



Visiting Students' Elective Programme Handbook

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BARTS AND THE LONDON SCHOOL OF MEDICINE AND DENTISTRY

INTRODUCTION

Thank you for your interest in applying to Barts and the London School of Medicine and Dentistry for an elective attachment. Barts and the London is part of Queen Mary, University of London, and offers international levels of excellence in research and teaching in two main centres in Whitechapel in the East End of London, and at Charterhouse Square in the City of London. The area is served by Barts and The London NHS Trust, which is a major referral centre offering all of the major specialties, serving a large area with a diverse and cosmopolitan population.

Barts and The London NHS Trust is a Centre of Excellence for Cardiology and Cancer, based at **St Bartholomew's Hospital**. It has the largest cardiovascular centre in Europe and offers 24 hour emergency care. It is also a leading cancer treatment and research centre offering a full range of treatment for cancer in partnership with Cancer Research UK (CR-UK). **The Royal London Hospital** in Whitechapel is a level one trauma centre operating the Helicopter Medical Emergency Service from a helipad on top of the hospital, bringing in major trauma patients from all over the south of England.

The Trust has a comprehensive portfolio of specialist services offering leading and innovative care in anaesthesiology, allergy medicine, diabetes and metabolism, dermatology, ENT, endocrinology, care of the elderly, gastroenterology, a hepatopancreaticobiliary centre, infection and immunity, maxillofacial surgery, neurosciences, ophthalmology, orthopaedics, plastic surgery, respiratory medicine, sexual health, urology and women's services and also has large dental and children's hospital offering a similar a wide range of related services.

In making your application to the school we encourage you to name three specialties that you are interested in, in order to increase the chance that we can offer you an elective placement. Placements in all specialties are limited and availability can vary at different times. The School charges an elective fee, payable at the time of application, consisting of a non-refundable £250 administration fee, and a refundable placement fee which varies depending on the length of the placement.

As an elective student at our school you will gain an exceptionally wide range of clinical experience and develop a good understanding of the healthcare needs of the diverse community in our state-of-the-art facilities. Our staff are experts in the research areas of translational research, cancer, cardiac, dentistry, inflammation, endocrinology, metabolism, immunology and infectious diseases, genomics, neuroscience, gastroenterology, epidemiology and primary care.

Elective attachments may be arranged at the following hospitals:

THE ROYAL LONDON HOSPITAL WHITECHAPEL, LONDON E1

The hospital was founded in 1740, in Whitechapel, to serve the sick poor amongst the merchant seaman and manufacturing classes of the east end of London. In 1785, the hospital opened England's first medical school, The London Hospital Medical College. The main buildings of the new medical school remain adjacent to the hospital. The Royal London will soon be Britain's biggest new hospital as a major rebuilding programme continues alongside the original buildings. All of the major specialties are based here, apart from cancer, cardiology and respiratory medicine. Both the children's and dental hospitals are based here.



ST BARTHOLOMEW'S HOSPITAL WEST SMITHFIELD, LONDON EC1A

Founded in 1123 for the sick poor of Smithfield, it served the City of London from the medieval period through to the modern day as St Bartholomew's Hospital. As part of the Barts and The London NHS Trust it is being refurbished to provide the Cardiac and Cancer Centres of Excellence.

THE QUEEN ELIZABETH CHILDREN'S SERVICE AT THE ROYAL LONDON HOSPITAL

Electives are offered for a minimum of two and a maximum of eight weeks, and are subject to availability. Students are only permitted to take one elective period at the school during their medical training, and may take a placement in one specialty only. The School of Medicine and Dentistry reserves the right to alter availability without notice.

CRITERIA FOR APPLYING FOR A MEDICAL ELECTIVE AT BARTS AND THE LONDON

MEDICAL STUDENTS

You are eligible for an elective attachment at Barts and the London School of Medicine and Dentistry if you:

- are in your final year of medical school at the time of your elective attachment
- are in good standing at your medical school and are able to provide a letter of recommendation from your Dean of Clinical Studies
- can meet the necessary occupational health requirements
- have appropriate immigration permission.

Please note:

Medical students should not apply for an elective if they have outstanding assessments at their home medical schools. If you decide to attend an elective with outstanding assessments Barts will not be held responsible for organising/helping with exam arrangements.

GENERAL ADMINISTRATIVE INFORMATION

START DATE

You may choose to undertake your elective during a period that best fits your schedule, but these dates must be agreed with a supervisor. If there are no places remaining during the period you wish to attend we may ask if you would like to change your dates. All electives must start on a Monday and end on a Friday.

LENGTH

Electives should be between two and eight weeks and are limited to one continuous elective period per student.

FEES

Elective applications cost between £800 and £1000.

The elective fee is made up of a £250 administration fee, and a £550 standard placement fee for 2-4 weeks. Additional weeks up to 8 weeks will be charged at £50 per week.

Please note that the administration fee is non-refundable, but you may be eligible for a placement fee refund if you are not placed or do not attend.

APPLICATION PERIODS

The programme opens for applications for fixed time periods in March, August and November. You may only apply during these periods. The exact dates will be displayed on our website around a month before the program is due to open.

PRIORITY

Priority is given to students from institutions that our own students visit on exchange elective attachments.

ACCOMMODATION

The School is unable to guarantee accommodation to visiting students. You would be well advised to secure this once you have our offer. Rooms from hospital or university halls of residence are available, but on a strictly limited basis. London has

a wide range of accommodation types but living costs can be expensive and, in addition to your accommodation, you should consider the cost of food and transport.

ACADEMIC FACILITIES

You will be enrolled as an associate student member and will have access to services such as computing and library facilities during your stay.

MALPRACTICE/LIABILITY INSURANCE

You will be covered for malpractice insurance by the School of Medicine and Dentistry. You will, however, need your own personal medical insurance.

PURPOSE OF YOUR ELECTIVE

The sole purpose for elective attachments within the Medical and Dental School is to observe clinical work.

Students on elective attachment:

- are not employed by the Medical and Dental School or Barts and the London NHS Trust to provide services or to carry out work of any kind,
- are not permitted to participate in or help with the investigation and treatment of patients (including ordering of tests and taking specimens), to advise staff on the treatment of patients, to teach clinical procedures, to carry out research or to assist with laboratory work and/or other work,
- are not normally permitted to visit intensive therapy units and may only visit areas other than their base department with the express permission of their head of department or supervising consultant, and
- are not entitled to remuneration or expenses from the Medical and Dental School or from Barts and the Royal London NHS Trust.

APPLICATION PROCEDURE

1. Download and complete the **application form**, which will be uploaded to the website during the application period only. Please ensure you specify your dates of attendance and your specialty preferences. Placements may last between **2-8 weeks and must be in one specialty only**.
2. Pay the **relevant application fee** (depending on length of elective) via the Queen Mary online payment facility, which will be uploaded to this website during the application round only. **DO NOT MAKE YOUR PAYMENT VIA ANY OTHER METHOD**. You must make your payment during the application round; late payments will not be accepted. Please note that the £250 administration fee is not refundable if your application is unsuccessful.
3. Post the application form, the receipt of payment and **all** the documents listed below to:

Incoming Electives Administrator
Barts and The London School of Medicine and Dentistry
Turner Street
London
E1 2AD
United Kingdom

Please ensure that you include the following documents with your application:

- E-shop receipt confirming payment of correct fee
- Two written academic references in sealed envelopes marked 'Confidential'
- A transcript of your record in medical education authenticated by your Dean
- Copy of English Language Certificate (if applicable). Please see below for English language requirements.

Please note that an application which is received incomplete and/or received after the submissions deadline will be rejected automatically and you will lose the £250 administration fee.

Once we receive all the above we will send you a confirmation email and begin searching for an appropriate placement.

IMPORTANT NOTES:

- **If accepted for a placement, you MUST bring originals of all the above documentation, as well as your passport and visa (if applicable), to enrolment.**

Failure to show all the required documents on your first day will result in your enrolment being refused, and you will be unable to begin your elective.

LIST OF SPECIALTIES OFFERED:

Accident and Emergency

Anaesthetics

Cardiology

Cardiothoracic Surgery

Gastroenterology

General Surgery

Haematology

Neurology

Neurosurgery

Obstetrics and Gynaecology

Orthopaedics and Trauma

Paediatrics

Radiology

Renal Medicine

Trauma Surgery

Pre-hospital Care and Emergency Medicine- please visit:
<http://londonsairambulance.co.uk/hcp/medical-electives> regarding the Pre-hospital Care and Emergency Medicine programme.

If there is a specialty which you would like to apply for that is not on this list, you will need to email and ask if it may be possible for us to find you a placement.

Please do not apply for “Internal Medicine” as this is not offered as an elective at any of our hospitals.

Immigration Permission for Students outside the EEA or Switzerland

Students from outside the EU, the EEA or Switzerland must apply for a valid visa in order to be eligible for an elective placement.

For the latest general advice on applying for a visa, please see ‘Which immigration permission should I apply for?’ <https://www.welfare.qmul.ac.uk/guides/applying-you-travel-uk> (see below for recent changes to immigration policy).

Language Requirements

If you are a non-EU student, and you are not from a majority English-speaking country, you will need to submit proof of English Language proficiency as part of the application process.

For a list of English Language tests approved by Queen Mary University, and the level/grade required, please go to:

<http://www.qmul.ac.uk/international/international-students/englishlanguage/requirements/guidelines/index.html#guidelines>

PLEASE NOTE: RECENT CHANGES TO IMMIGRATION POLICY

The Home Office has changed its guidance a number of times on the type of immigration permission you need to apply for to come to the UK to do a medical or elective. The current rules state that if you apply for your immigration permission on or after 11 January 2018, and are studying medicine you will be able to undertake electives in the UK with [Short-term Student Leave](#) "provided these are unpaid, and involve no treatment of patients"

If you applied for immigration permission before 11 January 2018, you will need to adhere to the Immigration Rules in place at that time, which means that you should have applied for [Tier 4 immigration permission](#).