Faculty Education Office (Medicine)

**APPROVAL FORM for Proposed Plans for Elective Study**

***The Approval Form is in two parts. The first part is a questionnaire designed to assist you, through your planning, to minimise the risks whilst on and travelling to and from your elective.  
If you propose a Split Elective, permission must first be obtained.  
see*** [***https://education.med.imperial.ac.uk/Electives/policy.htm***](https://education.med.imperial.ac.uk/Electives/policy.htm)

***It is a requirement that you consult with Occupational Health for travel to/in the Tropics (including holiday associated with Elective) – see page 3, Infectious Diseases. There is also a section on this form dealing with any project you may wish to undertake as part of your Elective.***

***Second part: Once you have answered the questions below, you should make an appointment to see your Personal Tutor to discuss your plans and obtain his/her approval which must be signed on the second section of the form on the final page. The FEO will then provide relevant documents   
(e.g. references/transcripts) as required by your host institution.***

***Once your elective has been confirmed by the host institution, it is important that you submit, to the FEO at St Mary’s, a copy of your acceptance letter and ALL documentation for checking before it can receive approval by the Electives Director (or Deputy). Only then will you be authorised to leave for Elective.***

***If formal examination result transcripts are required, these are obtainable from the Registry.***

***All the questions in this form MUST be answered***

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| Your Details | |  | |
| Name |  | | |
| Telephone number of your UK home |  | | |
| Telephone number of your mobile |  | | |
| Other means of contact whilst away:  e.g. mobile, e-mail |  | | |
| Does College have current details of your next of kin?  [*http://www3.imperial.ac.uk/registry/currentstudents/updatedetails*](http://www3.imperial.ac.uk/registry/currentstudents/updatedetails) | | | YES / I have now updated contact details via  <http://www3.imperial.ac.uk/registry/currentstudents/updatedetails> |
| What insurance will you need to take out? *College insurance covers electives, plus up to 4 weeks contiguous holiday subject to the total period allocated according to your Elective Group. Cover does not include malpractice and some other exclusions, e.g. extreme sports. For these, additional cover would be required. Further details of the College scheme see* [*Insurance website*](http://www3.imperial.ac.uk/finance/informationandservices/expensesandinsurance/travellingoncollegebusiness/overseastravelinsurance)*.* | | | Specify here any extra insurance cover you will need **…….** |
| Dates | | |  |
| Dates of elective study N.B. MUST BE at least 7 weeks  *Under no circumstances are you permitted to miss time from scheduled attachments in the UK to travel to or from your elective: The maximum amount of time available for your Elective and holiday will depend upon your allocated Elective Group* | | |  |
| Is this part of a split elective proposal? | | | NO YES – I have received approval for the split elective in principle YES but approval still pending Date of approval: ………………..… |

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| The hosting Institution and the plan of study |  |
| Institution at which elective is to be undertaken, including full address together with email, FAX and telephone number(s) *This may be required if we need to contact you in an emergency* |  |
| Name of Elective Supervisor, including title (Prof, Dr, Mr, Ms, *etc*.) |  |
| Subjects to be studied |  |
| What type of clinical work do you expect to be involved in? |  |
| Will you be required to work unsupervised? | **YES / NO** |
| State how your skills and knowledge will ensure you have the necessary competencies required for the work you envisage. |  |
| Briefly state how you think you will benefit from the period of elective study and explain your choice of Institution. What are your learning outcomes for the Elective? |  |
| Have you sent & received back from the host institution a completed Electives Health Risks Assessment [questionnaire](http://www.imperial.ac.uk/workspace/OCCHEALTH/Public/ElectivesHealthRisks2011.docx)   Who supplied you the information?  If no information has been supplied, what is your assessment of the health and safety risks from your elective. How have you established these? | **SENT:** **YES / NO** **RECEIVED BACK:** **YES / NO**  **Name**: …   **The risks are:……** |
| Name(s) of other Imperial student(s) who will be attending your host location at the same time |  |
| Travel to/from the UK |  |
| Provide details of your route and mode(s) of transport, including total journey time to reach the host institution |  |
| Describe all non-routine travel risks associated in these journeys? |  |
| What other areas you are planning to travel to  in addition to your elective placement?  *This is for our reference - we may need to contact you while you are away, and it would be helpful if we could have contact details, and the names of other students with whom you will be travelling* |  |
| UK Passport Holders I have entered my travel details on the  [FCO Locate website](https://www.locate.fco.gov.uk/locateportal/) | YES / NOT YET If Not Yet , you are advised to do so before you travel |
| Non-UK Passport holders | Check with your Embassy for Consular details about advising of your travel plans |

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| **FCO Travel advice** | | |
| What is the current relevant travel advice given on the Foreign Office website for each location at which you intend to work? *Prior to departure, you are also required to  (i) check this guidance to ensure that it is still safe to travel, and  (ii) advise FEO if the FCO advice has been updated so as possibly to affect the approval for your travel* | |  |
| **Infectious diseases** | | |
| **NOTE: - for work in/travel to the Tropics, permission to travel will NOT be granted unless Occupational Health confirm to FEO that you have attended one of their Travel clinics. This will include your pre- or post-Elective holiday location.** | | |
| **Vaccinations**   1. **Is your Hepatitis B vaccination in date?** | | **YES / NO** |
| 1. **Does host institution require additional vaccinations or proof of immunity?** | | YES / NO |
| 1. **What vaccinations are recommended for travel to the countries you are visiting?** | | **List here…** |
| 1. **Is malaria prophylaxis recommended?**   *For information on recommended vaccinations, etc., consult the OH Services web page* *for* [*Travel advice and vaccination*](http://www3.imperial.ac.uk/OCCHEALTH/guidanceandadvice/traveladviceandvaccination/) | | **YES / NO** |
| 1. **Have you arranged an OH appointment to obtain the recommended vaccinations?**   *Students failing to attend booked appointments and who then reschedule will be charged for all vaccinations* | | YES / NO |
| **Protection against HIV, hospital-acquired and other infections** | | |
| 1. **What is the estimated prevalence of HIV where you will be working?** 2. **Will you have prompt access to HIV post-exposure prophylaxis treatment via your host?** 3. **Are there any other specific infection risks where you will be working e.g. TB, cholera?** 4. **What is the incidence of TB where you will be working? See** [**HPA website**](http://www.hpa.org.uk/web/HPAweb&HPAwebStandard/HPAweb_C/1195733837507) ***NOTE*** *high incidence is defined as >40/100,000*  *If the prevalence of HIV is 5% or more and you will not definitely have immediate access to HIV post-exposure prophylaxis, you are advised to take an HIV PEP starter pack with you. These can be purchased via the College OH Service. If working in high risk specialities e.g. surgery, obstetrics & A&E, you should take safety glasses to protect against blood splash. The OH Service can supply these and boxes of disposable gloves at a low price.* | | **. ………%**  **YES / NO**  **YES / NO If Yes, specify……..**  **……...cases per 100,000** *It may be necessary to monitor you on return from a high-TB incidence region* |
| Does your placement institution provide personal protective equipment for visiting students? *If gloves will not be available, or you are unsure, you should take a supply with you. These can be purchased at low cost from Occupational Health.* | | a) clothing YES / NO b) disposable gloves YES / NO *(whilst taking blood or examining patients)* c) other (specify) …………. |
| What personal protective equipment (PPE) will you need to take given the procedures you are likely to undertake? *e.g. face shield/safety glasses/gloves.* | |  |
| Your Healthcare in the event of pre-existing conditions or accidents | | |
| **If you need treatment for any existing health problems, have you made suitable arrangements for continuing this whilst abroad?** | YES / NO / No existing problems | |
| **Is HIV post-exposure prophylaxis available to students for use after a high-risk accident?  What prophylactic drugs are routinely used?**  **What are the local procedures in the event that you suffer a needle-stick/sharps injury?  How much time is likely to elapse before you receive treatment?** | HIV Prophylaxis provided:YES / NO /not known  Drugs used:-…  Procedures are: …   …hours | |
| Daily travel risks | | |
| What special risks are envisaged for daily travel to/from the host institution? How will you minimise these risks? *e.g. travel with fellow students* |  | |
| Accommodation | | |
| Is your accommodation secure?  Are there daily travel risks to and from your accommodation?  How will you minimise these risks? |  | |
| Summary of Tips for travelling on Elective – modified from [www.FCO.gov.uk](http://www.FCO.gov.uk) | | |
| 1. Review the need for comprehensive travel insurance over and above that provided by College and read the small print so you know exactly what your policy covers. 2. Before travelling    1. if you are a UK Passport holder, register with Locate ([www.fco.gov.uk/locate](http://www.fco.gov.uk/locate)) which helps the FO track down British nationals in a crisis.    2. If you are not a UK passport holder, check with your Embassy about similar arrangements they may have with Consulates in the countries you will be visiting 3. Take enough money and make sure you have access to emergency funds. 4. Research the country you are visiting. Visit: [www.fco.gov.uk](http://www.fco.gov.uk) and other relevant websites, books etc. 5. Visit College Occupational Health Department for vaccinations required for your Elective. They may also be able to provide additional vaccinations required for any pre- or post-elective holiday, but these may be chargeable. 6. Visit your GP well in advance of your trip to ask about any medication or other vaccinations. If you take prescription medications, pack enough for your whole trip plus a few days extra in case you are delayed. 7. Check your passport is valid for the duration of your trip **and** for return to the UK and that it has next-of-kin details filled in. Some countries require up to 6-months of unexpired passport at the expected date of departure before allowing entry into the country. 8. Check that you have all necessary visas – some countries insist on up to 6-months of unexpired passport by the date of exit in order that a visa be issued or for entry into the country. 9. Make copies of important travel documents. Also scan them and save into your email account(s). 10. Keep your family informed of your plans and leave emergency contact details with them and with Wendy Pearson in the FEO. 11. Make sure your mobile phone will work abroad and that you pack the charger. | | |

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| PROJECT | |
| **This is designed to highlight issues arising from projects undertaken as part of the Elective** | |
| Are you proposing to undertake a research project as part of your elective? *Please note that College Insurance will only apply if the project is declared here* | **YES / NO** |
| If YES, will this project require ethical approval at the host institution? | **YES / NO** *if your answer is YES, delete the following as appropriate* **approval is granted / application is ongoing / application has yet to be made** |
| Who is submitting the application? |  |
| Will the project have an Imperial-based supervisor? | **YES / NO** *If Yes, state name and contact details* |
| What proportion of your elective time will this project involve? |  |
| Does the project involve collection/analysis of samples, use of chemicals, use of laboratory equipment, travel additional to the clinical experience component of the Elective *See the Electives section on Blackboard for further Guidance on undertaking risk assessments for elective projects* | **YES / NO** *If Yes, briefly describe the processes being planned* |
| If the answer to the above question is YES, how will you mitigate the risks associated with undertaking the project? *Consider use of chemical or clinical samples for risks other than those normally associated with clinical practice, use of special equipment, control measures (including use of Personal Protective Equipment), and disposal, loan working situations, etc.* |  |

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| Declaration by Student |
| **I will notify the FEO:**   1. **if my travel plans or emergency contact details change** 2. **if the travel advice on the UK FCO website changes before departure** 3. **of any accidents resulting in injury, occurring during my absence from College or as a result of the elective.**   **I undertake to complete arrangements for protecting myself against infection risks.**  **I will report any inoculation accidents or other possible exposures to infectious disease (including work with TB patients) to the College OH service on my return, or earlier.**  **I undertake that, on Elective, my activities will be as an ambassador of Imperial College London and that I will conduct myself in a professional manner throughout.**  **I understand that permission to travel may be withdrawn, or a requirement made that I return or move to a safe area, if emergency situations arise.** |

**Student’s Signature**  **Date**

*Submission of this form by email will be taken to indicate compliance with this Declaration*

**PERSONAL TUTOR’S RECOMMENDATION**

**Name of Tutor (In capitals please)**

**Department (and Hospital/Campus)**

**Tutor’s Comments**

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| **I have reviewed the information on the preceding pages and recommend that the proposal be approved** *If the Personal Tutor is unhappy with any of the details, the reasons should be discussed with the student who should be asked to revise the application* | **YES / NO** |

**Tutor’s Signature** **Date**

**APPROVAL OF ELECTIVE DIRECTOR OR DEPUTY**

**Signature** **Date**

**Comments**

**If this Plan involves working in the Tropics, or travel to such regions as part of pre- or post-elective holiday, permission to travel will be rescinded if the College Occupational Health Department do not report that attendance at a Travel Clinic has been undertaken.**

**TO BE RETURNED TO:**

[FEO.ELECTIVES@IMPERIAL.AC.UK](mailto:FEO.ELECTIVES@IMPERIAL.AC.UK)