**STRUCTURED ELECTIVE OPPORTUNITY IN SINGAPORE – LEE KONG CHIAN SCHOOL OF MEDICINE**

**Electives Introductory Information**

* Elective Dates: 15 April – 14 June 2013
* Elective placements are counted in weeks, commencing on a Monday, and ending on a Friday.
* Applicants are advised to indicate three elective clinical interests, in case your first few choices are not available. All elective placements applied for are subject to the availability of vacancies and supervision, and the Dean's approval. Applicants should be prepared that not all the elective placement requests will be successful.
* It is an **absolute** requirement that all students attend the whole of the initial one-week Orientation (15-19 April 2013) and stay at the NTU campus during that week.

**Programme Information**

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| Week 1: 15 -19 April 2013 | Orientation1. Orientation to Singapore and healthcare institutions
2. Structured teaching and lectures at Nanyang Technological University
* Global Health
* Overview of Health and disease in Singapore
* Illness and Disease as seen in Singapore and the UK
* Team-based Learning
* Health Economics Aspects
* Health Services Research
* Use of biotechnology
1. Visit to Ren Ci Community Hospital, Polyclinics, Tan Tock Seng Hospital (TTSH) and Khoo Teck Phua Hospital (KTPH)
2. Preparation for elective internship
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| Weeks 2-7: 22 April – 14 June2013 | **Clinical Placement** |

**Learning Objectives:**

* Appreciating the different ways in which healthcare may be delivered in different countries
* Appreciating the different ways in which language, religion and culture impact healthcare delivery in different countries
* Obtaining an understanding of differences and similarities in disease patterns and presentations in different countries
* Gaining greater confidence in the management of common medical and surgical conditions and their emergency presentation
* Appreciating where systems differ between the UK and Singapore and understanding where there might be advantages and disadvantages as a result
* Networking with peers from Singapore to appreciate the differences and similarities in medical students’ experience

**APPLICATION INFORMATION**

**Immigration / Visa information**

* University undergraduates and graduates aged between 17 and 30 years old may apply for the Work Holiday Pass to work in Singapore for up to six months. Applicants must be resident and full-time students of the university. The Work Holiday Programme is open to undergraduates and graduates from universities and equivalent institutions in Australia, France, Germany, Hong Kong, Japan, New Zealand, the United Kingdom and the United States.
* More details, including the application form and requirements can be found at [MOM Application](http://www.mom.gov.sg/foreign-manpower/passes-visas/work-holiday-programme/before-you-apply/Pages/default.aspx). (<http://www.mom.gov.sg/foreign-manpower/passes-visas/work-holiday-programme/before-you-apply/Pages/default.aspx>)
* If the student does not meet the Work Holiday Programme criteria above, he/she would usually be issued a 30–day Visit Pass at the immigration checkpoint in Singapore. As the duration of the elective exceeds 30 days, the student is required to extend his/her stay through the Immigration & Checkpoints Authority, when in Singapore, in order to complete the elective placement. In addition, as the elective exceeds 60 days, when applying for an extension through the Immigration & Checkpoints Authority, the student may be requested to provide certain documentation such as a letter confirming his/her clinical elective placement in Singapore. Please approach the LKCSoM Elective Coordinator for this letter.
* Please refer to the SGP Immigration and Checkpoints Authority website for details on extension of the Visit Pass and the applicable fees. (<http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252&secid=165>)

**The following documents have to be submitted for application for the SGP elective at LKCSoM**

**To be submitted within 1 month of the application submission**

 1. Letter Confirming Student Status *(signed by FEO / Personal Tutor)*

 2. Personal Protective Equipment (PPE) Certification Letter *(not required by TTSH)*

**Upon the student’s acceptance of the elective placement offer, to be received by LKCSoM at least 2 weeks prior to the elective start date (by 29 March 2013):**

 3. Proof of Hepatitis B screening and immunity

 4. Proof of Immunity to Varicella (Chickenpox)

 5. Proof of Immunity to Rubella

 6. Proof of HIV screening

 7. Proof of Professional Indemnity Insurance *[IC Students usually get this via MDU, for free]*

 8. Proof of Health Insurance *[All IC students are covered by Imperial College insurance for emergency healthcare]*

**For students with approved elective placements at *Singapore General Hospital*, the following additional documents to be submitted upon acceptance, 2 weeks prior to elective start date (by 29 March 2013):**

* Letter Certifying Completion of Basic Cardiac Life Support Modules
* Proof of Hepatitis C screening

**Important notes on submission of documents**

* All documents must be submitted in English.
* Students are not allowed to undertake the elective placement if the required documents are incomplete.
* The elective placement approval letter will only be issued to you upon you submitting all required documents.
* Students must bring along ***original*** documents on elective start date.

**Applications to be sent to:**

**By Post: OR Email**: rtaylor@ntu.edu.sg

Electives Coordinator (Renay Taylor)
Lee Kong Chian School of Medicine
Nanyang Technological University
Research Techno Plaza, X-Frontier Block
50 Nanyang Avenue
Singapore 639798

**Changes /Cancellations**

* Request for change in discipline / department / hospital of placements will NOT be allowed after application is submitted.
* At least 6 weeks of electives need to be completed between 15 April and 14 June 2013.
* Applicants are strongly advised against making any changes and should be certain of their preferred choices of placement and dates before submission of application.
* Successful applicants who are unable to pursue their clinical elective placement in the LKCSoM should write in with a valid reason to the Electives Coordinator at rtaylor@ntu.edu.sg at least 4 weeks in advance.

**1. Letter Confirming Student Status**

The applicant must submit an original letter on university stationery from the parent university *(FEO to provide for IC students).* Applications will not be considered until the certification letters are received.
The letter should confirm that:

* The applicant is a registered undergraduate medical student of the applicant’s University and will still be a registered undergraduate medical student of that University during the period of the elective.
* The applicant's proposed elective attachments are considered suitable.

**2. Personal Protective Equipment (PPE) Certification Letter**

The PPE certification letter is required of all the clinical students who want to do their elective placement in the SGP restructured hospitals *(not required by TTSH)*. Please obtain the letter from your university as proof of certification in your use of PPE and related procedures, which must include mask fitting, gowning, gloving and hand washing techniques (this must be clearly stated on the letter).

**3. Proof of Hepatitis B Screening and Immunity**

* Students must submit documentary proof that they have been screened and tested negative for the Hepatitis B surface antigen (HBsAg). The documentary proof should be dated not more than 6 months prior to the date of the application.
* Students who are HBsAg positive (regardless of HBeAg status) will not be allowed to proceed with the elective placement. The LKCSoM reserves the right to require any candidates to undergo further tests for any or all markers of the Hepatitis B virus.
* Students who have been tested negative for HBsAg but are not immune (anti-HBs negative or
<10 mIU/mL) are required to be immunized prior to the start of the elective placement applied for. The documentary proof of immunisation can be submitted upon your acceptance of the elective placement offer.
* Students who are not able to submit the documentary proof before the elective start date, will not be allowed to proceed with the elective placement.

**4. Proof of Immunity to Varicella (Chickenpox)**

* Students are required to submit documentary proof for immunity to the Varicella Zoster Virus (VZV). The documentary proof of screening should be dated not more than 6 months ago from the date of the application.
* Those who are tested negative for VZV immunity will be required to be immunised within one month from the date of screening. Students who are not able to submit the documentary proof before the elective start date will not be allowed to proceed with the elective placement.
* Students may begin elective placement(s) without documentary proof of immunisation for VZV if:

(i) The student concerned has a letter from a registered medical practitioner stating that there is a reason why he/she cannot receive the vaccine;

(iii)The student concerned has documented evidence of two administrations of the varicella vaccine (non-responders).

**5. Proof of Immunity to Rubella**

* Medical students who are attending elective placements are required to submit documentary proof of immunisation (2 doses) to the Rubella Virus.
* For students who are tested negative for immunity, you will have to take 2 doses of immunisation.
* Students who are not able to submit the documentary proof before the elective start date, will not be allowed to proceed with the elective placement.

**6. Proof of HIV screening**

* Medical students who are attending elective placements are required to submit documentary proof that they have been screened and tested negative for HIV.
* The documentary proof of screening should be dated not more than 6 months ago from the date of the application. Students who are tested positive or not able to submit the documentary proof before the elective start date, will not be allowed to proceed with the elective placement.

**7. Proof of Professional Indemnity Insurance**

* All students are to indemnify and keep indemnified, save and hold harmless NTU, LKCSoM, the participating hospitals and its employees or volunteers against all losses, claims, demands, actions, proceedings, damages, costs or expenses, including legal fees, and any other liability arising in any way from the student's participation in the Elective Programme.
* Proof of Professional Indemnity Insurance is for the period of the Elective and Clinical placement and can be submitted upon your acceptance of the elective placement offer.

**8. Proof of Health Insurance**

* Proof of valid Personal Health Insurance is applicable only to non-Singapore Citizens and non-Singapore Permanent Residents. This document is for the period of the Elective and can be submitted upon your acceptance of the elective placement offer.
* International students should be aware that coverage by an international policy may require them to cover any medical expenses incurred during their Elective and be reimbursed later.

**For students with approved placements at *Singapore General Hospital*, the following additional documents to be submitted upon acceptance, prior to the elective start date:**

* **Letter Certifying Completion of Basic Cardiac Life Support (BCLS) Modules**
1. Please ensure that the BCLS certification covers modules in one–rescuer CPR, adult foreign–body airway obstruction (conscious to unconscious), infant CPR, and infant foreign–body airway obstruction. This must be clearly stated on the letter.
2. Students who are unable to submit a valid BCLS certification, that covers the modules, before the commencement of their elective placement, will not be allowed to report to the hospital/department.
* **Proof of Hepatitis C screening**
1. Medical students who are attending elective placements under Singapore General Hospital are required to submit documentary proof that they have been screened and tested negative for Hepatitis C.
2. The documentary proof of screening should be dated not more than 6 months ago from the date of the application.
3. Students who are tested positive or not able to submit the documentary proof before the elective start date, will not be allowed to proceed with the elective placement.