles and Sharps – while handling needles and other sharps gloves should be worn. **Never** re-sheath needles, **always** dispose of them in an appropriate container.

-
- **FINALLY PLEASE NOTE**
- Provided that you follow these guidelines the risk from infectious disease is very small. More travellers die from accidents (often RTCs) than any other cause and most of these accidents could have been avoided. The consequences of having an accident abroad are often far more serious than if they occur at home. It is therefore important to avoid exposing yourself to unnecessary danger.

What to do in case of needlestick injury – summary

1. Wash the area thoroughly in sterile or boiled water. Try to make the broken skin bleed. Cover with a clean dressing.
2. Try to ascertain the HIV status of the patient. If not known, assume positivity.

3. If possible, contact the most senior doctor available immediately. Assess the risk with the help of the doctor. If high risk, then start HIV PEP.
4. Take the first dose of HIV PEP in the kit as soon as possible, ideally within one hour of the injury. Remember to check for any possible drug interactions on the patient information leaflet.
5. Continue to take HIV PEP as prescribed.
6. Inform the Director of Student Affairs or your Elective Supervisor by email, as soon as possible.
7. After consultation with one of the consultant virologists, consider returning to the UK within 3 days in order that further treatment can be given continuously on return.
8. Try to obtain as much information as possible about the index patient, including asking permission to test for HIV, and ask the responsible physician to monitor the patient's progress and to keep you informed.
9. Leave a forwarding address with the host physician.

REMEMBER: PREVENTION IS BETTER THAN TREATMENT

REGISTRATION FORM (WILL BE AVAILABLE ON BLACKBOARD IN JANUARY 2014)

Elective registration form

The deadline for submitting the Elective registration form is **Thursday 13th February 2014**.

Complete the form with the requested information. ONLY click on the submit button if you completed the form and are ready to submit your information.

Once you have submitted the form you will not be able to retrieve it or change your information.

If you want to save the form and resume later, click on the save button at the bottom left hand side of the screen and you can then close the browser (the form will also automatically save every minute).

To resume editing the form log back into the system and click on the '**resume**' button.

1. Please enter your **telephone number** (mobile number if possible)

2. Please enter your full **email address**

3. Please enter the **title** of your proposed project

4. What are the **aims** and **objectives** of your project?
[250 maximum number of words]

5. The following 5 questions relate to the information you are providing in "Part B" of your elective registration.

NOTE: If you answer False to any of these questions please explain why in the text box below

I confirm that I have included correspondence from my **host institution/s**
(confirming they will host me - with dates) True False

I confirm that I have included correspondence showing that I have suitable
accommodation True False

I confirm that I have included a copy of my **travel plans** True False

I confirm that I have included a copy of my **insurance papers** covering all
required areas True False

I confirm that I have included a **letter of indemnity** (not certificate) - plus MIPs
for Australia True False

6. Please enter your 1st **destination country**. (If you have more than 1 destination please see questions 10-13 and 14-17.)

7. Please enter the **address, telephone number and fax/email** of your host institution

8. Please give your dates of attendance at this institution

9. Please enter the **speciality/specialities**, you are studying at this institution e.g. Paediatrics

10. Please enter the country of your 2nd destination (leave blank if not applicable)

11. Please enter the **address, telephone number and fax/email** of your 2nd host institution (if applicable).

12. Please give your dates of attendance at this institution.

13. Please enter the **speciality/specialities**, you are studying at this institution e.g. Paediatrics

14. Please enter the country of your 3rd destination (leave blank if not applicable)

15. Please enter the **address, telephone number and fax/email** of your 3rd host institution (if applicable).

16. Please give your dates of attendance at this institution.

17. Please enter the **speciality/specialities**, you are studying at this institution e.g. Paediatrics

18. For the following 5 questions please confirm that you have undertaken a risk assessment and can confirm the information requested.

I have checked that my chosen country/region is not on the **FCO list of banned countries** True False

I have or will apply for an appropriate **visa** for any country I am travelling to. True False

I have sought and obtained adequate **medical advice and vaccinations** for my chosen destination. True False

I will take an appropriate **first aid kit** to my destination. True False

This will include **Post-exposure Prophylaxis (PEP)** for HIV True False

19. I am aware of the following health and safety risks. For guidance please see the handbook.
[Maximum number of words 250]

20. To minimise these risks I will :

21. Please confirm that you will keep in touch with a relative or friend via e.g. mobile phone while you are away.

- a. Yes
- b. No

22. Please specify who and enter their contact details

23. Local Supervisor information

Enter the **name** of your local supervisor

24. Enter the **role** of your local supervisor

25. Enter the **email address** of your local supervisor

26. Enter the **telephone number** of your local supervisor

27. Please select your local supervisor's department (if you select "other" - please give this information in the following question)

- A&E or Emergency Medicine
- Anaesthesia
- Bristol Children's Hospital (Medicine or Surgery)
- Bristol Eye Hospital (BEH)
- Bristol Oncology Centre (Oncology or Palliative Care)
- Cardiology
- Care of the Elderly
- Dermatology
- ENT
- Medicine
- Neurology/Neurosurgery
- Orthopaedic Surgery
- Pathology (inc Haematology, Chemical Pathology)
- Plastic Surgery
- Psychiatry
- Radiology
- Rheumatology
- St Michael's Hospital (Obs&Gynae)
- Surgery
- Other - (please see next question)

28. If you answered "other" to the previous question, please enter your supervisor's department

29. Please select the organisation your supervisor works for

- Academic (UoB) **GP**
- Academic (UoB) **other**
- GP
- Bath
- Gloucestershire
- North Bristol
- North Somerset (Weston)
- Somerset Taunton
- Somerset Yeovil
- South Bristol
- Swindon

30.

I have discussed with my supervisor the aims, objectives, ethical issues, and health and safety aspects of the project.

My supervisor has agreed to mark the **detailed elective plan** before
THURSDAY 17TH APRIL 2014

Yes No

Yes No

Year 5 Detailed Elective Plan
For submission onto Blackboard by 12:00Hrs (GMT) 20th March 2014

1.	Your name:
2.	Term time address and contact details (email/phone)
3.	Location(s) for your elective - address and contact details

Signature:	Date:
------------	-------

4.a	Travelling companions, and their contribution, if any, to your elective proposal List these here.
4.b	Documentation and correspondence from the host institution (note: Letters of acceptance etc.) List these here.

This is a template for you to complete. Indicative word counts are in parentheses in the left column.

5. (50)	The title of your elective proposal
6. (250)	The aims and objectives of your elective (note: this should be a concise, tabulated, list of your specific research, training and/or educational goals. Carefully consider the feasibility of your proposals: are the clinical events you are interested in frequent enough to study and likely to be encountered in the location you are travelling to?)
7. (500)	What methods you will use to achieve your aims and objectives? (note: explain how you intend to fulfil each of the aims listed above. Are there any ethical issues arising from your proposals. Do you need and will you be able to secure ethical approval in time?)
8. (500)	What do you expect will be the Learning Outcomes from this elective?
9. (100)	List health and safety risks and how these risks will be minimised
9. (10)	Supervisor/marker's name (You are strongly advised to seek the opinion of one or more of your clinical teachers during the planning stage of your elective)
10. (100)	Why did you choose this location? What is the specific rationale for your proposed destination?

Marksheet for Year 5 Detailed Elective Plan: This is the only marked element of the Elective

Student Name:	Total Mark:
Supervisor's Name:	

Deadline for receipt of fully completed mark sheet is 17th April 2014. Total marks available: 20

Please send to: Year 5 Admin Co-ordinator, 1st Floor Senate House Bristol BS8 1TH or scan to medadmin-5@bristol.ac.uk

Content	0	1	2	3	4	Mark
Discussions with Supervisor	No discussion	Limited understanding and requiring significant direction with elective plans	Clear understanding and independent planning	Excellent understanding and clear direction for elective plans		
Aims and objectives	No attempt made to relate assignment to aims/objectives or aims and objectives not stated	Some attempt made to cover stated aims/objectives	Aims/objectives addressed, at least partially successful	Most of aims and objectives covered	Comprehensive coverage of aims and objectives	
Methods used to achieve aims and objectives	No evidence of planned methods	Limited description of methods lacking purpose, focus and clarity.	Description adequate, but without further development	In-depth description, showing consideration of ethical issues	Detailed and insightful description, with coverage of contingency plans and explicit discussion on the need for ethical approval	
Expected Learning Outcomes	No evidence of learning and/or professional development	Evidence of limited or inappropriate learning or development.	Some learning or development demonstrated, but restricted in scope/depth.	Evidence of learning and development demonstrated, with some suggestions for improvement.	Evidence of dynamic, reflective professional development, leading to modification of practice.	
Choice of location	No mention of rationale for choice, or superficial and/or trivial coverage	Clear outline of the rationale for the choice of location				

Risk Assessment	No risk assessment	Poorly considered approach to health and safety risks	Some health and safety risks included	Good understanding of risk assessment	Excellent, relevant assessment of risks and hazards
-----------------	--------------------	---	---------------------------------------	---------------------------------------	---

Feedback to student (strengths & weaknesses of plans)