



# The Hull York Medical School

## **Code of Practice on Elective Placements**

**Updated:** 18<sup>th</sup> June 2007  
**Frequency of Update:** As required  
**Responsibility to Update:** The Secretary of HYMS (Head of Administration), in consultation with the Electives Committee

## Introduction

This Code of Practice applies to elective placements undertaken by students either within the UK or abroad as part of the HYMS elective programme in Phase II, year 5 of the MB BS degree: other HYMS placements are regulated by contracts with the NHS.

## 1. Definition

- 1.1. HYMS elective placements should normally last either 7 or 8 weeks.
- 1.2. HYMS electives will be student-managed to the extent that students are responsible for organising and funding their elective and providing the evidence HYMS requires for the prior review, scrutiny and subsequent assessment of the elective experience.
- 1.3. Electives will:
  - 1.3.1. provide an opportunity for students to broaden their medical education by spending time gaining experience in a chosen area or field either in the UK or abroad.
  - 1.3.2. Normally be supervised by a medically-qualified person with appropriate experience
  - 1.3.3. Have specified learning outcomes, developed by the student and consistent with HYMS aims as expressed in the handbook.
  - 1.3.4. Be independent of close medical family connections
- 1.4. There will be an Electives Committee reporting to the Board of Examiners for Phase II and III and to the Curriculum Committee which will include medically qualified members with appropriate experience

## 2. Proposals and home supervision

- 2.1. An individual member of the Electives Committee will advise year 3 students on their choice of elective and the completion of their proposal.
- 2.2. There will be an information session in year 3 where students will be given advice and have the opportunity to hear about previous students' experiences of electives. For those going outside the UK a preparation workshop will be arranged.
- 2.3. Students will present a proposal to the Electives Committee at least 6 months before the elective period which must specify:-
  - 2.3.1. the intended learning outcomes
  - 2.3.2. the supervisory arrangements
  - 2.3.3. how the proposed experience will achieve the outcomes including evidence that the organisational and practical arrangements are, or will be, in place to enable the outcomes to be achieved.
  - 2.3.4. That the place to be visited is not the subject of a current Foreign Office 'all travel' warning  
<http://www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&cc=Page&cid=1007029390590>
  - 2.3.5. a properly constructed risk analysis
  - 2.3.6. that the student will put appropriate insurance arrangements in place
- 2.4. On the basis of the proposal documents submitted to it, the Electives Committee or a designated member or members of the committee will either:
  - 2.4.1. authorise the student to pursue the elective
  - 2.4.2. request further evidence
  - 2.4.3. suggest modifications
  - 2.4.4. refuse the proposal
- 2.5. Students are responsible for finding any funding necessary.
- 2.6. Students remain bound by the Conditions of Training agreement signed annually.
- 2.7. Students will be asked to contact HYMS within 7 days of their arrival at the placement.

3. Host institution
  - 3.1. Students must obtain a letter of agreement from the host supervisor.
  - 3.2. The letter of agreement from the host organisation must be appended to the proposal submitted to the Electives Committee.
4. Unsuitability of placement after arrival
  - 4.1. If a student finds that the host is unable to provide the agreed experience they must contact the Electives Coordinator who will (attempt to) resolve the situation in the existing location. Should this fail HYMS will organise another elective experience at the student's cost.
  - 4.2. If the host recognises that it is unable to provide the agreed experience or believes that the student is unsuitable for it, they should contact the HYMS Electives Coordinator.
5. Assessment
  - 5.1. Students undertaking electives will submit a report, normally of between 2500 and 3500 words demonstrating the achievement of the learning objectives specified in the proposal accepted by the Electives Committee.
  - 5.2. Assessment will be by a panel of approved examiners with appropriate experience
  - 5.3. The Electives Committee will provide moderated marks to the Phase II and III Board of Examiners, (see HYMS Code of Practice on Assessment and Examination for MB BS in Phases II & III.)
6. Review
  - 6.1. The Electives Committee will review the operation of each placement and the programme as a whole drawing on evidence from students and supervisors. It will provide an annual report for the Curriculum Committee and the Programme Evaluation and Quality Committee.

## Appendix 1

### Risk assessment

In planning your elective you should consider the risks you may run. They have been divided into risks to personal safety and the risks of not achieving the objectives of the elective.

Please complete the forms and supply any sources of evidence which may be used to make a more informed appraisal of the risks. The categories provided below are not exhaustive and you will be expected to add to them if your proposed elective entails other risks.

You should discuss the form with the designated member of the Electives Committee.

### Impact

Definition: impact could be broken down into a number of sub-areas (e.g. financial, relating to achievement of elective's aims/objectives, personal etc.)

HIGH	Major impact on the achievement of one or more of the aims of the elective placement or on personal safety
MEDIUM	Significant impact on the achievement of one or more of the aims of the elective placement or on personal safety
LOW	Not expected to have a significant impact on the overall achievement of the aims of the elective placement or on personal safety.

### Probability

Definition: likelihood of an event occurring.

HIGH	More likely to occur than not (>60%)
MEDIUM	Fairly likely to occur (20 - 60%)
LOW	Unlikely to occur but not impossible (<20%)

HYMS Electives risk analysis example

Risk	Contributing factors	Mitigating factors	Residual risk	
			Probability	Impact
<b>Personal safety</b>				
<b>Accommodation</b>				
Security	Communal	Wardens/security		
	Individual			
	Location			
	Distance from work			
		Letter from host supervisor, see CoP 3		
<b>Travel</b>				
To placement	Form of transport	Student transport		
From accom>work	Form of transport	Student transport		
Social/tourism	Form of transport	Travel agent		
<b>Environment</b>				
Urban	Street violence Crime levels Politico-social stability	Zone knowledge		
Rural	Isolation Crime levels Politico-social stability			
<b>Place of work</b>				
Health and safety	A&E depts	Local procedures		
	Psychiatric facilities	Local procedures		
<b>Disease (check with GP)</b>				
Infection		Vaccination		
		Kits		
		HYMS advice		
Injury	Work environment	Procedures Quality of health facilities		
<b>Personal factors</b>				
Cultural assumptions		awareness		
Cultural awareness				
Gender				
Alcohol/drugs				
Sex				
Patients	type			

<b>Achievement of objectives</b>				
<b>Supervisor</b>				
Qualifications	Publications			
Experience	c.v.			
Commitment	Letter from host supervisor– see CoP 3			
<b>Facilities</b>				
Laboratories	specification			
Equipment	specification			

<b>Sources of information</b>		
Previous research on topic		
urls		
FO/other guidance		
Institutional information		
Letter from host supervisor		