Before you set off for your elective!

Now that the elective period is rapidly approaching, we hope you are all looking forward to the experience and that all necessary arrangements are in hand. However, if you are having any difficulties or need clarification on any point, please do not hesitate to get in touch and we will do what we can to help.

Please take the time to read through the rest of this document to remind you of some important information.

1. Unexpected Changes to Electives
   Once you have submitted your elective confirmation form, your elective should not be changed except in exceptional circumstances. Any changes to confirmed elective after 31 May 2014, MUST be approved by the Degree Programme Director. (N.B. this also applies to unexpected changes during the elective period itself)

2. The Foreign and Commonwealth Office
   Please could we remind those of you going overseas to keep checking the Foreign and Commonwealth Office advice at: https://www.gov.uk/foreign-travel-advice#noTravelAll

   If the FCO advises against all travel, or against all but essential travel, to the country (or part of the country etc.) your elective destination is in (including areas that you need to travel through) you are required to make alternative arrangements. Please note that the elective is NOT classified as essential travel.

   It is YOUR responsibility to keep checking this site regularly. If you have any queries as to whether your elective is affected by FCO advice, or if you need to make alternative arrangements for your elective please contact medical.electives@ncl.ac.uk immediately. Similarly if you feel you would benefit from some additional travel security advice for your particular destination, please contact us.

   We advise you to sign up for FCO alerts at: https://www.gov.uk/government/news/fco-sign-up-to-twitter-alerts-service

3. Risk Assessment
   Please take a copy of your risk assessment with you for reference purposes. You should update it as appropriate if you encounter any risks you had not previously anticipated. If you were unable to give full details of your accommodation and/or itinerary at the time your elective was approved, please update your risk assessment and submit by email to medical.electives@ncl.ac.uk.

   We strongly advise you to revisit the ReCap of your elective safety lecture (on 20 November 2013) to remind yourself of the important information.

   Please remember your undergraduate status at all times and do not undertake any inappropriate tasks.

4. Insurance
   ALL students should have medical malpractice insurance.

   Students travelling overseas for an elective are covered by the University Personal Accident and Travel Insurance Policy for the duration of their elective. However, any period of holiday you may take is NOT covered by the University policy, so you will need to arrange your own holiday insurance.

   It is essential that you take a copy of the University Insurance Policy document with you. A copy can be found on the LSE or on the University website www.ncl.ac.uk/internal/finance/insurance/useful_documents/index.htm and see ‘Undergraduates certificate of insurance (PDF)’

20 May 2014
Before you set off for your elective!

Please ensure that you are fit to travel. If your doctor has advised you against travel for any reason, you will not be covered by the University insurance policy.

We strongly advise you to revisit the Insurance Powerpoint on the LSE to remind yourself of the important information. (Electives/Insurance Documents/Elective Travel Insurance Presentation)

5. Consent
You are reminded to take your copy of ‘Patients and Undergraduate Medical Students: Consent for Involvement in Teaching /Medical Education Code of Practice for the Faculty, NHS Trusts and General Practice’ with you on your elective and refer to it as necessary. (A copy of this document is also available on the LSE)

Remember, whilst on elective, you are still required to take consent, just as you would while on your clinical attachments in the UK. Seek consent from the patient/doctor/relative.

6. Medical Emergencies during Elective
Advice on medical emergencies can be obtained by calling The Royal Victoria Infirmary Tel: 00 44 191 2336161 and asking specifically to be put through to the adult Infectious Diseases on-call registrar or consultant.

7. Advice on HIV PEP and TB Exposure
Please read carefully and retain for your information two briefing documents:

   - Appendix A: Post-Exposure Prophylaxis (PEP) Information for Medical Students going on Electives
   - Appendix B: TB Awareness and Risk Assessment for Medical Students on Electives

8. Contact and Monitoring during Elective

General enquiries and any problems arising during electives should be directed to Mrs Gillian Lord in the Medical Student Office, Medical.electives@ncl.ac.uk, Tel: 0191 208 8116 or Fax: 0191 2086521.

To confirm that you have arrived safely at your host institution and are not encountering any problems on your elective, the Medical Student Office will send you weekly ‘monitoring’ emails. You are required to reply to these emails as soon as possible.

If you are going to a remote area and anticipate that you will be out of mobile range and/or without email access, you must notify the Medical Student Office of this in advance. You must also nominate a representative to contact the Medical Student Office weekly on your behalf.

The Medical Student Office will also contact your host supervisor each month and ask them to confirm that you are attending satisfactorily.

This monitoring process is in compliance with University policy (and UK Border Agency requirements where appropriate).

Contact via mobile phone - If you are not taking your mobile phone on elective, or if you are buying a new mobile number when you arrive at your elective destination, you MUST notify the Medical Student Office. Replying to the ‘monitoring’ email provides an ideal opportunity to let us know your new number.

20 May 2014
Before you set off for your elective!

These will be distributed at the Foundation Programme Talks on Monday 2 June 2014. Spare copies will be available on the LSE.

10. Assessment - Elective Report
Important: please refer to the updated information in the online version of the Elective Study Guide for 2013-14 as the headings for the elective report have been revised since you were given your hard copy of the Study Guide in December 2012.

You should follow the instructions below for your Elective Report:

1. You are required to complete the report with a maximum word count of 2000 words, (not including section headings or picture titles). You do not need to split the word count evenly across all headings.

2. The report should be structured around the following headings:
   1. Your motivation for your choice of Elective
   2. Outcomes achieved and barriers to achieving outcomes (if not achieved)
   3. Unexpected learning experiences
   4. Most valuable personal experience of the Elective
   5. Worst experience of the elective
   6. The contribution you have made to the host institution and how they have benefited from your elective
   7. Personal reflections on your elective in a global health context
   8. Quality improvement reflection

Additional Guidance
• ALL eight headings must be covered in your report.
• If you do two electives, both of them must be mentioned in the report but there is some flexibility regarding the degree to which they are covered. You may choose to focus more on one elective than the other and you don’t need to write about BOTH electives under ALL of the headings.

• If you do two electives, you still only need to do ONE quality Improvement Reflection. Further guidance regarding Quality improvement reflection has been provided by Dr Mark Welfare and can be found on the LSE.(Course Support/electives/report 13-14)

• Global health context – you may wish to consider for example: reflection on healthcare, inequalities in provision, access to healthcare, (treatment/preventative medicine) 'hard to reach out to' and/or minority groups, local/global public health issues etc. etc.

Please refer to the on-line version of the Elective Study Guide for the Assessment Criteria for Acceptable/Unacceptable

The deadline for submission of the elective Report is 12 noon on 21 October 2014.

11. Host report Forms and Student’s Report on Host Institution
The deadline for submission of these reports is 12 noon on 21 October 2014.

20 May 2014
**Before you set off for your elective!**

**12. Elective Photograph Competition**

Don’t forget to take some great photos while you are away and enter them in the Elective Photograph competition. First prize in each category is £120 😊.

See Appendix C for full details of the competition, including how and when to submit photographs.

Please also take note of the guidance regarding consent forms. (See Elective Study for full Guidance on Consent and Ethical Photography)

A Consent form can be found on the LSE and several copies are included in your pack. Please note on the consent form a brief description of the photograph it applies to.

*With all of this in mind we would like to wish you all a very safe and enjoyable elective. Please remember if you need any help or advice whilst on your elective, don’t hesitate to get in touch.*

Best wishes

Dr Matthias Schmid  
Mrs Cathy Emmerson  
Dr David Kennedy  
Mrs Karen Smith  
Mrs Gillian Lord  
[Medical.electives@ncl.ac.uk](mailto:Medical.electives@ncl.ac.uk), Tel: +44 191 208 8116
Before you set off for your elective!

Appendix A: Post-Exposure Prophylaxis (PEP) Information for Medical Students going on Electives

DEPARTMENT OF INFECTION & TROPICAL MEDICINE

DR M L SCHMID
Direct dial: 0191 282 3382
Fax: 0191 282 0810
E-mail: Matthias.Schmid@nuth.nhs.uk

March 2014

PEP is given in cases of high risk exposure to patients who are HIV positive. As such it is important to do a risk assessment. Certain areas of the world are high risk endemic areas and needle-stick injuries or exposure to blood products/mucous membranes need to be taken seriously.

We currently recommend a 3 day starter pack of Combivir 1 tablet twice daily and Kaletra 2 tablets twice daily at a cost of £95. This will buy you enough time to act.

Sharing of PEP packs: This has to be discussed individually with the ID unit and is dependent on a clear acceptance by both students. You must ensure that you replenish the starter pack if you have to take PEP to ensure you have another pack ready.

A full course of post-exposure prophylaxis is over 28 days.

Occasionally Kaletra may cause nausea and diarrhoea and we suggest then to take Loperamide/Imodium with every 2 tablets of Kaletra and or ginger-based products or over the counter anti-sickness tablets. Metoclopramide is also a good treatment against nausea.

It is essential that you identify the local needle-stick/exposure policy within the hospital environment you are going to. This not only includes how to clean the injury but also what action needs to be taken thereafter: including potential testing of the donor and also identifying how quickly you can obtain a further course (to complete a full 28 day course). Most countries/hospitals do have supplies of PEP which either need to be bought or will be given as part of local policy.

The University Health insurance will refund any cost of obtaining a full PEP course of required for an elective exposure.

Please ensure you wear gloves at all times and that you are sensible and do not take risks. Accidents can occur and you may contact us if you have problems.

In emergencies contact the on-call Specialist Registrar/Consultant in Infectious Diseases via switchboard on 0191 233 6161 who will discuss with me. You can also contact me by email.

Finally, if you have a needle-stick injury you must inform the medical school and you must have a follow up appointment no more than 3 months after exposure. You will need a minimum of 2 negative tests (3 & 6 months). Tests can be carried out as early as 6 weeks post exposure through our department or via occupational health.

Please do not hesitate to contact our department if there are any major issues.

Dr M L Schmid    MD FRCP DTM&H
Consultant Physician & Honorary Clinical Senior Lecturer
Elective Supervisor, Faculty of Medicine, University of Newcastle upon Tyne

20 May 2014
Before you set off for your elective!

Appendix B: TB Awareness and Risk Assessment for Medical Students on Elective

What medical students could do to reduce their risk of TB exposure on elective
- Be aware of the symptoms of TB
- Establish the prevalence of TB in the destination community
- Ascertained at the start of the placement what procedures are in place for TB infection control
- Adhere to local infection control procedures
- Seek to limit contact with TB patients to no more than 8 or more hours of cumulative contact

Rationale for consideration of risk

Assessing the risk posed by the incidence of TB in a given area: High incidence is generally defined as more than 40 cases per 100,000, per year in a population. There are several urban areas within the UK with an incidence higher than 40 per 100,000 per year. There are developing countries with an incidence of >250 per 100,000 per year. Increased incidence is likely to confer increased risk of exposure to tuberculosis to the individual student. This risk factor alone should not trigger testing but should be considered in conjunction with other risk factors outlined below.

Assessing the risk posed by the length of stay in a high incidence area: There is no recommendation in NICE or DH guidelines about the length of stay in a high incidence area that would automatically lead to testing.

Assessing the risk posed by the type and duration of patient contact: Considerations here relate to the nature of the placement (e.g. TB/HIV ward versus a community obstetric unit) and/or specific occurrences of significant exposure to someone with TB (e.g. induced sputum, bronchoscopy, intubation etc). Length of contact with an infectious individual is considered relevant with standard practice to regard 8 or more hours cumulative contact as significantly increasing risk of transmission of TB. Where good clinical practice infection control policies are either not followed or where there are not facilities available to do so, risk would be considered as higher.

Reporting TB symptoms
It is important both for your own health, the health of colleagues and patients, that you report symptoms of TB to:
Occupational Health Directorate Worklife & Wellbeing Centre
Newcastle General Hospital
Newcastle Upon Tyne Hospitals Foundation Trust
Tel: 0191 2821188

contd.
Reminder of TB symptoms
(adapted from http://www.nhs.uk/Conditions/Tuberculosis/Pages/Symptoms.aspx)

Pulmonary tuberculosis (TB)
TB infection and disease of the lungs is known as pulmonary TB. Symptoms of pulmonary TB include:
   - a persistent cough often with sputum, which can be bloody

and systemic symptoms of:
   - weight loss
   - lack of appetite
   - a high temperature of 38C (100.4F) or above
   - night sweats
   - extreme tiredness
   - a sense of feeling unwell

Extrapulmonary tuberculosis (TB)
In some cases, TB infection can spread from the lungs to other parts of the body. TB disease that occurs outside the lungs is known as extrapulmonary TB. This can involve the lymph nodes (LN), bones, GI tract, GU tract, CNS or skin. Symptoms often include the systemic symptoms of pulmonary TB plus symptoms specific to the organ system affected e.g. glandular swelling for LN TB.
# Appendix C

## The Elective Photograph Competition 2014

<table>
<thead>
<tr>
<th>Categories</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spirit of the Elective</strong></td>
<td>A single image composed from a collage of photographs encompassing medical situations, and the natural beauty of the country visited.</td>
</tr>
<tr>
<td><strong>Portrayal of the difficulties on delivery of health care in the region visited</strong></td>
<td>Single photograph.</td>
</tr>
<tr>
<td><strong>Photographic Merit</strong></td>
<td>Single photograph showing photographic skill and imaginative use of subject.</td>
</tr>
<tr>
<td><strong>Students at Work</strong></td>
<td>Single photograph</td>
</tr>
</tbody>
</table>

### Prizes in each category:
1st £120, 2nd £80, 3rd £50, Runners up (x3) £25

### Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 23 June 2014</td>
<td>Window for SUBMITTING photos opens. <a href="https://mbbs.ncl.ac.uk/electives/photos">https://mbbs.ncl.ac.uk/electives/photos</a> (Please see note below re consent forms *)</td>
</tr>
<tr>
<td>Thursday 14 August 2014 at 12 noon</td>
<td>Window for SUBMITTING photos closes **</td>
</tr>
<tr>
<td>Tuesday 19 August 2014</td>
<td>Window for voting opens</td>
</tr>
<tr>
<td>Monday 1 September 2014 at 12 noon</td>
<td>Window for voting closes</td>
</tr>
<tr>
<td>Tuesday 2 September 2014</td>
<td>Elective Photograph and SSC Poster Prizes event - late afternoon/early evening.</td>
</tr>
<tr>
<td></td>
<td>Guest speaker to award prizes/student presentations/light refreshments</td>
</tr>
</tbody>
</table>

* **CONSENT FORMS**: Please read this as it is IMPORTANT. Photographs containing patient images must have a patient consent form (a proforma is available on the LSE). When you upload a photograph you will be asked to confirm that you have complied with this requirement. PLEASE be aware an original copy of the consent form will always be required for all shortlisted photographs, otherwise they will be withdrawn from the competition. So please DO NOT upload a photo containing patient images if you will be unable to provide the consent form. It is very disappointing and unfair to other students when shortlisted photos need to be withdrawn for this reason.
**Before you set off for your elective!**

**We appreciate that some of you may still be out of the country when the window closes on 13 August. If you have difficulty in accessing the internet and would like to submit a photograph, please contact the Medical Student Office on +44 191 208 8116.**

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**PATIENT INFORMATION SHEET AND CONSENT FORM**

Newcastle University Medical School  
MBBS Elective Photograph Competition

**Consent for taking photographs of patients and/or their relatives/carers in a clinical or non-clinical setting**

My name is [insert name of student] and I am a medical student from Newcastle University Medical School. As part of my studies I am spending [insert number of weeks] on elective at [insert name of host institution]

- My Medical School organises a competition for students to enter photographs showing their elective experiences. Prizes are awarded for the best photographs.
- The photographs will be displayed in print and on the internal website as an entry to the Elective Photograph Competition (at Newcastle University Regional Medical School).
- Photographs will not be used for any other purpose than entry to the Elective Photograph Competition.
- The photographs can easily be copied and it may be difficult for the photograph to be destroyed if you asked me to do so at a later date.
- It will be possible for people to see your face in the photograph but they will not know your name or any other information.
- The doctor in charge of your care has given me permission to ask you if I can take you photograph.

Do you have any questions?

---

**CONSENT FORM**

HOST INSTITUTION /VENUE...............................................................................................................

Name of medical student......................................................................................................................

This form is to be signed by the person(s) who has agreed to be photographed for an entry to the Elective Photograph Competition (at Newcastle University Medical School)

The purpose of this form is to seek consent for the photographs to be taken and subsequently to be used by [insert name of student] who in turn offers a commitment to:

1. only allow said pictures to be used appropriately and sensitively
2. Ensure personal details of those taking part are never made available to third parties.

I, the undersigned, consent to the use of my image being used within the Elective Photograph Competition (at Newcastle University Medical School)

I understand that the image will be used for the Elective Photograph Competition (at Newcastle University Medical School) purposes and that copyright in the image will be retained by the photographer [insert name of student].

NAME ............................................................................................................................................

HOST INSTITUTION ..............................................................................................................................

SIGNED ............................................................................................................................................ Patient/parent/guardian/representative

DATE ..................................................................................................................................................

Brief description of photograph: ............................................................................................................

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20 May 2014