**UCL MEDICAL SCHOOL**

MBBS Management

## MBBS FINAL YEAR Elective Period

**FAQs - UK Electives**

**ELECTIVE APPLICATIONS**

**Q**. I have decided to remain in the UK, preferably London, and wondered what the process would be for applying for an elective placement in the UK (or at one of the UCL hospitals)?

**A**. Application processes are determined by each medical school/hospital/institution and you should check individual websites for information about how to apply.

If you would like to arrange an elective at UCLH, the Royal Free Hospital or Whittington Hospital, you should write to the consultant / team direct and ask whether it would be possible to accommodate you for the elective period. If a consultant agrees to accept you for an elective placement, please request confirmation in writing (email is acceptable) and forward the letter/email to medsch.elective-approval@ucl.ac.uk. As a UCL medical student there is no formal application process and there is no need to apply through the UCL Medical School Visiting Electives Programme.

Some hospitals which are associated with UCL have a separate application process. Hospitals currently known to run a separate application process are: Great Ormond Street Hospital, NHNN and The North Middlesex Hospital. Please be aware that fees will be charged.

Most application processes require students to provide confirmation of criminal record status and occupational health clearance. Some Trusts require students to be issued honorary contracts arranged by Trust administration.

**LETTERS OF GOOD STANDING/RECOMMENDATION/ACADEMIC TRANSCRIPTS/APPLICATION FORMS REQUIRING SIGNATURE OF DEAN (or DESIGNATE)**

**Q**. How do we go about organising the various documents that have been requested to be provided with the application?

**A**. Please email medsch.elective-approval@ucl.ac.uk giving details of the documents you require and allow at least 2 weeks before you need to send the documents.

Please give full name and student number

The Student Support Office can provide:–

• A Letter of Good Standing/Recommendation (which includes confirmation of student status)

• A an academic transcript

• An academic reference

• Other supporting documentation

Application forms may require the signature of either the Dean or Designate and the Medical School stamp. Please complete your part of the form and then send it medsch.elective-approval@ucl.ac.uk

If you have been asked for a reference concerning your ***clinical skills and experience***, you should contact a consultant who has supervised you on an attachment

**OCCUPATIONAL HEALTH CLEARANCE**

**Q**. I have been asked to complete an Occupational Health Clearance form.

**A**. Although you have already undergone this clearance on admission to the course, you will nevertheless be required to provide confirmation of your occupational health status when undertaking an elective attachment at the Royal Free, the Whittington and at UCLH (or elsewhere in the UK).

Please contact the **UCL Occupational Health Service** who will be able to provide a letter confirming your EPP clearance

Contact details: Tel: 0207 679 2802

Email: uclstudentoh@ucl.ac.uk

**DBS CHECKS (formerly CRB)**

Disclosure and Barring Service

**Q**. I have been asked to provide confirmation of my criminal record status

**A**. If you do not have a copy of your certificate, the Medical School can provide a certification letter confirming your clearance on admission to the MBBS course. Please email medsch.year6@ucl.ac.uk giving your full name, student number and year of entry.

If you are required to provide a recent DBS check, you can arrange for a new check through the Medical School. Please contact Holly Riches h.riches@ucl.ac.uk

**PROFESSIONAL LIABILITY INSURANCE / MEDICAL MALPRACTICE INSURANCE**

**Q**. Do I need to take out professional liability/medical malpractice insurance?

**A**. This is not a requirement for approved electives in the UK unless specifically requested by your host institution. Students undertaking an approved elective in the UK are covered by UCL Medical School as the elective is a required part of the MBBS course. However, students are advised to contact MDU or MPS to arrange cover in any case for the duration of the elective attachment.